

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: 1/12/2024
Classification: Air Pollution Specialist	Position #: 673-450-3887-007
Division/Office: Industrial Strategies Division/ Program Planning and Management Branch	CBID: R09
Section: Emissions Data Quality Assurance Section	
Supervisor Name: Ryan Schauland	Supervisor Classification: Air Resources Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 3

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION:

The Program Planning and Management Branch of the Industrial Strategies Division is responsible for the program planning and management aspects of implementing the California Global Warming Solutions Act of 2006 (AB 32). The Emissions Data Quality Assurance Section is responsible for implementing the verification requirements of the Regulation for the Mandatory Reporting of greenhouse gas (GHG) Emissions (MRR). The section is also responsible for developing emission estimation and verification criteria and coordinating data quality assurance. To implement these responsibilities, the section develops and conducts verifier training, accredits verification bodies and individual third-party verifiers, reviews potential for verifier conflict of interest, conducts audits of verifier performance as part of oversight responsibilities, audits emissions data reports, coordinates verification statement set-asides and petitions, and collaborates on development of regulations and guidance for reporting entities and verifiers. This section is also responsible for implementing the requirements of the Cost of Implementation Fee Regulation (COI Fee). The section is responsible for ensuring COI Fee data is reported accurately, and for calculating COI Fees based on data reported. The section is also responsible for implementing the requirements of Senate Bill 27 (SB27) which includes contributing to the natural and working lands portion of the California Air Resources Board (CARB) Scoping Plan and developing the verification standards required for natural and working lands quantification methods.

CONCEPT OF POSITION:

Under direction of the Air Resources I, the Air Pollution Specialist (APS) reviews, evaluates and develops emissions calculation, reporting, and verification methods for use in a comprehensive GHG reporting and verification program. The APS provides analysis support of GHG data in support of the Cap-and-Trade Program, the COI Fees Program, and the Statewide GHG Inventory. The APS also works directly with third-party verifiers to provide training, accreditation, technical support, and oversight. The position requires close interaction and teamwork with CARB staff and management across Branches and Divisions, as well as staff and management from other public and private organizations.

This position may require the APS to voluntarily agree to a background criminal and credit check to ensure the integrity of the carbon market program due to the position's access to market sensitive information.

DUTY STATEMENT

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Works with verifiers and reporting entities to ensure a clear understanding of regulatory requirements for verification. Develops and maintains expertise in particular reporting sectors and assist or lead in resolution of verifier questions, as assigned. Writes guidance and conduct webinars, as required.
35% - E	Reviews potential for conflict of interest and conduct audits of verifier performance to assess quality and consistency of verification services provided to support the GHG Mandatory Reporting Program and the Cap-and-Trade Program. Reviews and recommends accreditation/reaccreditation of verification bodies and individual verifiers. Developing staff expertise includes reviewing lead auditor’s work at site visits, which requires some travel and participation in the DMV Pull Notice Program. Verification oversight requires field work. CARB employees observing site visits at industrial facilities, including, but not limited to, petroleum refineries, hydrogen plants, oil and gas production fields, cement plants, and electricity generation and cogeneration facilities, must wear safety equipment as required by the facility operator. The following safety equipment may be required, based on the particular facility type: hard hat, safety glasses, hearing protection, fire resistant coveralls, and safety footwear.
15% - E	Assists or leads, as assigned, calculation of assigned emissions levels, emissions data report audits, verification statement set asides, and verification statement petitions. Develops, implements, and recommends updates to verification section procedures. Evaluates, develops, and updates emission estimation methods and product data measurement methods in support of mandatory GHG reporting through literature review; application of scientific principles to the collection, analysis, and interpretation of data, studies, tests, and surveys; and contact with representatives of public agencies and private organizations at the State, national, and international levels. Assists Section Manager in planning, organizing, and implementing Section programs and special assignments as needed. Assists in implementing the requirements of the Cost of Implementation Fee Regulation, including the calculation and review of invoiced fees. Develops and updates training course materials and examinations for individual third-party verifier accreditation. Conducts in-person training and webinars, as needed. Screens candidates, grades exams, and recommends accreditation.
10% - E	Writes technical reports, memos, letters, report summaries, and oral presentations for all levels of CARB staff and management, Board members, the general public, CARB-accredited verifiers, regulated entities, and other stakeholders including industry groups and environmental organizations.
5% - M	May make presentations in workshops and Board hearings.