

DUTY STATEMENT

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Employee Name: Vacant	Current Date: March 20, 2024
Classification: Air Pollution Specialist	Position #: 673-450-3887-068
Division/Office: Industrial Strategies Division	CBID: R09
Section: Short-Lived Climate Pollutant Policy Section	
Supervisor Name: Anthy Alexiades	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

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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 Short-Lived Climate Pollutant (SLCP) Policy Section is primarily responsible for development and implementation of policies designed to reduce greenhouse gas (GHG) emissions from California's waste sector and natural and working lands. The Section is responsible for implementation of waste provisions of Senate Bill (SB) 1383 (Lara, Chapter 395, Statutes of 2016), oversees the Landfill Methane Regulation, coordinates with CalRecycle on the Organics Diversion Regulation, and supports development and implementation of division-wide initiatives including the Short-Lived Climate Pollutant Reduction Strategy and the Climate Change Scoping Plan. In developing and implementing effective policies, the Section maintains constructive and ongoing relationships within the California Air Resources Board (CARB) and across a wide range of stakeholders including State agencies, academia, industry groups, environmental justice advocates, and more.

CONCEPT OF POSITION:

Under direction of Air Resources Supervisor I, the Air Pollution Specialist (APS) position in the SLCP Policy Section of the Project Assessment Branch acts independently or as part of a team to collect and analyze data, reach sound conclusions, and develop recommendations for the control of SLCPs with a focus on the dairy and livestock sector. The APS applies policy and technical skills to evaluate existing and emerging solutions to reduce methane emissions from manure management and enteric fermentation. The APS plans, organizes, and carries out analyses, manages data efficiently, and develops clear, complete, and technically accurate reports in support of regulatory and policy objectives. The incumbent establishes and maintains cooperative working relationships across the agency and with other State agencies to assist in research and analysis of technical information pertaining to GHG emissions reductions strategies. The APS exhibits awareness of environmental justice and economic issues specific to the natural and working lands sector, communicates effectively, analyzes situations accurately, and implements appropriate courses of action. The APS also provides technical expertise to operate in a lead capacity for special projects and studies. Occasional travel may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Provides technical expertise and guidance in implementation of the SLCP Reduction Strategy with a focus on the dairy and livestock sector, including but not limited to manure management practices and strategies to reduce enteric fermentation emissions. This work involves coordinating internally and externally with agencies and stakeholders focusing on GHG emission reduction activities, research, and environmental justice.

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20%-E	Analyzes large amounts of data, draws conclusions from the data, and summarizes important findings from the data succinctly and coherently for decision-makers regarding SLCPs with a focus on the dairy and livestock sector. Supports development of the annual GHG emissions inventory. Analyzes and synthesizes emissions data and other information from peer-reviewed research papers to address technical and policy issues associated with the SLCP Reduction Strategy, the Climate Change Scoping Plan, and complementary CARB and State programs to reduce GHG emissions.
20%-E	Develops and manages research contracts, monitors contractor performance, and provides input on draft technical reports to advance the SLCP Reduction Strategy.
15%-E	Prepares correspondence, briefing papers, technical reports, issue papers, presentations, and other informational materials; evaluates policy and legislative proposals that impact California's climate change programs in general and the SLCP Reduction Strategy in particular, and recommends creative solutions; prepares and presents technical briefings to management. Ensures web pages are up to date. Works with management to obtain decisions needed, identify challenges to success; develops creative policy, technical, and administrative solutions to address these challenges.
10%-E	Leads, organizes, and participates in meetings, workshops, and other public events with CARB stakeholders and stakeholders of State agencies with whom CARB is collaborating.
5%-M	Assists Section Manager and Branch Chief in planning, organizing, and implementing Section programs; handle special assignments as needed. Performs other tasks as required within the scope of the classification.