

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: 3/21/2024
Classification: Staff Air Pollution Specialist	Position #: 673-450-3875-006
Division/Office: Industrial Strategies/ Transportation Fuels Branch	CBID: R09
Section: Fuels Section	
Supervisor Name: Matthew Botill	Supervisor Classification: Career Executive Assignment

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

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

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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 Fuels Section of the Industrial Strategies Division is responsible for supporting the Low Carbon Fuel Standard Regulation (LCFS) by developing and maintaining the LCFS reporting tools and data management system that facilitates reporting, and credit banking and transfers, settling compliance obligations, and third-party verification. The LCFS is a market-based reporting program designed to reduce the carbon intensity of transportation fuel by twenty percent by 2030. Key activities of the section include working with fuel reporting entities to ensure proper registration in the LCFS and reporting of data, analyzing data submitted by fuel reporting entities and preparing this data for dissemination to the public in various forms, and developing and implementing provisions to promote the transition to zero emission transportation. Clients include fuel producers and marketers, utilities, automakers, charging equipment providers and hydrogen station developers, ports and terminal operators, technology manufacturers, project proponents, consultants, and other governmental agencies.

The section also provides assistance to the other sections in the branch and works with the Branch Chief in all matters related to the implementation of the Low Carbon Fuel Standard Regulation. Staff also interact with other state, federal and international agencies to facilitate the development of comparable programs in other jurisdictions.

CONCEPT OF POSITION:

Under direction of Air Resources Supervisor I, the Staff Air Pollution Specialist (SAPS) is a fully qualified independent specialist at a level for program and policy development work. The SAPS uses scientific/policy skills and expertise to independently lead the electricity, hydrogen and zero emission vehicle (ZEV) provisions of the LCFS; oversee data reporting and regulatory developments to support additional adoption of clean transportation technologies; and coordinate with other divisions in California Air Resources Board (CARB) and external agencies and academic institutions to further advance the State's ZEV goals. The position requires close interaction and teamwork with other CARB staff, as well as a variety of internal and external stakeholders, including other CARB divisions, government agencies, policymakers, industry, environmental organizations, and the public. The SAPS may also represent the agency in various joint operations, speak before groups, answer inquiries, and prepare reports and correspondence. May require some travel.

<b>% OF TIME</b>	<b>RESPONSIBILITIES OF POSITION</b>
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40 %- E	Independently coordinates all activities related to the electricity, hydrogen, and zero emission vehicle (ZEV) infrastructure provisions of the LCFS regulation. Oversees data reporting efforts; reviews and audits data reported by stakeholders; coordinates with verification, enforcement, and legal on audits and investigations; develops methodologies and collects data to improve the estimation of residential non-metered EV charging and forklift charging; coordinating review of applications, reporting, and crediting under the ZEV infrastructure provision; and coordinates within and outside CARB on updating existing and developing new energy economy ratio values for electricity and hydrogen-fueled transportation applications.
25% - E	Leads the regulatory development of electricity, hydrogen and ZEV infrastructure provisions under the LCFS. Coordinates with other divisions in CARB and external agencies and academic institutions to further advance the State's ZEV goals. Evaluates and develop LCFS provisions to support additional adoption of clean transportation technologies.
15% - E	Prepares correspondence, briefing materials, presentations, issue papers, fact sheets, and maintain technical files related to electricity, hydrogen, and ZEV infrastructure provisions.
10% - E	Represents CARB in meetings, workshops, conferences, and hearings related to the duties above.
10% - M	Responds to special requests and perform other duties as required to support the activities of the Section, Branch, and Division.