

DUTY STATEMENT

DUTY STATEMENT

Employee Name:	Current Date:
Classification: Air Pollution Specialist	Position #: 673-920-3887-021
Division/Office: Sustainable Transportation and Communities Division	CBID: R09
Section: Local Planning Section	
Supervisor Name: Pedro Peterson	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 State's ability to meet increasingly stringent air quality standards and carbon neutrality depends to a large extent on accelerating the transition to zero-emission transportation and buildings; shaping the emergence of new mobility options to meet community needs; and integrating land use, housing and transportation to reduce the number and length of automobile trips. How we build communities, including the mobility options people use to get around, drives emissions, health outcomes, access to opportunity, and ultimately quality of life.

While the State has taken on a number of strategies to reduce emissions and build sustainable communities, State action alone will not be sufficient to achieve the magnitude and pace of transformation needed to meet the State's air quality and climate goals. The 2022 Scoping Plan Update discusses the relationship between local government actions and achievement of the State's long-term greenhouse gas (GHG) emission reduction goals. Specifically, Appendix D (Local Actions) of the 2022 Scoping Plan Update recommends actions that local governments can take in three priority areas—reductions in vehicle miles traveled (VMT), transportation electrification, and building decarbonization—that are critical for California's carbon neutrality commitments. The California Supreme Court has also signaled that local and regional agencies must keep up with the evolving climate change law and science. The California Air Resources Board (CARB) plays an important role in providing communities with guidance and support in this endeavor.

Within this context, the Local Planning Section (LPS) in the Sustainable Transportation and Communities Division (STCD) is responsible for the following:

- Developing and implementing initiatives to identify and address barriers to zero-emission mobility in local communities, with a strong focus on low-income and disadvantaged communities.
- Overseeing investments to expand mobility choices in disadvantaged communities to ensure they meet programmatic and statutory requirements, including those from the Sustainable Transportation Equity Project (STEP).
- Assessing transportation and land use development projects to ensure they meet applicable statutory requirements, are consistent with sustainable community strategies and the State's air quality and climate goals, and promote environmental leadership;
- Providing guidance to local agencies on best practices for mitigating GHG and VMT impacts of land use development projects under CEQA, including the development of mitigation banks and exchanges that can provide sustainable sources of funding for community mobility projects;

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- Working with CARB staff and other local and State agencies to provide guidance in implementing the California Environmental Quality Act and related statutes to ensure projects further the State’s air quality and climate goals;
- Staying up to date on local and regional actions related to transportation and land use development; and
- Assisting with community-focused transportation initiatives as necessary.

CONCEPT OF POSITION:

Under the direction of the Supervisor (ARS I) of the Local Planning Section, this position conducts work using scientific and analytical principles and practices to support the development of effective policies, plans, strategies, and projects, either on an individual basis or as part of a team.

The incumbent will play a key role in carrying out the mission of the section as described above, especially by helping to manage grants and contracts to implement community-scale mobility investments, such as those funded by the Sustainable Transportation Equity Project (STEP). Grant management will involve developing productive working relationships with grantees, ensuring that investments meet statutory and programmatic requirements, providing technical assistance, and fulfilling grant-related administrative duties. In addition, they will be expected to collaborate with other divisions at CARB to develop incentive program guidelines; develop reports, presentations, speeches, and other technical and policy documents requiring a broad perspective of Board-wide programs and initiatives; successfully complete projects and ensure effective communication and documentation of work; form and maintain effective working relationships with CARB staff and external stakeholders; and other tasks as described below.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
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40%-E	<p>Work independently and in cross-sectional teams to develop and implement initiatives to identify and address barriers to zero-emission transportation access in local communities. In particular, the incumbent will play a key role in implementing the STEP program both by managing existing and new grants to communities across the state, and in developing program guidelines in partnership with staff and management across different CARB divisions.</p> <p>In addition to supporting STEP, the incumbent will be expected to develop and implement financial incentive programs, regulatory and policy proposals, best practices, and other initiatives specifically targeted at enhancing mobility in a manner that reduces VMT, GHGs and air pollution in California's communities, with an emphasis on addressing mobility needs of low-income households and disadvantaged and low-income communities. This may include evaluation of projects funded through STEP and other clean mobility programs and developing policy recommendations to strengthen program guidelines and make them responsive to community needs.</p> <p>Identify policy and data gaps or weaknesses of funded mobility programs and recommend potential solutions. Understand the needs of disadvantaged and/or low-income communities for mobility by following statewide and local efforts to assess clean transportation barriers (e.g., SB 350, AB 617, SB 150). Facilitate workshops and/or stakeholder meetings and participate in public meetings. Travel as necessary.</p>
35%-E	<p>Coordinate with CARB staff in other sections, branches, or divisions on issues pertaining to air quality, climate, and regional/local transportation plans, and VMT reduction strategies including regulatory or incentive programs, including STEP, Clean Mobility in Schools, and Clean Mobility Options. This also includes working internally with other CARB staff to develop, review, and comment on policy and research proposals as well as assess transportation and land use development projects in order to ensure they meet applicable statutory requirements (e.g., CEQA, AB 900), are consistent with sustainable community strategies, the recommendations in Appendix D of the 2022 Scoping Plan Update, and the State's air quality and climate goals.</p> <p>Evaluate large datasets using relevant tools, such as spreadsheet software, statistical software, and Geographic Information Systems (GIS) to assess state, regional, and local VMT reduction initiatives.</p> <p>The incumbent is expected to work collaboratively with staff in other branches and divisions within CARB to report on outcomes from STEP and other mobility programs, align program guidelines and application schedules, and streamline processes in response to community and stakeholder feedback.</p>
15%-M	<p>Foster collaborative relationships with local governments around the State, other State agency staff involved in related work, non-governmental organizations, and academic researchers, and others.</p>

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10%-M	Other duties as needed, such as preparing briefing papers, issue papers, speeches, presentations, responding to public inquiries, conducting research, attending meetings, workshops, conferences and events that support the mission of the section and branch.
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