

DUTY STATEMENT

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Employee Name: Vacant (Mara)	Current Date: 2/04/2025
Classification: Air Pollution Specialist	Position #: 673-310-3887-004
Division/Office: Research	CBID: R09
Section: Lands and Climate Science Section	
Supervisor Name: Toshihiro Kuwayama	Supervisor Classification: Branch Chief, Air Resources Supervisor II

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 LEAD PERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Lands and Climate Science Section (LCSS) of the Research Division (RD) conducts comprehensive research to assess the direct and indirect interactions between air quality, climate, and natural and working lands (NWL). The research informs the policy decisions related to Agriculture, Forestry, and Other Land Use (AFOLU) mitigation strategies focused on reducing greenhouse gas (GHG) emissions across California while providing benefits to local and regional air quality. LCSS examines emissions of precursors, GHGs, and air toxics from various sources, including fertilizers, pesticide applications, agricultural burning, wildfires, and prescribed burning. By leveraging scientific knowledge, analysis capabilities, and strategic partnerships, LCSS supports initiatives to achieve carbon neutrality, comply with the National Ambient Air Quality Standards (NAAQS), and improve community air protection. These efforts reinforce the robustness of CARB's decisions and promote effective nature-based climate solutions that improve air quality.

CONCEPT OF POSITION: Under supervision of the LCSS Air Resources Supervisor I (ARSI), the Air Pollution Specialist (APS) will lead comprehensive research projects that update our understanding of the direct and indirect interactions between air quality, climate, and NWL at the state, national, and international levels. The APS will focus on advancing the methodologies for tracking GHG emissions and reductions, carbon sequestration, and other benefits from NWL, which are essential for demonstrating progress toward the 2045 carbon neutrality target. The APS will work closely with program divisions working on emission inventories, natural carbon sequestration efforts, nature-based climate solutions, regulatory ambient air monitoring, regional air quality modeling, ambient air toxics, and community air protection to support programs surrounding Assembly Bill (AB) 1757, AB 617, the Scoping Plan, and the State Implementation Plans. The APS will work closely with diverse interested parties, including the California Natural Resources Agency (CNRA), the California Department of Food and Agriculture (CDFA), the California Environmental Protection Agency (CalEPA), the California Department of Forestry and Fire Protection (CalFIRE), National Oceanic and Atmospheric Administration (NOAA), among others. The research topic will evolve based on the agency's research needs, which is an opportunity for the APS to gain a breadth of exposure to CARB programs. The APS is expected to use effective communication to build strong partnerships that help formulate relevant and impactful research that aids state programs and advances science nationally and internationally. Additional duties include stakeholder engagement, contract management, research planning, writing reports, data analysis, presentations to technical and non-technical stakeholders, and travel.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	<p>Analyze scientific data. Develop presentations and reports summarizing technical research findings; effectively communicate research objectives, methods, and findings to technical and non-technical audiences; prepare reports and manuscripts for peer-reviewed publications, CARB’s regulatory activities, and the public. Work with the management team to ensure that research findings address 1) the direct and indirect effects of climate change mitigation efforts on natural and working lands (NWL) in alignment with AB 1757, AB 617, the Scoping Plan, and the State Implementation Plan (SIP) objectives, 2) emission inventories, natural carbon sequestration efforts, and nature-based climate solutions programs, 3) Agriculture, Forestry, and Other Land Use (AFOLU) mitigation strategies that reduce and remove greenhouse gas (GHG) emissions in California, and 4) methodologies for tracking GHG emissions and reductions, carbon sequestration, and other benefits from NWL.</p>
25%-E	<p>Lead CARB’s research and service contracts that satisfy the section’s mission. Actively engage with stakeholders during the research planning process; maintain up-to-date scientific knowledge of research that can advance methodologies for tracking GHG emissions and reductions, carbon sequestration, and other benefits from NWL; conduct literature reviews and initiate policy discussions with partnering agencies; develop external research concepts; review and evaluate research proposals; ensure accuracy and clarity of the research outcomes; prepare and present reports to the Research Screening Committee (RSC); work with the administrative staff to initiate research projects; provide technical guidance to contractors; recommend actions to program leads based on final reports; disseminate research findings to relevant parties.</p>
15%-E	<p>Foster partnerships with the California Natural Resources Agency (CNRA), the California Department of Food and Agriculture (CDFA), the California Environmental Protection Agency (CalEPA), the California Department of Forestry and Fire Protection (CalFIRE), among other government organizations (GO), non-government organizations (NGO), and community-based organizations (CBO). Leverage the collaborations and use effective communication to improve the robustness of research projects. Promote thoughtful stakeholder engagement. Traveling and overnight stays are required based on needs, subject to the agency’s travel policies.</p>

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15%-E	Provide technical support to staff, direct manager, and Branch Chief. Participate in data collection and analysis, document reviews, brainstorming sessions, team-building exercises, and meetings. Provide technical- and policy-relevant updates related to NWL, AFOLU, wildfires, prescribed fires, air quality, and climate (among other related topics) to the management team. Include information on local, state, and federal regulatory developments in discussion.
10%-E	Represent the Section, Branch, Division, and CARB at interagency meetings, Board Hearings, public meetings, workshops, conferences, and other events involving GO, NGO, CBO, industry, and the general public. Develop presentations and reports summarizing technical research findings. Effectively communicate the research objectives, methods, and findings to technical and non-technical audiences.
5%-M	Work on special projects and perform other duties within the scope of the classification, as required.