

Duty Statement

Organization	Name
CalEPA	Vacant
Position Number	Effective Date
812-010-3887-002	
Classification Title	Working Title
Air Pollution Specialist	Air Pollution Specialist
CBID	Supervisor
R09	Lucy Levin, Air Resources Supervisor I

Position Description

Under the direction of the Deputy Secretaries for Intergovernmental Relations and for Environmental Justice and Equity (EJ), and the supervision of the Climate Policy Supervisor, the Air Pollution Specialist (APS) will serve as a subject matter expert at CalEPA in support the work of the Border, Environmental Justice, Equity, and Tribal (BEET) unit. This is a senior-level position responsible for coordinating CalEPA's border, environmental justice, equity, and tribal work, including providing advice on these subjects to CalEPA's Office of the Secretary and its Boards, Departments, and Offices (BDOs), providing training and policy advice on racial equity, evaluating and coordinating scientific studies, and ensuring accurate reporting for the BEET team's work internally and externally, in support of the Intergovernmental Relations and EJ Deputy Secretaries. This position requires broad engagement with agency and BDO staff as well as external stakeholders.

The APS will function as a non-supervisory technical expert that the Intergovernmental Relations and EJ Deputy Secretaries can consult with on policy and regulatory work. The APS will provide policy leadership, direction, coordination, and technical and scientific consultation on agency and BDO staff work products under the guidance of the Deputy Secretaries. The APS will assist the Deputy Secretaries to fulfill directions of Executive Orders B-10-11, N-16-22, and the CalEPA Tribal Advisory Committee Charter, and ensure compliance with Assembly Bill 3021 and Public Resources Code Section 71115.

The APS will be responsible for developing broad policy proposals about border, environmental justice, equity, and tribal work critical to CalEPA's mission and have both immediate and long-term impacts.



Position Category

This position is categorized as Office-Centered and is required to be in the office or in person (in the field) four days per week. This position's job duties can be performed while teleworking one day per week from an alternate pre-approved work location. The position incumbent can telework with a management approved telework agreement and schedule. Satisfactory job performance is required to maintain a teleworking agreement.

Essential Functions

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

30%* Serve in an advisory role to CalEPA's Deputy Secretary for Intergovernmental Relations (Tribal, Border, Federal) and Deputy Secretary for Environmental Justice and Equity. Serve as the units' advisor on border, tribal, environmental justice, and equity affairs. Coordinate with the Deputies on politically sensitive issues and develop responses and solutions. As the subject matter expert, is responsible for leadership in special project workgroups and committees.

30%* Build and maintain relationships with internal and external stakeholders to support the advancement of equitable outcomes. Assist in efforts to reduce silos and increase collaboration throughout CalEPA, its BDOs, and other state entities regarding border, tribal, environmental justice, and equity efforts.

20%* Responsible for compiling accurate and accessible information pertaining to reporting, public meeting, and public record requirements.

15%* Performs independent research on, and provides input in, the development of policies and procedures for border, tribal, environmental justice, and equity policies. Provides an administrative and policy focused interpretation of all relevant regulation and recommendations.

Marginal Functions

5% Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.

****These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.***



Employee/Supervisor Statement

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation.

Employee

Signature: _____ Date: _____

Print Name: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor

Signature: _____ Date: _____

Print Name: _____