

## DUTY STATEMENT

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### DUTY STATEMENT

Employee Name: Vacant	Current Date: July 14, 2025
Classification: Air Pollution Specialist	Position #: 673-450-3887-087
Division/Office: Industrial Strategies Division/Climate Data & Risk Reporting Branch	CBID: R09
Section: Climate Data Reporting 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 Climate Data & Risk Reporting Branch (CDRRB) in the Industrial Strategies Division of the California Air Resources Board (CARB) is responsible for the implementation of Senate Bill (SB) 253 (Wiener, 2023; codified in Health & Safety Code § 38532), the Climate Corporate Data Accountability Act and SB 261 (Stern, 2023; codified in Health & Safety Code § 38533) referred to as the Climate Related Financial Risk Act. SB 253 requires U.S. based companies with total annual revenues in excess of one billion dollars that do business in California to annually disclose their scope 1, 2, and 3 greenhouse gas (GHG) emissions. SB 261 also applies to both public and private U.S. companies that do business in California with annual revenues of \$500 million and requires companies to biennially publish climate-related financial risk reports. Both laws also authorized the collection of fees to cover the administrative costs of implementation.

The Climate Data Reporting Section (CDRS) is responsible for conducting all necessary rulemakings under SB 253. These regulations include developing the reporting protocols and requirements for scope 1, 2 and 3 emissions, third party verification requirements, third party verification accreditation processes and enforcement provisions. CDRS will collaborate with partner state agencies, regulated entities, existing reporting programs and organizations, and other interested parties to develop the Corporate Climate Data Reporting Program in order to provide transparency to California consumers and investors.

CONCEPT OF POSITION:

The Air Pollution Specialist (APS) serves as a technical expert within CDRS, contributing to the development and implementation of regulations under SB 253. The APS applies scientific principles to design and refine protocols for reporting scope 1, 2, and 3 GHG emissions. They analyze emissions data, evaluate reporting methodologies, and conduct research on existing domestic and international reporting programs to inform California's regulatory framework.

The APS develops regulatory language and supporting documents, prepares materials for public workshops, and assists in responding to stakeholder input. They identify entities subject to SB 253, support the development of tools and guidance documents, and help ensure the quality, consistency, and transparency of reported data. The APS also coordinates with other CARB teams and external agencies to align technical approaches and ensure program integrity. This position requires strong scientific, analytical, and communication skills and plays a critical role in building a robust and enforceable corporate climate data reporting program. The APS is also expected to collaborate with

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staff and management from CDRRB to build the Corporate Climate GHG Reporting Program and Climate Related Financial Risk Disclosure Program to implement SB 253 and SB 261, as needed.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
30% - E	Conducts research and technical analyses related to scope 1, 2, and 3 GHG emissions reporting. Assists in developing regulatory text and supporting materials for the Corporate Climate Data Reporting Program. Analyzes existing domestic and international emissions reporting frameworks to inform CARB's regulatory approach.
25% - E	Supports the rulemaking process by drafting and reviewing technical documents, preparing regulatory packages, and contributing to the economic and environmental analyses. Assists in organizing and conducting public workshops, responding to public comments, and engaging stakeholders.
20% - E	Assists in identifying businesses subject to SB 253 requirements and developing communication strategies for outreach and engagement. Supports efforts to maintain datasets of regulated entities and assist in analyzing data submissions for accuracy and completeness.
15%- E	Participates in meetings and collaborative efforts with other CARB teams, state agencies, and external partners. Supports verification and accreditation efforts by conducting technical reviews and assisting in the development of verifier qualification criteria. Occasional travel may be required.
10% - M	Contributes to contract development and management in support of regulatory and program implementation efforts. Performs other duties as assigned to support timely and effective implementation of SB 253 and related initiatives within the Climate Data Reporting Section.