

## DUTY STATEMENT

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### DUTY STATEMENT

Employee Name: Vacant	Current Date: July 9, 2025
Classification: Staff Air Pollution Specialist	Position #: 673-450-3887-022
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 type="checkbox"/> None	<input checked="" 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:

4 – Air Pollution Specialists

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 253 (SB 253), the Climate Corporate Data Accountability Act and SB 261 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 (\$1,000,000,000) that do business in California to annually disclose their greenhouse gas emissions for the prior fiscal year. 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 Staff Air Pollution Specialist (SAPS) provides senior staff level work, project management, and team leadership for staff responsible for drafting and implementing regulations for corporate climate data disclosure, pursuant to SB 253. The SAPS represents the program with stakeholders and contributes to and leads workshops and other program communications and also provides guidance to staff in identifying and communicating with businesses subject to the regulations and other interested parties. The SAPS play an integral role in developing the reporting protocols and requirements for Scope 1, 2, and 3 emissions, third-party verification accreditation processes and enforcement provisions for implementing SB 253. Occasional travel may be required.

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<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
30% - E	Acts as lead staff for a team developing and implementing regulations for greenhouse gas reporting programs. Provides direction, planning and project management for staff activities. Identifies activities required for rulemaking and establishes and maintains schedules and project plans. Supports work of the branch.
25% - E	Acts as a subject matter expert on one or more program areas. Drafts, reviews and edits proposed regulations and other required documents and leads efforts to solicit feedback on draft materials internally in CARB and with stakeholders. Leads and represents the section in workshops, briefings, and interagency work and prepares and delivers briefings and Board items.
20% - E	Independently completes activities and supports other staff identifying and communicating with parties subject to regulations and program partners assisting in program implementation. Identifies data sources and program partners and assists in the development of contracts and relationships to support program development and implementation.
15%- E	Tracks compliance with adopted regulations independently and as part of a team. Coordinates with the Legal Office and Enforcement Division in any compliance or enforcement actions that may be needed.
10% - M	Other duties as assigned and needed to ensure timely development and implementation of the regulations or assignments to support related regulatory activities within the branch.