

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: August 19, 2025
Classification: Air Pollution Specialist	Position #: 673-450-3887-115
Division/Office: Industrial Strategies Division/ Climate Change Program Evaluation Branch	CBID: R09
Section: Climate Change Planning Section	
Supervisor Name: Rajmir Rai	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 checked="" 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: 0-2

MISSION OF SECTION:

The purpose of the Climate Change Planning Section within the Climate Change Program Evaluation Branch (CCPEB) is to provide policy and technical analysis of greenhouse gas emissions reduction measures to support the development of programs to achieve California's climate goals, including by assessing existing and new technical infrastructure required to implement the Cap-and-Trade Program, and to provide ongoing evaluation of the success of associated strategies, regulations, and programs.

CONCEPT OF POSITION:

The Air Pollution Specialist (APS) position will serve as a member of the Climate Change Planning Section of the Climate Change Program Evaluation Branch (CCPEB) in the Industrial Strategies Division supporting projects to conduct assessments of existing technical and policy requirements between Cap-and-Trade Regulation requirements and necessary market tracking and auction and reserve sale systems business rules, and to develop operating procedures and training materials for these systems.

This position may be subjected to a background check, for felonies and credit, to ensure the integrity of the carbon market program due to the position's access to market sensitive information.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Develops auction and reserve sale system business rules; develops and implements operating procedures for California Air Resources Board (CARB) administration of Cap-and-Trade Program auctions and reserve sales required to implement the Cap-and-Trade Program; develops auction and reserves sale system training materials; develops and implements market tracking system operating procedures; and develops market tracking system training materials.
25% - E	Supports CARB administration of Cap-and-Trade Program user registration required to implement the Cap-and-Trade Program. Supports CARB administration of a Cap-and-Trade Program compliance assistance help desk required to respond to stakeholder inquiries related to Cap-and-Trade Program requirements. Manages contracts related to auction and reserve sales and related financial administration services.
15% - E	Prepares correspondence, briefing papers, scientific reports, issue papers, speeches, presentations and other informational materials; evaluates policy and legislative proposals that impact California's climate change programs and recommends creative solutions; and prepares and presents technical

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	briefings to management. Works with management to obtain decisions needed; identifies challenges to success; and develops creative technical and administrative solutions to address these challenges.
15% - E	Organizes and participates in meetings, workshops, and outreach events with industry representatives, environmental groups, other organizations, and the public.
10% - E	Forms and maintains effective working relationships with CARB divisions, other State agencies, districts, WCI, Inc. staff and other jurisdictions, and other stakeholders.
5% - M	Attends off-site meetings, training, and conferences when necessary. Travels as necessary.