

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: August, 2025
Classification: Staff Air Pollution Specialist	Position #: 673-450-3875-030
Division/Office: Industrial Strategies Division/ Carbon Management Branch	CBID: R09
Section: Carbon Strategies Section	
Supervisor Name: Sydney Vergis	Supervisor Classification: Assistant Division Chief

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:

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

2 Air Resources Engineer

2 Air Pollution Specialist

MISSION OF SECTION:

The Carbon Strategies Section (CSS) supports the deployment of carbon capture, utilization, and sequestration (CCUS) and carbon dioxide removal (CDR) approaches needed for California to achieve carbon neutrality by 2045 and in support of national and international efforts to advance CCUS and CDR, consistent with the mandates of Senate Bill 905 (Caballero, 2022). As part of this mission, the CSS is responsible for evaluating the efficacy, safety, and viability of CCUS approaches as well as CDR approaches, developing and/or updating protocols for CCUS and CDR deployment, and evaluating CCUS and CDR project applications submitted under CARB-adopted protocol(s). The section will support other sections within the Carbon Management Branch in developing regulatory proposals that support the deployment of CCUS and CDR approaches, designing and implementing a permit data portal, conducting CCUS and CDR project tracking and reporting, and other SB 905 related activities. The section will coordinate work with other state agencies contributing to the implementation of SB 905 and collaborate with state and local agencies working to advance CCUS and CDR strategies.

CONCEPT OF POSITION:

Under the direction of the Air Resources Supervisor I (ARSI), the Staff Air Pollution Specialist (SAPS) will serve as the staff lead for the CCUS program, completing the most complex assignments, directing projects and assisting other section staff. The individual in this role must have knowledge of CCUS technologies, a thorough understanding of California Air Resources Board's (CARB's) climate programs and the ability to develop technically sound policy recommendations. The incumbent must possess strong policy and technical expertise to manage high-profile and complex projects, ensure stakeholders are informed of emerging carbon management initiatives, and coordinate efforts across CARB divisions and with external partners. The individual will lead the development of program Regulations. This position may also serve as lead for special projects related to these functions and will work directly with CARB's Executive Office, Division Chiefs, Branch Chiefs, and other government agencies to advance the State's climate objectives.

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% OF TIME	RESPONSIBILITIES OF POSITION
30% - E	Independently serves as staff lead, analyzing and developing policy recommendations for carbon removal efforts, ensuring alignment with California's carbon neutrality goals. Conducts and oversees analyses using established and emerging analytical tools to evaluate feasibility, cost-effectiveness, environmental impacts, sustainability, and socio-economic implications of carbon management strategies. Synthesizes emissions and other data from academic and industry sources to inform policy decisions.
20% -E	Coordinates rulemaking efforts, establishes and monitors adherence to rulemaking schedules, guides, independently completes and assists other staff with developing regulatory and guidance materials. Works collaboratively with managers to plan program activities.
20% - E	Provides regular briefings to senior management and agency leadership on carbon management policy options and their role in California's broader climate targets. Collaborates across CARB divisions and with other governmental agencies to develop consistent and comprehensive carbon management policies and protocols.
15% - E	Represents CARB at meetings, workshops, and hearings with external stakeholders (e.g., industry, academia, nongovernmental organizations) to maintain positive and productive relationships, present technical and policy findings, and communicate program benefits. This may include making presentations at public forums and preparing written materials such as correspondence, data summaries, and fact sheets.
10% - E	Leads projects related to carbon management, including contract development and management and consultations that assist staff in gathering information, conducting analyses and completing technical reports and regulation development.
5% - M	Responds to special requests and performs other duties as required to support section, branch, and division activities. This may include preparing reports, correspondence, and presentations for internal and external audiences, and occasional travel may be required for public presentations and stakeholder engagement.