

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: September 11, 2025
Classification: Air Pollution Specialist	Position #: 673-450-3887-113
Division/Office: Industrial Strategies Division/ Oil & Gas and GHG Mitigation Branch	CBID: R09
Section: Emerging Fuels Section	
Supervisor Name: Tristan Pulido	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 Emerging Fuels Section (EFS) within the Oil and Gas and GHG Mitigation Branch (OGGMB) develops and implements regulations for fuels, including gasoline, diesel, alternative diesel fuels, and alternative fuels. EFS participates in the development of consensus-based fuel standards (e.g. ASTM) and conducts multimedia evaluations pursuant to Health and Safety Code §43830.8. The section provides support for other projects in OGGMB and supports other fuel and fuel additive related programs across all the California Air Resources Board (CARB) divisions.

CONCEPT OF POSITION:

The primary responsibility of the Air Pollution Specialist (APS) in EFS is to use scientific knowledge and skills to support development of complex and highly technical programs and regulations. Under the supervision of an Air Resources Supervisor I, the APS is responsible for the development of new regulations to reduce criteria pollutants and greenhouse gas (GHG) emissions from the combustion and production of fuels, implementing CARB's existing fuels regulations, and providing support for environmental analysis of effects of other programs and regulations at CARB, and externally, that have an impact on the makeup and use of fuels in California. The APS will also work on other oil and gas related projects. The APS is part of a team of multidisciplinary staff, collaborating closely with other relevant agencies, developing new policies with agreement from pertinent stakeholders, and providing environmental analysis to fulfill the goals of multiple programs. The APS coordinates with program staff and develops expertise in CARB's fuels regulations, including the Cap and Trade and Low Carbon Fuel Standard programs. The APS also coordinates with and develops expertise in CARB's mobile source control programs. The APS works with various CARB divisions, CalEPA and other State agencies, and external organizations in the process of developing complex programs and regulations to support CARB's clean air goals. May require occasional travel up to five percent (5%) of the time for conferences, field and site visits.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Using scientific knowledge and skills, performs compilation of data sources, which identify potential actions and other measures to control criteria pollutant and GHG emissions from fuels. Analyzes and evaluates technical data to develop regulations for control of criteria pollutant and GHG emissions from fuels. Determines the feasibility, cost effectiveness, environmental and social economic impacts of control strategies and regulations. In addition, conducts surveys, develops presentations, fact sheets, and other educational materials.
25% - E	Use scientific knowledge and skills to analyze and synthesize emissions data and other information from peer-reviewed research papers and other sources of information on emissions from fuels. Independently develops and performs technical evaluations on the formation and type of emissions from fuels and their impact on air quality and climate change. Plans and organizes technical research studies to develop technical data to support emissions analyses on various projects.
15% - E	Collects data to provide a basis for control measures and regulations. Reviews current technical literature and data to provide background and expertise for tasks described above. Prepares clear and accurate technical documents and reports related to the activities described above, which may be used for Board decisions.
10% - E	Coordinates and participates in meetings, workshops, telephone conferences with other governmental agencies, industry representatives, environmental groups and other interested parties related to criteria pollutant and GHG emission reduction programs.
10% - E	Reviews correspondence, technical reports, and other documentation in support of the tasks described above.
5% - M	Communicates with stakeholders, answer general inquiries, provide assistance to other sections, branches, or divisions. Occasional travel, field and site visits.