

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: 08/26/2025
Classification: Air Pollution Specialist	Position #: 673-450-3887-069
Division/Office: Industrial Strategies Division/ Oil & Gas and GHG Mitigation Branch	CBID: R09
Section: Oil and Gas Section	
Supervisor Name: Anil Prabhu	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: **NA**

Total number of positions in Section/Branch/Office for which this position is responsible: **NA**

FOR LEAD PERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**: **NA**

MISSION OF SECTION:

The Oil and Gas Section is responsible for developing and implementing methane emission control regulations for oil and gas production, processing, and storage operations. Specifically, this section amends and implements the California Air Resources Board's (CARB's) Oil and Gas Methane Regulation. In collaboration with other programs at CARB, the section targets reductions of co-pollutants in the oil and gas production sector to include toxic air contaminants, and criteria pollutants. The section also manages research projects that gather information about the oil and gas sectors. In addition, this section collaborates with other CARB, air district, State agency, and federal agency staffs on oil and gas regulations and related topics.

CONCEPT OF POSITION:

Under direction of the Air Resources Supervisor I (ARSI), the Air Pollution Specialist (APS) is one of the staff working on the interpretation, implementation, analysis, and amendment of CARB's Oil & Gas Methane Regulation (Regulation). Using scientific skills and expertise, the APS works with the ARSI and other staff to answer district staffs', operators', and the public's questions regarding the Regulation; works with local air districts and CARB's Enforcement Division to help implement and enforce the Regulation; works with operators and software consultants to fulfill the Regulation's reporting requirements; analyzes the data submitted via the Regulation's reporting requirements; and works with the lead staff person to develop amendments to the Regulation and shepherd those amendments through the rulemaking process. The APS provides input to the Assembly Bill (AB 32) Climate Change Scoping Plan process and CARB's efforts to meet carbon neutrality by 2045 or earlier. Using scientific skills and expertise, the APS also analyzes and synthesizes briefing reports related to methane and other pollutant emissions from peer-reviewed research and online reports.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Using scientific skills and expertise, assists in implementing and revising the Regulation, by working with local air districts and CARB's Enforcement Division to help enforce the regulation; by working with operators and software consultants to fulfill the Regulation's reporting requirements; by analyzing the data submitted via the Regulation's reporting requirements; and by identifying potential amendments to the Regulation.

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25% - E	Using scientific skills and expertise, conducts research and independently develops technical evaluations and studies to determine the feasibility, cost-effectiveness, environmental impacts, and socio-economic impacts of stationary source control strategies for the oil and gas sector; conducts investigations of emission control technologies and process modifications to reduce emissions through the development of control measures or regulations for criteria pollutants, toxic air contaminants, and GHGs; analyzes and synthesizes emissions and other information from peer-reviewed research papers.
25% - E	Acts as one of the staff working on the development of regulations, control measures, technical support documents for the oil and gas sector; conducts workshops and consultation meetings with industry, other governmental agencies, and the public to solicit information required to develop stationary source control measures and technical reports. Prepares correspondence, briefing materials, presentations, issue papers, and fact sheets related to stationary control programs.
10% - E	Using scientific skills and expertise, independently develops and performs technical evaluations of methane and co-pollutant emissions from various sources in the oil and gas sector and their impact on air quality; plans and organizes technical research studies to develop technical data to support emissions analyses on various projects; develops databases, conducts data collection surveys, develops emission inventories, and compares different inventory methodologies.
5% - E	Represents CARB in meetings, workshops, and hearings. This may include making presentations or providing other program related information. Travels as necessary.
5% - M	Communicates with stakeholders; answers general inquiries; provides assistance to other sections, branches, or divisions.