

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: September 11, 2025
Classification: Staff Air Pollution Specialist	Position #: 673-450-3875-031
Division/Office: Industrial Strategies Division/Oil and Gas and GHG Mitigation Branch	CBID: R09
Section: Emerging Fuels Section	
Supervisor Name: Tristian 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 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:

2 - Air Resources Engineer

4 - Air Pollution Specialist

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 responsibilities of the Staff Air Pollution Specialist (SAPS) in EFS are to independently act as a team lead for developing complex and highly technical programs and regulations. Under minimal supervision of an Air Resources Supervisor I, the SAPS is responsible for leading teams of Air Resources Engineers and Air Pollution Specialists in the development of new regulations to reduce criteria pollutants 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. As a developing subject matter expert in these areas, the SAPS will also work on other oil and gas related projects. The incumbent is the point person for fuel and fuel production emissions within CARB, coordinating 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 SAPS is tasked with addressing high-profile complex issues. The incumbent coordinates with program staff and develops expertise in CARB's fuels regulations. The SAPS also coordinates with and develops expertise in CARB's mobile source control programs. The incumbent 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.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% - E	Leads the development and recommendation of policy options, regulations, control measures, protocols, and technical support documents to evaluate and authorize fuels and related technologies. Organizes and conducts workshops and consultation meetings with industry, governmental agencies, and the public to solicit input and develop technical and regulatory reports. Serves as a primary expert for fuels, supply infrastructure, specifications, refineries, and related topics, coordinating across the agency and with other state partners. Prepares correspondence, briefing materials, presentations, issue papers, and fact sheets, and acts as an expert resource to external entities, CARB management, and the Board.
25% - E	Leads and coordinates the design and oversight of fuels testing and analyses required to inform regulatory activities. Conducts complex environmental and emissions analyses to evaluate impacts of proposed or existing fuels regulations and policies.
25% - E	Independently analyzes and synthesizes technical and scientific data, including peer-reviewed research, industry information, and stakeholder input. Conducts scientific and/or engineering evaluations on emissions formation, fuel properties, supply infrastructure, specifications, refineries, and control technologies. Plans and organizes technical studies to provide data and analytical support for regulatory and policy development.
10% - M	Represents CARB at meetings, workshops, and hearings with internal and external stakeholders. Delivers presentations, answers technical questions, and provides program information in both formal and informal settings. Communicates with stakeholders and the public, responds to inquiries, and provides technical assistance to other sections, branches, and divisions. Assists with cross-cutting projects and undertakes special assignments as needed.