

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: TBD	Current Date: TBD
Classification: Staff Air Pollution Specialist	Position #: 673-110-3875-XXX
Division/Office: Executive Office/ Environmental Justice and Equity Branch	CBID: R09
Section: Office of Racial Equity	
Supervisor Name: Liliana Nunez	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**: N/A

MISSION OF SECTION: The Office of Racial Equity (ORE) within the Environmental Justice and Equity Branch (EJEB) in the Executive Office operationalizes the California Air Resources Board's (CARB) commitment to promote fair and impartial social change by working at all levels within the organization and externally by addressing environmental injustices and advancing racial equity in the achievement of its mission. ORE serves as a catalyst and resource for CARB to become an anti-racist organization. ORE ensures CARB promotes equity in all forms, including racial equity, as a fundamental part of CARB's development and implementation of programs and policies. ORE's priorities are informed by the Board, executive leadership, and meaningful engagement with community members and community-based organizations, particularly those disproportionately impacted by poor air quality. To achieve its goals, ORE partners with other federal, state, and local agencies as well as ensuring collaboration across CARB so the most disadvantaged communities benefit equitably from CARB programs.

CONCEPT OF POSITION: Under general supervision of the Air Resources Supervisor I, the Limited Term Staff Air Pollution Specialist (LT SAPS) serves as a program expert on racial equity and community engagement to coordinate internally within CARB to advance equity. The LT SAPS will support operationalizing the use of the Community Engagement Model throughout the agency including assessment of the use and effectiveness of the Community Engagement Model and associated resources. The LT SAPS must be skilled in project management, communications, as well as building and maintaining partnerships with diverse stakeholders. The LT SAPS will coordinate with internal and external equity stakeholders and facilitate knowledge sharing. Typical tasks performed include, but are not limited to: planning, evaluating, managing organizational change, evaluating community engagement initiatives, preparing and presenting technical staff recommendations to executive leadership and the Board, and presenting program and project progress at Board meetings. The LT SAPS will be guided by CARB's Vision for Racial Equity and documents such as CARB's Framework for Racial Equity. Travel may be required, as needed.

An incumbent at this level requires technical knowledge and expertise that is significantly greater than standard full journey level analytical assignments, and this expertise is critical to achieve the Board's basic mission and vision for change.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Serves as an expert branch advisor on coordination of efforts to advance racial equity and community engagement. Advise, coach, and mentor CARB staff and management in utilizing the Community Engagement

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	Model to develop and implement meaningful community engagement plans in regulatory and policy efforts aimed at using scientific methods and principles for reducing air quality disparities and working towards climate justice. Understand and evaluate the needs of CARB staff and accordingly suggest steps to further racial and process equity through community engagement. Identify, develop, and conduct training courses and public events regarding the use of the Community Engagement Model. Coordinate with the CARB Racial Equity Training Team and other training teams in the development of training. Lead or support grants and contracts for community technical assistance and capacity building to advance and operationalize racial equity and environmental justice related to the Community Engagement Model.
30%-E	Lead the efforts to track the use of the Community Engagement Model, including establishing evaluation methods to assess how the use of the Community Engagement Model is creating change at the agency. Support the efforts to develop future updates to the current Community Engagement Model, including assisting with the creation of a Tribal Community Engagement Model. Lead and prepare staff for regular updates to the CARB management, leadership team, and the Board.
20%-E	Assist in the development of new, creative approaches to collect and synthesize data on the use of the Community Engagement Model across CARB and utilize them to modify or create meaningful best practices that augment CARB's racial equity efforts, providing clear information and meaningful reports. Assist a team to establish and maintain an equity data hub for the agency to track and monitor progress in racial equity efforts. Work collaboratively with the team and other divisions to model how to use an equity-centered approach including the use of data that supports CARB's decision-making and addresses community needs.
10%-E	Draw from best equity practices of other agencies and facilitate knowledge sharing across internal and external teams as it relates to community engagement. Build positive, lasting relationships of mutual respect with community, government, and industry representatives. Report-out to other CARB teams and management on Branch specific community engagement efforts.
5%-M	Prepare reports, budgets, and proposals including review of legislative proposals and action plans. Participate in or conduct other branch projects and administrative activities for the Office of Racial Equity. Occasionally work as point of contact when the manager is out of office or assist other sections within the branch by providing policy, written, or technical support for special projects to meet division objectives. May perform other duties within the scope of the classification as required.