

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 1 OF 3

DUTY STATEMENT

Employee Name: Vacant	Current Date: September, 2025
Classification: Air Pollution Specialist	Position #: 673-450-3887-114
Division/Office: Industrial Strategies Division/ Climate Change Program Evaluation Branch	CBID: R09
Section: Program Operations Section	
Supervisor Name: Shelby Livingston	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

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 3

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 purpose of the Program Operations Section within the Climate Change Program Evaluation Branch is to provide policy and technical analysis of programs, incentives, and other measures, including implementation of existing compliance offset protocols and evaluation of other potential offset protocols. This includes review projects, implementing the verification program including audits, and performing other tasks to ensure successful implementation of the Cap-and-Trade Program. Additionally, the section provides ongoing evaluation of the success of the associated strategies, regulations, and programs.

CONCEPT OF POSITION:

Under the direction of the Air Resources Supervisor I, the Air Pollution Specialist (APS) applies scientific methods and principles in the identification, study, and solution of air pollution problems. The incumbent designs, conducts, and evaluates methods to reduce greenhouse gas (GHG) emissions; develops and validates GHG simulation models; collects, analyzes, and evaluates data on GHG emissions reductions and associated co-benefits; coordinates with Offset Project Operators (OPO), Authorized Project Designees (APO), Offset Project Registries (OPR), Verification Bodies (VB), and verifiers to implement Board-adopted Compliance Offset Protocols (COP); audits and reviews project verifications of Offset Project Data Reports (OPDR); and prepares feasibility studies, computes the cost-effectiveness, evaluates additionality, and completes environmental analyses of potential new COPs proposed for Board adoption. This position is focused on offset projects using the COP for U.S. Forest Projects. The incumbent is also responsible for developing and presenting information on the Compliance Offset Program for internal briefings and for the public. Travel required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40%- E	Apply scientific methods and principles in the identification, study, and solution of air pollution problems. Incumbents design, conduct, and evaluate air monitoring. Reviews Compliance Offset Protocol U.S. Forest Projects (Forest Protocol). Audits and reviews OPRs and verifiers to assure conformance with the Forest Protocol and the Cap-and-Trade Regulation. Has a detailed technical knowledge and understanding of the Forest Protocol against which verifications will be audited, as well as extensive knowledge of the Cap-and-Trade Regulation to assure

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 3 OF 3

	conformance with all required provisions. Travels to the project site for audits, which may be anywhere in North America, and may require stays of several days to observe and audit the practices of the verifiers and OPR staff. Works with legal and management to address any questions on the implementation of the Forest Protocol and/or the Cap-and-Trade Regulation.
30% - E	Collect, analyze, and evaluate data on the effects of air pollutants on human health, vegetation, wildlife, water supplies, and other aspects of the environment. Assists with procedures and processes for offset issuance and tracking within the section and between sections. Investigates methods used in other organizations, nation- and worldwide to mitigate the impacts of climate change and to integrate climate change and criteria pollutant control efforts; identifies opportunities within the California Air Resources Board (CARB) to apply lessons learned to integrate climate change considerations into Division activities; works with divisions to implement suggested approaches. Reviews current technical and scientific publications and reports to provide needed background and expertise
20% - E	Coordinate air pollution control programs with other public agencies; develop regulatory measures and implementation plans and procedures for air pollution. Develop materials and solutions for program transparency. Develops and presents information on the Compliance Offset Program for internal briefings and for the public. Leads, organizes, and participates in meetings, workshops, and outreach events with industry representatives, environmental groups, and other organizations, and the public. Represents the division in interactions with Native American Tribes. Coordinates with CARB's tribal liaison. Prepares periodic reports on the division's interactions with Tribes.
10% - M	Forms and maintains effective working relationships with CARB divisions, other state agencies, districts, and other stakeholders. Negotiates with these groups as needed. Maintains coordination between the Compliance Offset Program and related work happening across the agency.