

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: September, 2025
Classification: Air Pollution Specialist	Position #: 673-450-3887-013
Division/Office: Industrial Strategies Division/ Program Planning and Management Branch	CBID: R09
Section: Climate Change Reporting Section	
Supervisor Name: Syd Partridge	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 Climate Change Reporting Section is responsible for development and implementation of regulations for the reporting of greenhouse gases (GHGs) by major sources in California to support the Cap-and-Trade and the Cost of Implementation Fee Regulation, and the Statewide GHG Inventory. The Section evaluates and develops emissions monitoring and quantification methods to support GHG reporting and GHG control strategies, implements and maintains the Mandatory Reporting Regulation (MRR), maintains the California electronic Greenhouse Gas Reporting Tool (Cal e-GGRT), and assists reporters with compliance. The Section will work with other California Air Resources Board (CARB) divisions, and other State agencies, and external organizations to formulate regulations and tools to assist GHG emissions estimation and reporting.

CONCEPT OF POSITION:

Under the direction of the Air Resources Supervisor I, the Air Pollution Specialist (APS) collects, extracts, and evaluates data sets related to quantification and assessment of GHG emissions and trends across sectors, as well as be responsible for the review, evaluation and development of the emissions calculation, reporting and verification methods for use in a comprehensive GHG reporting, and the verification program. The APS also provides analysis support of GHG data in support of the Cap-and-Trade Program, the COI Fees Program, and the Statewide GHG Inventory. The position requires close interaction and teamwork with CARB staff and management across Branches and Divisions, as well as staff and management from other public and private organizations.

This position may require the APS to voluntarily agree to a background criminal and credit check to ensure the integrity of the carbon market program due to the position's access to market sensitive information

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%- E	Using scientific concepts, evaluates, develops, and updates emissions reporting methods, guidance documents, and reporting tools and training materials in support of mandatory GHG emissions reporting. Applying scientific principles, collects, analyzes, and interprets data and studies, and is in contact with representatives of public agencies, private organizations, and stakeholders.
25% - E	Using scientific principles, contributes to the rule development process, especially for mandatory reporting of GHG emissions. Prepares and makes workshop presentations, facilitates workgroup discussions, prepares meeting

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	announcements and agendas, responds to public comment, and recommends actions to CARB management. Works cooperatively with public and private organizations through technical committees focused on development of the statewide GHG mandatory reporting program.
20% - E	Utilizes computer databases and web-based tools for storage and retrieval of statewide GHG emissions data. Designs and creates web sites for presentation of GHG emissions data information to the general public. Provides support for Cap-and-Trade, Cost of Implementation Fee, and Statewide GHG Inventory related projects, which may include database development, and web design. Analyzes and interprets GHG emissions data and emissions estimation methodologies from government and private sources and organizations. Travel may be required.
15% - E	Writes technical reports, memos, letters, report summaries, and oral presentations for CARB management and the general public, including private industry and environmental organizations. Presents emissions estimation, reporting and inventory concepts and data to Board members, upper management, and the general public in workshops and hearings.
5%-M	Contributes to quality assurance of data using prescribed methods and scientific judgment. Assists the Section manager in planning, organizing, and implementing Section programs and special assignments as needed.