

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: October, 2025
Classification: Air Pollution Specialist	Position #: 673-450-3887-086
Division/Office: Industrial Strategies Division	CBID: R09
Section: Short-Lived Climate Pollutant Policy Section	
Supervisor Name: Anthy Alexiades	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 Short-Lived Climate Pollutant (SLCP) Policy Section is primarily responsible for development and implementation of policies designed to reduce greenhouse gas (GHG) emissions from California's waste sector and natural and working lands. The Section is responsible for implementation of waste provisions of Senate Bill (SB) 1383 (Lara, Chapter 395, Statutes of 2016), oversees the Landfill Methane Regulation, coordinates with CalRecycle on the Organics Diversion Regulation, supports development and implementation of division-wide initiatives including the Short-Lived Climate Pollutant Reduction Strategy and the Climate Change Scoping Plan, and supports interdivisional efforts including the California Satellite Methane Project. In developing and implementing effective policies, the Section maintains constructive and ongoing relationships within the California Air Resources Board (CARB) and across a wide range of stakeholders including State agencies, industry groups, environmental justice advocates, and more.

CONCEPT OF POSITION:

The Air Pollution Specialist (APS) position in the SLCP Policy Section of the Project Assessment Branch acts independently or as part of a team to collect and analyze data and develop recommendations for appropriate data management tools to support regulations and policy initiatives for the control of methane with a focus on the waste management sector and dairy and livestock sector. The position will work closely with CARB's Office of Information Services and other experts to understand the technology options that are available and best suited for methane data reporting and management systems. The APS plans, organizes, and carries out analyses, gathers input on user needs, translates regulatory needs into specifications for practical data management system design, and develops clear, complete, accessible, and technically accurate public-facing data visualizations to communicate key findings and progress in support of regulatory and policy objectives. The incumbent establishes and maintains cooperative working relationships across the agency and with other State agencies to assist in research and analysis of technical information pertaining to GHG emissions reduction strategies. The APS communicates effectively, analyzes situations accurately, and implements appropriate courses of action. The APS also provides technical expertise to operate in a lead capacity for special projects and studies.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Apply scientific methods and principles in the identification, study, and solution of air pollution problems. Analyze data to draw conclusions and recommendations and summarize findings from the data succinctly and coherently to inform decision making. Coordinate within the section to understand and document regulatory processes and data management system needs. Identify implementation challenges and recommend solutions and appropriate platforms. Develop reporting templates. Design and automate data validation and quality control processes.
25%-E	Design, conduct, develop, and evaluate air monitoring activities to maintain a database and data submission portal to support regulatory oversight. Recommend procedures and tools to organize and store information including emissions data, compliance determinations, and correspondence with regulated entities. Automate internal processes for managing incoming reports, routing reports for internal review, and importing data to the database. Coordinate the testing of system components and output products to ensure functionality and user needs are met.
20%-E	Lead the completion of requests, plans, justifications, and other administrative requirements for gaining approval to use, document, provision, and deploy technological resources. Translate regulatory process needs to software specifications and identify appropriate platforms and tools. Develop contract scopes of work, monitor contractor performance, and maintain compliance with contract management policies and procedures in support of climate change programs.
10%-E	Prepare correspondence, briefing papers, technical reports, issue papers, presentations, data summaries and visualizations, dashboards, and other informational materials. Compile feedback from regulated entities, air districts, and other stakeholders. Create and maintain documentation related to system architecture and operational usage. Ensure web pages are up to date. Work with management to obtain decisions needed, identify challenges to success; develop creative policy, technical, and administrative solutions to address these challenges.
10%-M	Lead, organize, and participate in internal and external meetings, public workshops, trainings, and other public events with CARB stakeholders and stakeholders of State and local agencies with whom CARB is collaborating. Assist Section Manager and Branch Chief in planning, organizing, and implementing Section programs; handle special assignments as needed. Occasional travel may be required.