

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: October 2025
Classification: Air Pollution Specialist	Position #: 673-400-3887-029
Division/Office: Transportation and Toxics	CBID: R09
Section: Freight Systems Section	
Supervisor Name: Layla Gonzalez	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

☒ None	☐ Lead Person
☐ Supervisor	☐ 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 DIVISION: The Transportation and Toxics Division (TTD) is responsible for regulatory and non-regulatory activities to: reduce air toxics, criteria air pollution, and greenhouse gases from freight transportation (including implementation of existing rules, development of new rules and plans, and administration of incentive programs); characterize the health risk from toxic air contaminants; and develop and implement regulatory measures and other programs to reduce the localized health risk from air toxics. The impacts of poor air quality are disproportionately felt by disadvantaged communities and race is the single largest predictor of whether someone will be adversely impacted by air pollution. Thus, TTD aims to prioritize elevated health risks in disadvantaged communities to ensure that we are more equitably serving all Californians and is committed to advancing racial equity and practicing effective community outreach and engagement. This requires supporting policies that fairly address environmental and socioeconomic inequities throughout the State and is supported by meaningfully engaging with air quality partners, especially in low income and communities of color. Air Quality Partners include community members, environmental justice advocates and organizations, community-based organizations, air districts, regulated entities, and other impacted individuals.

MISSION OF SECTION: The Freight Systems Section supports the Freight Transport Advancement Branch's mission to reduce emissions of air toxics, criteria pollutants, and greenhouse gases from freight transportation through the development and implementation of CARB sustainable freight initiatives. Activities, conducted in concert with other branches and divisions, to support this mission include: conducting stakeholder outreach, developing and implementing regulations and strategies, implementing enforceable agreements, and promoting clean advanced technologies. This section is lead for implementing emission reduction strategies for freight and passenger locomotives.

CONCEPT OF POSITION: Under close supervision (Range A) or supervision (Range B/C) of the Air Resources Supervisor I, the Air Pollution Specialist is responsible for providing scientific and freight-related knowledge, and leading and working productively in multi-divisional and stakeholder teams to support the development and implementation of CARB policies and regulations. The Air Pollution Specialist applies scientific methods and principles in the identification, study, and solution of air pollution problems that will facilitate a transition to a zero-emission freight transportation system.

Incumbents design, analyze, and evaluate data on the effects of air pollutants; assess the impacts of new emission sources; design storage and retrieval systems for emissions data; coordinate air pollution control programs with other public agencies, and develop voluntary or regulatory measures and implementation plans and procedures for air pollution control. Incumbents may also represent the CARB in various operations, speak before groups, and conduct community outreach.

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The Air Pollution Specialist is also responsible for performing duties related to air pollution programs; conducting technical analyses; developing and presenting recommendations to CARB management; and conveying highly technical information to diverse audiences through a variety of correspondence, including briefing papers, presentations, technical support documents, workshops, and other informational materials related to freight transportation. Travel for site visits, meetings with stakeholders, and conferences.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Provide scientific, freight equipment, and project management knowledge for the development and implementation of CARB policies that will facilitate a transition to a zero-emission freight transportation system. Work with other staff, management, and stakeholders to research, analyze, design, communicate, recommend, and implement freight regulatory efforts and emission reduction strategies. Participate in multi-divisional and stakeholder teams to provide perspective on available technologies needed to implement solutions that ensure compliance of CARB-regulated freight transportation equipment. Work with highly technical groups of professionals to evaluate off-the-shelf and cutting-edge technologies in development. Consistently evaluate projects, policies, programs, regulations, and decisions to identify and address racial inequity, including inequitable processes and impacts. Use racial equity tools, strategies, and techniques to develop, implement, and update project-specific equity action plans for all work products.
25%-E	Use scientific principles and methods to collect, analyze, and interpret data on emissions, health risk, and freight system transportation and operations to evaluate relevance, develop policy recommendations, and help ensure that data is accurately reflected in CARB tools, models, and inventories. Translate scientific and policy information into plain language. Assist with the development of emission reduction strategies, including regulations and incentives, as well as industry agreements to reduce emissions.
20%-E	Translate scientific and policy information into plain language. Develop and present comprehensive oral and written reports to the Board, other agencies, and the public on California's progress in reducing the emissions and health risk from freight transportation. Use community engagement tools, strategies, and techniques to develop, implement, and update project-specific community outreach and engagement plans.
20%-E	Build and maintain professional, courteous relationships with internal coworkers and management. Prepare and deliver clear and concise correspondence; briefing papers; issue papers; policy reports; speeches; technical support documents; rulemaking materials per CARB and Administrative Procedures Act requirements; materials for workshops and

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	Board presentations; and other informational materials that will facilitate a transition toward a zero-emission freight transportation system. Engage with air quality partners from diverse backgrounds and communities by developing and maintaining relationships, communicating effectively, participating in meetings as needed, and being available as a resource to help partners navigate technical processes and meaningfully participate in CARB processes. Travel for site visits, meetings with stakeholders, and conferences.
5%-M	Perform other duties such as assisting other sections or branches within the division by providing policy, written, or technical support for special projects to meet division objectives.