

**DUTY STATEMENT**

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**DUTY STATEMENT**

|                                                                           |                                                       |
|---------------------------------------------------------------------------|-------------------------------------------------------|
| Employee Name: Vacant                                                     | Current Date: 9/5/2025                                |
| Classification: Staff Air Pollution Specialist                            | Position #:673-920-3875-004                           |
| Division/Office: Sustainable Transportation & Communities Division (STCD) | CBID: R 09                                            |
| Section: Climates Investments Branch (CIB)                                |                                                       |
| Supervisor Name: Mario Cruz                                               | 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**: 2-10 Air Pollution Specialists, Air Resources Engineers, Associate Governmental Program Analysts, or related classification in multiple CARB divisions.

**MISSION OF SECTION:** The mission of the Climate Investments Branch (CIB) is to advance State policies and investments that address climate change and advance equity with a primary focus on implementing California Climate Investments and developing tools, resources, and strategic partnerships.

**CONCEPT OF POSITION:** The Staff Air Pollution Specialist (SAPS) will work closely with the Branch Chief, the Division Office, and other managers within the CIB and STCD to meet the goals of CIB and STCD through collaborative leadership, expertise, and initiative. This SAPS is responsible for the organization of joint public meetings with the California Transportation Commission (CTC) and the Department of Housing and Community Development (HCD) to develop integrated policies that address transportation, housing, climate and air quality challenges. This position leads efforts to align transportation investments with statewide climate and equity objectives to reduce emissions and vehicle miles traveled while delivering environmental, social, and economic co-benefits, particularly in disadvantaged and low-income communities. This SAPS will also support the continuous improvement of California Climate Investments and contributes to CIB's efforts to promote the program as a model for national and international replication, helping to scale the impact of the state's climate leadership. Travel within California will be required.

| <b><u>% OF TIME</u></b> | <b><u>RESPONSIBILITIES OF POSITION</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30% E                   | Lead the coordination of public joint meetings with CTC and HCD to implement policies that jointly affect transportation, housing, climate and air quality. Work closely with the Branch Chief, Division Office, and Executive Office to establish the agenda for the meeting, action items, and next steps. Work with other CARB divisions and partners at CTC and HCD to coordinate outreach efforts to transportation, housing, climate, and equity advocates and other interested parties on the development of agendas and roster of speakers for joint meetings. Collaborate with the Board Administration and Regulatory Coordination Unit (BARCU) and other internal and external stakeholders on the implementation of the joint meeting and action items. Keep the Branch Chief and Division Office apprised of issues and recommend strategic action to resolve those issues. |

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| 30%   | Collaborate with CIB leadership and staff to ensure consistent California Climate Investments program implementation, and identify opportunities to improve program effectiveness to maximize environmental, economic, and social benefits to disadvantaged and low-income communities. Build productive relationships with administering agencies. Resolve differences in scientific approaches—often shaped by each agency's mission—while incorporating input from affected interested parties. Proactively establish and maintain relationships with other jurisdictions implementing Cap-and-Invest or similar programs to promote California's program as a model for national and international replication, helping to scale the impact of the state's climate leadership. |
| 20% E | Lead engagement with State transportation agencies to provide policy recommendations that align transportation programs with State-level policies and goals to reduce greenhouse gas emissions and improve air quality, particularly for the State's disadvantaged and low-income communities. The role involves close collaboration with other CARB divisions to identify new initiatives and review existing and upcoming State policy documents to form recommendations of future investments (e.g., new technologies, economic incentives, or land use strategies) that could be used to meet CARB's climate and air quality goals.                                                                                                                                            |
| 10% E | Represent CARB in interagency meetings, public forums, and workshops, as well as preparing and presenting comprehensive reports and recommendations to CARB leadership and the Board. Travel as necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5% M  | Pursue career development opportunities through completion of Individual Development Plans; associated participation at conferences, webinars, and trainings; and implementation and sharing of lessons learned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5% M  | Assist the Branch Chief in planning, organizing and implementing the California Climate Investments Program and other special projects as assigned by CIB or STCD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |