

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 11/18/2025
Classification: Air Resources Engineer	Position #: 673-450-3735-027
Division/Office: Industrial Strategies Division/ Oil & Gas and GHG Mitigation Branch	CBID: R09
Section: Oil and Gas Section	
Supervisor Name: Anil Prabhu	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

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 LEAD PERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position leads: N/A

MISSION OF SECTION:

The mission of the Oil and Gas Section is to achieve reductions in methane from oil and gas operations, as part of the agency’s drive towards decarbonization of the state’s economy by 2045. Towards this goal, the section is responsible for developing and implementing methane emission control regulations for oil and gas production, processing, and storage operations. Specifically, this section amends and implements the California Air Resources Board’s (CARB)’s Oil and Gas Methane Regulation. The section manages research projects that gather information about the oil and gas sectors. In addition, the section collaborates with air districts, State agencies, and federal agencies and international agencies on oil and gas regulations and related topics. The section also assists other programs at CARB that develop regulations and other measures to target reductions of co-pollutants in the oil and gas production sector to include toxic air contaminants, and criteria pollutants.

CONCEPT OF POSITION:

Under direct supervision of the Air Resources Supervisor I (ARSI), the Air Resources Engineer (ARE) is one of the staff working on the implementation and analysis of CARB’s Oil & Gas Methane Regulation (Regulation). Using engineering skills and expertise, the ARE works with the ARSI and other staff to answer questions from district staff, operators, and the public regarding the Regulation; works with operators and software consultants to fulfill the Regulation’s reporting requirements; develops equipment registration programs; analyzes the data submitted via the Regulation’s reporting requirements; tracks Leak Detection and Repair (LDAR) delay of repair data; works with local air districts and CARB’s Enforcement Division to help enforce the regulation: and reviews and approves technology assessments.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Using engineering skills and expertise, the ARE works on complex technical aspects of implementation such as assessing Leak Detection and Repair (LDAR) delay of repair requests, and critical component requests related to leaks. Completes technical assessment of responses to plume notifications including tracking of notifications. Conducts critical review and research related to assessment of plume notifications and recommends further research if warranted. Using technical skills, reviews and provides recommendations on the feasibility of methane detection and measurement technologies.
25% - E	Using engineering skills, completes detailed calculations and technical support documents necessary to support Enforcement Section with pursuing violations or other regulatory infractions. Assists the section with tracking pending enforcement actions. Facilitates LDAR and other

DUTY STATEMENT

	instrument training for districts in collaboration with the Enforcement Section.
20% - E	Using engineering skills and expertise, conducts research and independently develops technical evaluations and studies to determine the feasibility, cost-effectiveness, environmental impacts, and socio-economic impacts of control strategies for the oil and gas sector; conducts investigations of emission control technologies and processes modifications to reduce emissions through the development of control measures or regulations for methane and co-pollutants from oil and gas infrastructure.
15% - E	Provides support to the team in the development of regulations, and technical support documents for the oil and gas sector. Analyzes and synthesizes briefing reports related to oil and gas facilities and infrastructure from peer-reviewed research and online reports.
10% - M	Represents CARB in meetings, workshops, and hearings. This may include making presentations or providing other program related information. Travels as necessary. Communicates with stakeholders; answers general inquiries; provides assistance to other sections, branches, or divisions.