

Duty Statement – Workforce

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Duty Statement

☒ Current ☐ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-150-3887-005
Incumbent Name: Vacant	Working Title: Community Liaison and Policy Specialist	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Office of Community Air Protection	Section/Unit: Community Support and Strategy Section	Reporting Location: Sacramento HQ
Supervisor's Name: Brian Moore	Supervisor's Classification: Air Resources Supervisor I	CBID: R09
Confidential Designation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead		

General Statement

The Community Support and Strategy Section of the Office of Community Air Protection leads stakeholder outreach and engagement for AB 617 (Garcia, Chapter 136, Statutes of 2017). Section staff ensure implementation of the Community Air Protection Program (CAPP), through close coordination with community members, air district partners, other CARB divisions and other state, regional, and local agency staff, to reduce air pollution and advance health and equity in overburdened communities.

The Section addresses sensitive policy issues and produces work to meet key AB 617 requirements, including evaluating and ensuring completion of Community Emission Reduction Programs, updating and implementation of the Statewide Strategy (Program Blueprint), and serving as a liaison to Community Air Grant recipients. The Section co-leads support of the AB 617 Consultation Group to advise CARB on program implementation. It also tracks and communicates program progress and prioritizes CARB's racial equity goals by applying an equity lens and promoting environmental justice in all activities.

Competencies

The Air Pollution Specialist demonstrates advanced analytical and policy development skills to address complex air quality challenges in California's most impacted communities. This role requires strong collaboration and communication abilities to engage with diverse stakeholders, including community members, government agencies, and industry representatives. The specialist applies

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scientific principles to evaluate risks to public health from air pollution, develop innovative strategies to reduce pollution, and supports environmental justice and racial equity goals through data-driven decision-making and inclusive planning processes.

- collaboration
- interpersonal skills
- communication

Position Description

Under supervision of the Community Support and Strategy Section Supervisor, the Air Pollution Specialist supports multi-disciplinary teams to develop and implement policies that reduce emissions and exposure in California's most impacted communities. The role involves extensive collaboration with internal staff and external stakeholders, including air districts, other government agencies, industry, and community groups. The specialist conducts reviews of air pollution emissions, air quality data, and health risks, develops policy recommendations, and communicates findings through reports and public presentations. This position also contributes to strategic planning, stakeholder engagement, and special projects that advance CARB's environmental justice and air quality goals.

% of Time	Responsibilities of Position
35%-E	Develop and implement policy guidance to meet statutory and strategic goals, coordinate across CARB divisions to advance program goals, review emission reduction plans, report progress to management, the Executive Office, the CARB Board, and the public and serve as a liaison to communities, including grantees participating in the program.
30%-E	Participate in committees and workgroups with government agencies, industry, and communities to advance CARB's priorities. Build collaborative relationships and seek consensus among stakeholders. Provide technical support, contribute to problem-solving discussions, and present recommendations to management. Represent CARB by using best practices in meaningful engagement.
30%-E	Use scientific methods to analyze community-level emissions and associated health impacts to inform policy. Communicate the health effects of air pollution in plain language to agency staff and the public, support outreach efforts, respond to inquiries from the public, industry, and agencies, prepare reports, memos, and presentations to share findings and recommendations with CARB leadership, state agencies, and communities.
5%-M	Perform other duties related to assisting other sections or branches within the division by providing policy, written, or technical support for special projects to meet division objectives. Perform other duties as required. Some regional travel is required.

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Typical Physical Conditions/Demands

This position requires frequent sitting, standing, and walking. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

The position works in a smoke-free environment on the 6th floor of a high-rise office building in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during specific events or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Travel up to 5 percentage
- ☐ Bilingual Fluency needed in _____(language)
- ☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you*

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believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Do you need reasonable accommodation to perform the essential functions of this position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employee Name:	Employee Signature:	Date: Date