

DUTY STATEMENT

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Employee Name: Vacant	Current Date: December, 2025
Classification: Air Pollution Specialist	Position: 673-450-3887-016
Division/Office: Industrial Strategies Division / Climate Change Program Evaluation Branch	CBID: R09
Section: Program Operations Section	
Supervisor Name: Shelby Livingston	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 purpose of the Program Operations Section within the Climate Change Program Evaluation Branch (CCPEB) is to provide policy and technical analysis of the Compliance Offsets Program in the Cap-and-Invest Program and other greenhouse gas reduction measures. The primary focus is on implementation of existing compliance offset protocols and evaluation of new potential offset protocols, to ensure successful implementation of the Cap-and-Invest Program and to provide ongoing evaluation of the success of the associated strategies, regulations, and programs.

CONCEPT OF POSITION:

Under the supervision of the Air Resources Supervisor I, the Air Pollution Specialist applies scientific methods and principles in the identification, study, and solution of air pollution problems. The incumbent designs, conducts, and evaluates methods to reduce greenhouse gas (GHG) emissions; develops and validates GHG simulation models; collects, analyzes, and evaluates data on GHG emissions reductions and associated co-benefits; coordinates with Offset Project Operators, Authorized Project Designees, Offset Project Registries, Verification Bodies, and verifiers using Board-adopted Compliance Offset Protocols; audits and reviews verifications of Offset Project Data Reports; and prepares feasibility studies, computes the cost effectiveness, evaluates additionality, and completes environmental analyses for potential new protocols proposed for Board adoption. This position is specifically focused on methane offset projects such as the protocols for Livestock Projects and Mine Methane Capture. The position also aids in the overall administrative operations of the Compliance Offset Program, including interacting with entities participating in the program; reviewing and managing project documentation, and posting public data on the offsets program. The incumbent will also represent the California Air Resources Board in various capacities such as in meetings and workshops, answering inquiries, and preparing reports and correspondence.

This position may require a background criminal and credit check to ensure the integrity of the carbon market program due to the position's access to market sensitive information.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Reviews Compliance Offset Protocol Livestock Projects (Livestock Protocol). Audits and reviews registries and verifiers to assure conformance with the Livestock Protocol and the Cap-and-Invest Regulation. Develops and maintains a detailed technical knowledge and understanding of the Livestock Protocol against which verifications will be audited as well as extensive knowledge of the Cap-and-Invest Regulation to assure conformity with all required provisions. Travels to the site of audits, which may be

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	anywhere in North America, and may require stays of several days to observe and audit the practices of the verifiers and registry staff. Works with legal and management to address any questions on the implementation of the Livestock Protocol and/or the Cap-and-Invest Regulation.
20% - E	Reviews Compliance Offset Protocol Mine Methane Capture Projects (MMC Protocol). Audits and reviews OPRs and verifiers to assure conformance with the MMC Protocol and the Cap-and-Invest Regulation. Develops and maintains a detailed technical knowledge and understanding of the MMC Protocol against which verifications will be audited as well as extensive knowledge of the Cap-and-Invest Regulation to assure conformity with all required provisions. Travels to the site of audits, which may be anywhere in North America, and may require stays of several days to observe and audit the practices of the verifiers and OPR staff. Works with legal and management to address any questions on the implementation of the MMC Protocol and/or the Cap-and-Invest Regulation.
20% - E	Investigates methods used in other national and world-wide organizations to mitigate the impacts of climate change; identifies opportunities within CARB to apply lessons learned to integrate climate change considerations into division activities; and works with divisions to implement suggested approaches. Reviews current technical and scientific publications and reports to provide needed background and expertise; and assists with protocol and regulatory development.
15% - E	Administers the compliance offset program. Monitors the compliance offset program email accounts and responds to all emails as appropriate. Creates physical and electronic project review folders with project documentation from the Offset Project Operator and Verification Body. Develops the CITSS documentation for issuing and transferring ARB offset credits. Works with Registries to respond to questions and concerns about the implementation of the compliance offset program.
10% - M	Forms and maintains effective working relationships with staff within the Branch; staff in other CARB divisions, other state agencies, and districts; and other stakeholders. Negotiates with these groups as needed. Leads, organizes, and participates in meetings, workshops, and outreach events with industry representatives, environmental groups, other organizations and the public.