

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: January, 2026
Classification: Air Resources Engineer	Position #: 673-450-3735-004
Division/Office: Industrial Strategies Division/ Climate Change Program Evaluation Branch	CBID: R09
Section: Climate Change Planning Section	
Supervisor Name: Rajmir Rai	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 checked="" 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**: 0-2

**MISSION OF SECTION:**

The purpose of the Climate Change Planning Section within the Climate Change Program Evaluation Branch (CCPEB) is to provide policy and technical analysis of greenhouse gas emissions reduction measures to support the development of programs to achieve California's climate goals, including by assessing existing and new technical infrastructure required to implement the Cap-and-Invest Program, and to provide ongoing evaluation of the success of associated strategies, regulations, and programs.

**CONCEPT OF POSITION:**

This Air Resources Engineer (ARE) position serves as a team lead in the Climate Change Planning Section of the CCPEB in the Industrial Strategies Division, leading projects to conduct assessments of existing technical and policy requirements to implement the Cap-and-Invest Regulation and of requirements and business rules necessary for the market tracking system and the auction and reserve sale systems. The ARE develops operating procedures and training materials for the technical systems used to implement the Cap-and-Invest Program and leads efforts to coordinate across linked jurisdictions to plan and conduct Cap-and-Invest Program auctions.

This position may be subjected to a background check, for felonies and credit, to ensure the integrity of the carbon market program due to the position's access to market sensitive information.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
30% - E	Serves as a team leader performing engineering duties and scientific methods to develop auction and reserve sale system business rules; develops and implements operating procedures for California Air Resources Board (CARB) administration of Cap-and-Invest Program auctions and reserve sales required to implement the Cap-and-Invest Program; develops auction and reserve sale system training materials; develops and implements market tracking system operating procedures; and develops market tracking system training materials.
25% - E	Performs engineering duties to support CARB administration of Cap-and-Invest Program user registration required to implement the Cap-and-Invest Program and of a Cap-and-Invest Program compliance assistance help desk to respond to stakeholder inquiries related to Cap-and-Invest Program requirements. Manages contracts related to auctions, reserve sales, and related financial administration services.
15% - E	Prepares correspondence, briefing papers, scientific reports, issue papers, speeches, presentations and other informational materials; evaluates policy

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	and legislative proposals that impact California's climate change programs and recommends creative solutions; and prepares and presents technical briefings to management. Works with management to obtain decisions needed; identifies challenges to success; and develops creative technical and administrative solutions to address these challenges.
15% - E	Leads, organizes, and participates in meetings, workshops, and outreach events with industry representatives, environmental groups, other organizations, and the public. Negotiates with these groups as needed.
10% - E	Forms and maintains effective working relationships with CARB divisions, other State agencies, districts, WCI, Inc. staff and other jurisdictions, and other stakeholders.
5% - M	Attends off-site meetings, training, and conferences when necessary. Travels as necessary.