

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: January, 2026
Classification: Air Pollution Specialist	Position #: 673-450-3887-058
Division/Office: Industrial Strategies Division/ Carbon Management Branch	CBID: R09
Section: Greenhouse Gas Measures Section	
Supervisor Name: Gavin Hoch	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 Greenhouse Gas Measures Section (GGMS) is responsible for developing and implementing regulations and protocols for carbon capture and sequestration (CCS).

CONCEPT OF POSITION:

The primary responsibility of the Air Pollution Specialist (APS) is to use scientific knowledge and skills to support development of complex and highly technical programs and regulations related to CCS. Under the supervision of an Air Resources Supervisor I, the APS is responsible for implementing California Air Resources Board's (CARB's) existing CCS Protocol, reviewing proposed CCS project applications for alignment with the requirements of the CCS Protocol, and providing support for environmental analysis of effects of CCS programs and regulations at CARB, and externally. The APS will also work on projects related to the carbon management sector. The APS is part of a team of multidisciplinary staff; collaborating closely with federal, state and local agencies; developing policies in collaboration with CARB management and stakeholders; and providing environmental analysis to fulfill the goals of multiple programs. The APS coordinates with program staff and develops expertise in CARB regulations, including the Senate Bill 905 (SB 905) Carbon Capture, Utilization, and Storage program, Nature-Based Strategies program, Cap-and-Invest program and Low Carbon Fuel Standard program. The APS works with various CARB divisions, CalEPA and other State agencies, and external organizations in the process of developing complex programs and regulations to support CARB's climate and clean air goals. Occasional travel (up to 5%) may be required for site visits, stakeholder meetings, workshops, and conferences.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Using scientific knowledge and skills, provides analyses and input on applications submitted for Sequestration Site Certification and CCS Project Certification pursuant to CARB's CCS Protocol. Contributes to the development of CCS regulations, protocols, and technical support documents; conducts workshops and consultation meetings with industry, other governmental agencies, and the public to solicit information required to develop CCS regulations, protocols, and technical support documents. Prepares correspondence, briefing materials, presentations, issue papers, and fact sheets related to CCS regulations, protocols, and other policies.
25% - E	Uses scientific knowledge and skills to analyze and synthesize data and other information from peer-reviewed research papers and other sources of information. Independently develops and performs technical evaluations as they relate to CCS and other Carbon Management Branch programs. Plans and organizes technical research studies to develop technical data to support analyses on various projects. Manages contracts, including preparation of contract documents, tracking work/tasks, and processing invoices.
15% - E	Reviews current technical literature and data to provide background and expertise for tasks described above. Prepares clear and accurate technical documents and reports related to the activities described above, which may be used for Board decisions. Conducts surveys, develops presentations, fact sheets, and other educational materials.
10% - E	Coordinates and participates in meetings, workshops, telephone conferences with other governmental agencies, industry representatives, environmental groups and other interested parties related to CCS and criteria pollutant and GHG emission reduction programs.
10% - E	Reviews correspondence, technical reports, and other documentation in support of the tasks described above.
5% - M	Communicates with stakeholders, answers general inquiries, provides assistance to other sections, branches, or divisions. Occasional travel for site visits, meetings, workshops and conferences.