

Duty Statement – Workforce

Duty Statement

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-450-3887-048
Incumbent Name: Vacant	Working Title: Low Carbon Fuels Policy Analyst	Effective Date: 1/20/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: TFB/AFS	Reporting Location: Sacramento HQ
Supervisor’s Name: Dillon Miner	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 California Air Resources Board is seeking a motivated and experienced applicant to work on a flagship greenhouse gas reduction program – the Low Carbon Fuel Standard (LCFS).

Mission of Section

The Alternative Fuels Section (AFS) of the Industrial Strategies Division is responsible for developing and implementing various aspects of the LCFS regulation to promote alternative fuel deployment. Key activities of the section include:

- working with market experts to analyze supply trends of alternative fuels in California;
- suggesting adjustments to the LCFS rule to better promote alternative fuels and zero emission vehicle (ZEV) infrastructure;
- investigating the economics of various alternative fuel production technologies;
- considering equity implications of proposed policies;
- assessing the supply and demand fundamentals of the LCFS credit market; and
- monitoring the LCFS credit market to deter and detect manipulation.

Staff interact with other state, federal, and international agencies to facilitate the development of comparable programs in other jurisdictions. Stakeholders that the section often works with include alternative fuel producers, fossil fuel producers, ZEV infrastructure developers, academic institutions, agricultural experts, economists, project proponents, consultants, and other governmental agencies.

Concept of Position

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The successful candidate for this position will demonstrate an understanding of how the LCFS fits into California's broader climate change portfolio. The candidate contributes to California's clean air and climate goals by working with the team to develop policies that promote low carbon fuels adoption. Working in collaboration with internal teams and external stakeholders of various backgrounds, and through their excellent communication, cultural awareness, and data and/or economic analysis skills, the candidate will ensure market alignment with California's decarbonization goals and increase public awareness of the goals and benefits of the LCFS.

The position is part of a team responsible for implementing the LCFS, developing innovative new fuels regulations to reduce criteria and greenhouse gas emissions, and providing scientific support on fuels and alternative fuels. You will work independently and with team members and communicate regularly with stakeholders and other interest groups.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under the direction of the Air Resources Supervisor I, the APS applies scientific principles and research methods to:

- analyze transportation fuels-related policies in the context of California's long-term climate goals;
- analyze the supply and demand fundamentals of the LCFS credit market;
- investigate economics and environmental impacts of various low carbon transportation technologies, alternative fuel production technologies, and fueling infrastructure;
- support monitoring of the LCFS credit market to deter and detect manipulation and produce briefings, white papers, and other documentation for use in the LCFS program.
- develop cost-benefit analyses of emission reduction and alternative fuel production technologies;
- assist in implementation of the regulation including helping develop guidance and reviewing unique vehicle-fuel pathway applications;
- evaluate fuel markets outside of California for how they may affect the LCFS; and
- provide inputs to improve the LCFS program.

The position requires close interaction and teamwork with other California Air Resources Board (CARB) staff, as well as a variety of internal and external stakeholders, including other CARB divisions, government agencies, policymakers, industry, environmental organizations, contractors, and the public. The APS may occasionally represent the agency in various joint operations, speak before groups, answer inquiries, and prepare reports and correspondence.

Travel may be required up to 5% of the time for making presentations and/or providing other program related information at public forums.

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% of Time	Essential Functions
30%	Using scientific principles and research methods, analyzes the supply and demand fundamentals of fuels and the LCFS credit market. Supports monitoring and assessment of the LCFS credit market to deter and detect manipulation. Assess short-term and long-term fuels markets and how those markets could affect the LCFS. Conducts research and independently develops studies to determine the feasibility, cost-effectiveness, environmental impacts, sustainability, and socio-economic impacts of strategies for emissions reductions and policies related to transportation fuels and other emerging technologies. Analyzes and synthesizes emissions data, fuels data and other related information from market reports, academic publications and industry data to support policy decisions.
20%	Using scientific methods, supports implementation of the LCFS. Supports collection, review, and audit of information and data provided by external stakeholders in the LCFS and makes recommendations to improve program implementation. May provide support to other sections to review fuel pathway applications in the LCFS. Prepares correspondence, data summary, presentations, issue papers, and fact sheets to inform external stakeholders of activities related to the LCFS. Manages contracts as necessary.
25%	Assists with the development of regulations, guidance documents, and technical support documents related to the LCFS. Conducts workshops and consultation meetings with industry, other governmental agencies, and the public to solicit information required to develop technical reports and regulations. Prepares materials for Branch use in internal and external meetings, understanding the sensitivity of market-based programs.
15%	Prepares correspondence, briefings, and issue papers to inform senior management of activities related to CARB’s fuels and climate program. Represents CARB in meetings, workshops, and hearings and interacts with stakeholders to maintain positive and productive relationships.

% of Time	Marginal Functions
10%	Responds to special requests and performs other duties as required to support the activities of the Section, Branch, and Division.

Typical Physical Conditions/Demands

Requires prolonged periods of sitting at a desk and working on a computer.
 Involves frequent use of standard office equipment such as computers, phones, copiers, and printers.
 Requires frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.
 Requires visual acuity to read and prepare documents and use a computer screen.
 May involve occasional travel to attend meetings or trainings.

Typical Working Conditions

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Work is performed in a smoke-free, climate-controlled office environment in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Involves prolonged periods of sitting at a desk and working on a computer. Noise levels are typically low to moderate.

Special Requirements of Position (Check all that apply):

<input type="checkbox"/> Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
<input type="checkbox"/> Duties require participation in the DMV Pull Notice Program.
<input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below)
<input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
<input checked="" type="checkbox"/> Travel up to <u> 5 </u> percentage
<input type="checkbox"/> Bilingual Fluency needed in _____(language)
<input type="checkbox"/> 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: Dillon Miner	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 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