

Duty Statement – Workforce

Duty Statement

<input checked="" type="checkbox"/> Current <input type="checkbox"/> Proposed		
RPA Number:	Classification Title: Staff Air Pollution Specialist	Position Number: 673-450-3875-016
Incumbent Name: Vacant	Working Title: Lead Policy Expert	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: Alternative Fuels Section	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,
- 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

The successful candidate for this position will demonstrate a high-level vision for the policy aspects of the LCFS program and an understanding of how it fits into California's broader climate change portfolio. The candidate contributes to California’s clean air and climate goals by leading the development of policies that promote low carbon fuels adoption. Working in collaboration with internal

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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.

This is the fully qualified independent specialist level for program technical and policy development work. The incumbent may handle program or project responsibilities related to issues that have extreme sensitivity and complexity, usually dealing with emerging or undefined issues and often involving conflict, such as identifying the "State of the Art"; interacting with members of the public and members of local, State, and Federal Government; assessing costs and benefits; assessing business requirements; and responding to stakeholders with business interests.

The position requires close interaction and teamwork with other 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 Staff Air Pollution Specialist (SAPS) may also represent the agency in various joint operations, speak before groups, answer inquiries, and prepare reports and correspondence.

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 an Air Resources Supervisor I, the SAPS functions as the staff policy lead for the LCFS program. The ideal candidate for this position is an independent policy and technical specialist who is capable of managing broad, high-profile program and project responsibilities with extreme sensitivity and complexity.

The position requires policy and technical skills to evaluate the complexities of the fuels market, understand California's transportation programs and goals, and develop policy based on past trends and future needs. The position requires close interaction and teamwork with a variety of internal and external stakeholders, including other California Air Resources Board (CARB) divisions, government agencies, policymakers, industry, environmental organizations, and the public, to support CARB's clean air goals. The SAPS may also represent the agency in various joint operations, speak before groups, answer inquiries, and prepare reports and correspondence. The SAPS represents CARB in external-facing presentations, workshops, and meetings related to policy aspects of the LCFS. The SAPS will provide direct briefings or policy recommendations at times to senior CARB leadership. In this role, the SAPS briefs senior management about local and global policy issues of relevance to the LCFS and related regulations in CARB's climate policy portfolio.

The SAPS also coordinates rulemaking efforts and leads major projects, develops recommendations for fuels-related policies consistent with program goals, and analyzes the transportation fuel sector's policies in the context of California's long-term climate goals. In addition, the SAPS analyzes

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fundamentals of fuel supply and demand in California, evaluates policy concepts and their impacts on GHG, criteria, and toxic emissions as well as disparate socioeconomic impacts, and successfully communicates the benefits of the program to external stakeholders including other jurisdictions.

The SAPS supports implementation of the LCFS, including reviewing new, innovative, and complex fuel pathway applications in the LCFS. The SAPS will work with pathway applicants, life cycle experts, and verification bodies to ensure program consistency and integrity of applications. The SAPS will work with stakeholders on new pathway concepts and develop and/or update guidance materials related to pathway applications.

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

% of Time	Essential Functions
30%	Serves as staff policy lead for the LCFS. Develops policy proposals and analyzes their potential impact on the program. Briefs upper management on fuels decarbonization policy proposals and issues and how they fit with the LCFS and California’s broader climate targets. Represents CARB in meetings, workshops, and hearings and interacts with stakeholders to maintain positive and productive relationships. This may include making presentations and/or providing other program related information at public forums. Prepares correspondence, data summaries, presentations, issue papers, and fact sheets to communicate the intentions and benefits of the program to external stakeholders, including other jurisdictions.
25%	Leads major projects for the LCFS program and related agency planning efforts, as well as workshops and consultation meetings with industry, other governmental agencies, and the public to solicit information required to develop technical reports and regulations. As relevant, coordinates LCFS rulemaking efforts and assists with the development of rulemaking materials, guidance documents, and technical support documents related to the LCFS.
20%	Using analytical and modeling tools, conducts and oversees modeling 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. Manages contracts as necessary.
15%	Supports implementation of the LCFS. Develops guidance for stakeholders to quickly understand and comply with new and updated regulatory requirements. Reviews and processes Tier 2 pathways related to new, innovative, and complex fuel-vehicle combinations in the program. Research new pathway concepts and prepare management briefings on innovative technologies and fuel production processes.

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% 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

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):

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

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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