

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: January, 2026
Classification: Staff Air Pollution Specialist	Position #: 673-450-3875-030
Division/Office: Industrial Strategies Division/ Carbon Management Branch	CBID: R09
Section: Carbon Strategies Section	
Supervisor Name: Adam Moreno	Supervisor Classification: Air Resources Supervisor II

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 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**: 4

2 Air Resources Engineer

2 Air Pollution Specialist

MISSION OF SECTION:

The Carbon Strategies Section (CSS) supports the deployment of carbon capture utilization and sequestration (CCUS) and carbon dioxide removal (CDR) approaches needed for California to achieve carbon neutrality by 2045 and in support of national and international efforts to advance CCUS and CDR consistent with the mandates of Senate Bill 905 (Caballero 2022). As part of this mission the CSS is responsible for evaluating the efficiency, safety and viability of CCUS approaches as well as CDR approaches developing and/or updating protocols for CCUS and CDR deployment and evaluating CCUS and CDR project applications submitted under CARB-adopted protocol(s). The section will support other sections within the Carbon Management Branch in developing regulatory proposals and scientific and technical analyses that support the deployment of CCUS and CDR approaches designing and implementing various SB 905 and other carbon neutrality related activities. The section will coordinate work with other state agencies contributing to the implementation of SB 905 and collaborate with federal, state, and local agencies working to advance CCUS and CDR strategies.

CONCEPT OF POSITION:

Under the direction of the Air Resources I, the Staff Air Pollution Specialist (SAPS) will serve as the staff lead and applies scientific methods and principles to spearhead the most difficult technical and policy tasks towards the mission of the section. The SAPS will possess the ability to lead people, and complex policy, technical, engineering, and/or scientific projects related to carbon dioxide removal. The SAPS will lead in technical reviews and protocol development of CDR projects, developing a statewide CDR strategy, and work with other CARB staff to develop a carbon neutrality accounting framework and process. The SAPS will possess the ability to communicate complex concepts across stakeholder, partner, management and other groups. The SAPS will build strong relationships across the state and ensure the work of the section is as impactful and trusted as possible.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Serve as the lead staff on technical, scientific, societal, political, and policy program development and work execution. Lead CDR technical reviews, protocol development, carbon accounting frameworks, and CDR strategies. Assess efficacy, feasibility, scalability, safety, costs, and other aspects of carbon dioxide removal technologies and pathways. Lead coordination, communications, and reporting. Ensure successful buy-in of section derived information and delivery of section reports. This includes stakeholder

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	engagement and coordination with other section/agency staff. Represent CARB in meetings internal to CARB and with other local, state, and federal government agencies, as well as with public stakeholder groups. Disseminate information obtained from these meetings throughout the section as well as communicate section information outward. Facilitate public workshops.
20% - E	Lead in the drafting and publishing of reports on CARB's public facing website. Coordinate reviews and requests made of section and other CDR related CARB staff. Draft memos and briefings. Lead in drafting and negotiations on interagency agreements, memorandums of understanding, and contracts.
15% - E	Assist in regulatory development. Perform technical work to ensure all section needs are met. Serve as contract manager on external contracts.
15% - E	Stay current on all section work, scientific literature, and state policies related to CCUS and CDR within California and nationally. Work with other states to ensure that the work of this section can be replicated outside of California. Work with local and federal government agencies to ensure that their needs are met through the work of this section. Represent CARB in meetings, briefings, workshops, and other formal and informal speaking events.
10% - E	Mentor, coach, lead, and teach other staff on technical, practical, policy, and career development aspects of work.
5% - M	Respond to special requests made by upper management to meet CARB needs. This can include analyses, presentations, briefings, reports, attendance or coordination of meetings and workshops, and similar work.