

Duty Statement – Workforce

Duty Statement

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-450-3887-107
Incumbent Name: vacant	Working Title:	Effective Date: 2/23/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: Climate Data Reporting Section	Reporting Location: Sacramento HQ
Supervisor's Name: Pedro Peterson	Supervisor's Classification: Air Resources Supervisor I	CBID: R09
Confidential Designation: <input type="checkbox"/> Yes <input 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 Climate Data & Risk Reporting Branch (CDRRB) in the Industrial Strategies Division of the California Air Resources Board (CARB) is responsible for the implementation of Senate Bill (SB) 253 (Wiener, 2023; codified in Health & Safety Code § 38532), the Climate Corporate Data Accountability Act and SB 261 (Stern, 2023; codified in Health & Safety Code § 38533) referred to as the Climate Related Financial Risk Act. SB 253 requires U.S. based companies with total annual revenues in excess of one billion dollars that do business in California to annually disclose their scope 1, 2, and 3 greenhouse gas (GHG) emissions. SB 261 also applies to both public and private U.S. companies that do business in California with annual revenues of \$500 million and requires companies to biennial publish climate-related financial risk reports. Both laws also authorized the collection of fees to cover the administrative costs of implementation.

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

The Air Pollution Specialist (APS) serves as a technical expert within CDRS, contributing to the development and implementation of regulations under SB 253. The APS applies scientific principles to design and refine protocols for reporting scope 1, 2, and 3 GHG emissions. They analyze

Duty Statement – Workforce

emissions data, evaluate reporting methodologies, and conduct research on existing domestic and international reporting programs to inform California’s regulatory framework.

The APS develops regulatory language and supporting documents, prepares materials for public workshops, and assists in responding to stakeholder input. They identify entities subject to SB 253, support the development of tools and guidance documents, and help ensure the quality, consistency, and transparency of reported data. The APS also coordinates with other CARB teams and external agencies to align technical approaches and ensure program integrity. This position requires strong scientific, analytical, and communication skills and plays a critical role in building a robust and enforceable corporate climate data reporting program. The APS is also expected to collaborate with staff and management from CDRRB to build the Corporate Climate GHG Reporting Program and Climate Related Financial Risk Disclosure Program to implement SB 253 and SB 261, as needed

% of Time	Essential Functions
30%	Conducts research and technical analyses related to scope 1, 2, and 3 GHG emissions reporting. Assists in developing regulatory text and supporting materials for the Corporate Climate Data Reporting Program. Analyzes existing domestic and international emissions reporting frameworks to inform CARB's regulatory approach.
25%	Supports the rulemaking process by drafting and reviewing technical documents, preparing regulatory packages, and contributing to the economic and environmental analyses. Assists in organizing and conducting public workshops, responding to public comments, and engaging stakeholders.
20%	Assists in identifying businesses subject to SB 253 requirements and developing communication strategies for outreach and engagement. Supports efforts to maintain datasets of regulated entities and assists in analyzing data submissions for accuracy and completeness.
15%	Participates in meetings and collaborative efforts with other CARB teams, state agencies, and external partners. Supports verification and accreditation efforts by conducting technical reviews and assisting in the development of verifier qualification criteria.

% of Time	Marginal Functions
10%	Contributes to contract development and management in support of regulatory and program implementation efforts. Performs other duties as assigned to support the timely and effective implementation of SB 253 and related initiatives within the Climate Data Reporting Section.

Duty Statement – Workforce

Typical Physical Conditions/Demands

This position requires frequent sitting and frequent use of hands, wrists, and fingers for keyboarding, mousing, and document manipulation.

Typical

Typical Working Conditions

The incumbent in this position works in a smoke-free environment in a windowed cubicle on the 6th floor of a high-rise office building in downtown Sacramento. The work schedule is Monday through Friday, and additional work time, including evening and weekend work, may be necessary to meet the needs of the division. Travel, both within and outside California, may be required.

Special Requirements of Position (Check all that apply):

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

Duty Statement – Workforce

Do you need reasonable accommodation to perform the essential functions of this position?

Yes No

Employee Name:

Employee Signature:

Date:

Date

Duty Statement – Workforce

Definitions/Instructions

RPA Number – RPA number as provided by Position Control

Classification Title – Official classification title as per CalHR

Position Number – Full position number (agency-unit-class-serial, e.g., 673-810-5142-###)

Incumbent Name – Current employee

Working Title – This may differ from the classification title.

Effective Date – Day incumbent signed new or revised duty statement.

Tenure – Select from Permanent, Limited-Term, Retired Annuitant, etc.

Time Base – Select from Full-Time, Part-Time, Intermittent, etc.

Intermittent Hours per Month – intermittent hours worked.

Division/Office – Name of division or office name of the position

Section/Unit – Name of section or unit of the position

Reporting Location – where the position reports

Supervisor's Name – Current supervisor

Supervisor's Classification – Current supervisor's classification

CBID – Bargaining Unit of the position. Bargaining Unit numbers can be found here using the [CalHR Bargaining Unit Search](#) page.

Confidential Designation – Confidential Designation is for employees with a CBID of E48

Designated Position for Conflict of Interest – Refer to [CARB's Conflict of Interest Code](#) or [CalEPA's Conflict of Interest Code](#) for designated positions

Position Telework Eligible – Will vary as per the CARB's telework policy.

Supervision Exercised – Contingent upon job needs and duty requirement. For allocation reach out to HR for assistance.

General Statement – Provide a summary of the main purpose and functions of the position as it relates to the Agency, 3-5 sentences.

Example: To provide human resources guidance to the programs of the California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA) through providing timely, accurate, and customer service-oriented human resources support.

Competencies – Review [definitions of competencies](#) below.

Position Description – Provide a brief overview of the position and its main functions related to the Division.

Example: Under the general direction of the Administrative Services Division (ASD) Chief (CEA Level B), the Human Resources Branch Chief ensures the Department's personnel programs follow laws, regulations, policies, and best practices. Provides direction, guidance, and consultation to the CARB and CalEPA management and executive teams. Performs as subject matter expert to managers and

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 6 of 7

supervisors on personnel-related matters. Serves as the Department's technical expert for personnel matters and handles the most critical and sensitive human resources matters.

Essential Functions – The fundamental job duties of the position. Essential Functions are recommended to be no higher than 40% nor lower than 10%. Essential Functions are the duties the position exists solely to perform. There are a limited number of employees available to perform these functions and they're typically highly specialized.

Marginal Functions – Other job duties related to the position that are not primary functions (i.e., may be completed/assigned to another employee). Marginal Functions are recommended to be no higher than 10%. **Percentages of Essential and Marginal Functions shall add up to 100%.**

Typical Physical Conditions/Demands – The level and duration of physical exertion generally required to perform the tasks required for the position.

Example: This position requires frequent sitting, standing, walking, bending, and reaching. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. Moving objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions – Refers to the working environment and work schedule. Details about any travel requirements may also be listed here.

Example: The incumbent works in a smoke-free environment on the 19th floor of a high-rise office building in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year-end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position – Check all that apply

Supervisor Statement – Refer to job duties

Employee Statement – Refer to job duties

Supervisors forward the signed copy of the duty statement to their [Division HR Liaison](#) to be placed in the employee's Official Personnel File.

Definitions of Competencies

Effective development of the identified Core Competencies fosters the advancement of the following: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion; Innovative Mindset, Interpersonal Skills, and Resilience.

- **Collaboration** – Develops, maintains, and strengthens relationships while working together to achieve results.
- **Communication** – Listens, writes, and presents ideas, opinions, and information virtually and in person with diverse audiences.
- **Customer Engagement** – Creates a connection with internal and external customers through passive experiences and exceptional service in response to current and future needs.
- **Digital Fluency** – Use technology effectively in the performance of one's job, including integrating and accepting new technology when appropriate.

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 7 of 7

- **Diversity and Inclusion** – Works effectively in an inclusive workplace where individual differences and perspectives are respected and leveraged to achieve organizational goals.
- **Innovative Mindset** – Demonstrates curiosity, develops new insights, considers creative approaches, and applies novel solutions.
- **Interpersonal Skills** – Interacts positively with courtesy, sensitivity, and respect with various individuals and makes every effort to understand and relate to others; includes managing feelings effectively, expressing oneself appropriately and working with others towards a common goal.
- **Resilience** – Overcomes challenges, performs well, and remains optimistic and committed under pressure and adversity.