

Duty Statement – Workforce

Duty Statement

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-150-3887-012
Incumbent Name: vacant	Working Title: Incentives and Funding Specialist	Effective Date: 2/27/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Office of Community Air Protection	Section/Unit: Incentives Programs Section	Reporting Location: Riverside, CA or Sacramento, CA
Supervisor’s Name: Dianne Sanchez	Supervisor’s Classification: Air Resources Supervisor I	CBID: 09
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 Incentives Programs Section in the Office of Community Air Protection (OCAP) is responsible for a variety of activities relating to the Community Air Protection (CAP) Incentives Program and AB 617 Implementation Funds. These activities help ensure that CAP Incentives achieve and document emission or exposure reductions in disadvantaged and low-income communities statewide, and that AB 617 funds support air districts in extending the benefits of the broader program to these communities, consistent with the direction outlined in Blueprint 2.0. Staff work on policy-sensitive topics with a wide range of stakeholders, including staff in various programs across the agency as well as with academic and technical experts, district staff, community residents, community-based and environmental justice organizations, business and industry, and other local, State, federal, or international government agencies.

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 supervision of the Incentives Programs Section Air Resources Supervisor I, the Air Pollution Specialist (APS) will undertake activities such as: development, revision, or implementation of Community Air Protection Incentives Program and AB 617 Implementation Funds Guidelines; oversight of air district and grantee compliance with CAP Incentives Program and AB 617 Implementation Funds requirements and program guidelines; outreach to air districts and other

Duty Statement – Workforce

stakeholders; and monitoring district use of funds to ensure compliance. The APS coordinates with governmental entities, local air quality districts and industry stakeholders and ensures the California Air Resource Board's programs and policies are developed with public input, balanced with respect to environmental benefit and economic impact.

% of Time	Essential Functions
25%	Apply scientific methodologies and principles to identify, study, and address air pollution issues within the framework of the Community Air Protection Incentives Program and AB 617 Implementation Funds. Review current technical literature to provide the background and expertise necessary to develop and revise Community Air Protection Program Incentives Guidelines and AB 617 Implementation Fund Guidelines and to develop emissions benefits calculators and quantification methodologies for novel project types developed in program guidelines. Maintain regular communication with staff from Climate Investments Branch (CIB) and Incentives Technology Advancement Branch (ITAB) to collaborate on guidelines development, revision, and development of quantification methodologies.
25%	Serve as an air district liaison, maintaining regular communication with air districts, providing them with service and support for the successful local implementation of both the Community Air Protection Incentives Program and AB 617 Implementation Funds. Respond to incentives and funding-related inquiries, review and offer feedback on implementation and incentive program documents from air districts, including data submitted to CARB tracking systems. Coordinate and engage with air districts and their stakeholders in meetings, training sessions, workshops, and webinars in support of incentives and implementation programs.
25%	Intake, analyze, and apply quality assurance and quality control standards to the incentives annual reports submitted by air districts. Summarize emissions benefits from reported projects. Track air district progress and milestones in implementing projects and liquidating funding in a timely manner. Coordinate with ITAB to ensure air district reporting infrastructure (e.g. CARL) for incentives is sound, and work together to resolve system technical issues highlighted by users. Intake and analyze AB 617 Implementation Fund Expenditure annual reports. Prepare and present to management clear and accurate technical reports, briefing papers, and documentation related to the emissions benefits and annual reports on air district expenditures.
15%	Develop communication, engagement, and outreach materials that effectively communicate policy and planning initiatives to community audiences. Brainstorm and problem-solve at community and stakeholder meetings to present policy recommendations. Outreach and engage with leaders and representatives of impacted communities, academia, business, and industry on AB 617 Program implementation. Develop consensus where possible.

Duty Statement – Workforce

% of Time	Marginal Functions
10%	Perform other duties related to assisting other sections or branches within the division by providing policy, written, or technical support for special projects to meet division objectives. Perform bilingual duties as needed in support of CAP Incentives Program, AB 617 Implementation Funds, and other CAP program-related communications, if applicable. Travel requirement of up to 10% may be required.

Typical Physical Conditions/Demands

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

The incumbent works in a smoke-free environment on the 3rd floor of an office building in Riverside, CA in an office cubicle. The work schedule is Monday through Friday. Telework is available up to 60% of the time, but is subject to change in accordance with State and agency policy. Travel may be required locally and within the State.

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 10% <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: Dianne Sanchez	Supervisor Signature:	Date: Date
---------------------------------	-----------------------	---------------

Duty Statement – Workforce

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