

**Duty Statement – Workforce**

**Duty Statement**

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Staff Air Pollution Specialist	Position Number: 673-450-3875-025
Incumbent Name: Vacant	Working Title: Staff Air Pollution Specialist	Effective Date: 2/27/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: Climate Data Communication Section	Reporting Location: Sacramento
Supervisor's Name: Ryan Schauland	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 type="checkbox"/> None <input checked="" type="checkbox"/> Lead		

**General Statement**

The Climate Data Communications Section (CDCS) supports the implementation of Senate Bill (SB) 253 (Climate Corporate Data Accountability Act) and SB 261 (Climate-Related Financial Risk Act) by leading external and internal communications efforts that enhance transparency, public engagement, and stakeholder understanding of California’s corporate climate data programs. CDCS is responsible for developing and managing outreach strategies, educational materials, public-facing tools, and program guidance related to GHG emissions disclosures and climate-related financial risk reporting. The section works collaboratively with technical staff, regulated entities, the public, and partner agencies to ensure timely, accessible, and accurate dissemination of climate data and program updates. Through strategic communication, CDCS promotes informed public discourse, fosters stakeholder trust, and supports effective program 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 Staff Air Pollution Specialist (SAPS) serves as the senior technical and policy lead for the CDCS, providing expert guidance, project management, and strategic leadership in support of Senate Bills 253 and 261. The SAPS plays a central role in shaping outreach and communication strategies, provides direction to APS-level staff, and leads high-level communication initiatives. The SAPS acts as a liaison to internal and external partners and ensures that all communication products reflect program priorities and maintain scientific accuracy

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% of Time	Essential Functions
30%	Serves as lead staff for communication and outreach efforts under SB 253 and SB 261. Provides project management and oversight of timelines and deliverables. Leads the development of strategic communication frameworks to support regulatory implementation and stakeholder engagement. Ensures coordination with broader branch and division efforts.
25%	Acts as subject matter expert and senior technical writer/editor on program communication products. Drafts, reviews, and finalizes outreach materials, guidance documents, and public-facing tools. Leads development and delivery of presentations, workshops, and stakeholder engagements.
20%	Supports and mentors APS-level staff in communication planning and stakeholder coordination. Helps shape messaging across platforms and provides technical review to ensure accuracy, clarity, and consistency. Works with CARB leadership, legal, and enforcement to align strategies with policy objectives.
15%	Independently identifies and develops outreach strategies for targeted stakeholder groups. Coordinates with program staff and contractors to ensure outreach efforts are comprehensive, inclusive, and effective. Evaluates communication impact and integrates feedback into future planning.

% of Time	Marginal Functions
10%	Provides input on contracts, program reporting, and other implementation tasks. Performs other duties to support CDCS operations and ensure timely delivery of program goals related to SB 253, SB 261, and other branch initiatives

**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.

This position may be eligible for hybrid in-office work and in-state telework. The amount of telework is at the agency's discretion and is based on the California Air Resource Boards' (CARB) current telework policy. While the CARB may support telework, some in-person attendance is also required.

**Typical Working Conditions**

The incumbent works in a smoke-free environment on the 6th floor of a high-rise office building in downtown Sacramento in an enclosed, non-windowed or windowed office cubicle. The work schedule is generally Monday through Friday, and overtime may be required for occasional high priority deadlines. Travel may be required locally, within the state, or outside the state.

**Special Requirements of Position (Check all that apply):**

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- 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.)*

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