



FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

(4) Air Pollution Specialist

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:

N/A

MISSION OF SECTION:

MISSION AND DUTIES OF THE AGENCY:

The California Environmental Protection Agency's mission is to restore, protect, and enhance our environment, to ensure public health, environmental quality, and economic vitality. As the Cabinet-level super agency, the Office of the Secretary for Environmental Protection organizes, manages, and oversees the regulatory programs of the subordinate boards, departments, and offices.

The Secretary, through enabling law and the three statutorily exempt duties, exercises the authority vested with the Governor with respect to the functions of each board, department, and office and advises and assists the Governor on major policy and program matters. Under law, the Secretary sets policy for and gives guidance to the:

- State Water Resources Control Board and the nine Regional Water Quality Control Boards,
- State Air Resources Board,
- Department of Resources Recycling and Recovery,
- Department of Pesticide Regulation,
- Department of Toxic Substances Control,
- Office of the Environmental Health Hazard Assessment, and
- Office of the Secretary for Environmental Protection.

The Office of the Secretary represents the Governor before the Legislature and stakeholders and coordinates environmental protection and regulatory programs with local, State, and federal agencies. The Office of the Secretary is responsible for preventing and resolving conflicts between and among the boards, departments and offices.

MISSIONS AND DUTIES OF THE SECTION:

The Climate Change Unit of the Office of the Secretary, California Environmental Protection Agency, serves as lead staff to the Secretary and administers all climate change-related duties and functions for the Executive Branch of State Government. The Deputy Secretary for Climate Policy and staff advise the Secretary and the Administration on major policy matters involving climate change. The section is directly responsible for day-to-day management and coordination of the Climate Action Team, a multi-agency, policy-level team formed pursuant to Executive Order S-3-05. The section also supports regional and international climate change efforts linked to the California Global Warming Solutions Act of 2006 (AB 32).

CONCEPT OF POSITION:

Under the direct supervision of the Deputy Secretary for Climate Policy, the incumbent will oversee staff working on climate change mitigation and adaptation policy development and implementation across Executive Branch agencies and departments. The incumbent will also oversee staff leading coordination of the Agency's international climate partnerships, working in coordination with the Governor's Office and interagency partners.

This position will coordinate the planning, organization, assessment, and reporting of greenhouse gas emissions from Climate Action Team agencies. The supervisor will oversee staff working to compile this information into annual reports.

This position will assist the Secretary for Environmental Protection in coordinating climate change policy for development and implementation efforts undertaken by members of the Climate Action Team. These efforts will include development of greenhouse gas mitigation strategies, efforts to adapt to current and future climatic changes, sustainable planning policy development, stakeholder outreach efforts, and future climate change policy development.

% Of TIME    RESPONSIBILITIES OF POSITION

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| 30% E | Manage Climate Unit staff. Work collaboratively with staff and management throughout CalEPA and the Boards, Departments and Offices to assess and mitigate climate change strategies. Plan, oversee and direct the compilation, analysis, design, and technical and policy assessments of state climate change and pollution control plans, policies, reports, rules and measures.   |
| 30% E | Plan, organize, and direct activities of staff responsible for preparing materials for speaking engagements and public meetings; presenting materials orally or in writing; and facilitating interagency work related to climate change mitigation and adaptation policy development and implementation; and coordinating the Agency's international climate partnerships. Manage the Agency's efforts to mitigate and adapt to climate change, including stakeholder and public outreach and development of future climate change policies. |
| 20% E | Represent the Secretary (or other Agency-level officials, when directed) in stakeholder, legislative and legal forums. Carry out short-term, time sensitive tasks as assigned by the Secretary and her staff to support implementation of climate change reduction strategies.   |
| 15% E | Perform administrative duties including hiring staff, staff performance appraisals, probation reports, staff development, timesheets, and other administrative and personal tasks as necessary. Ensure staff are provided with the appropriate training and meet policy guidelines.  |
| 5% M  | Other duties as required.  |