

Duty Statement – Workforce

Duty Statement

<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Staff Air Pollution Specialist	Position Number: 673-920-3875-011
Incumbent Name: VACANT	Working Title: Senior Advisor, Sustainable Communities Policy and Planning	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Sustainable Transportation and Communities Division	Section/Unit: Sustainable Communities Policy and Planning (920)	Reporting Location: Sacramento
Supervisor’s Name: Lezlie Kimura Szeto	Supervisor’s Classification: ARS I	CBID: R09
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 type="checkbox"/> None <input checked="" type="checkbox"/> Lead		

General Statement

To advance the California Air Resources Board’s (CARB) sustainable communities and air pollutant reduction goals by leading program and policy development related to regional transportation and land use planning and implementation support. The position integrates planning, policy, and analytical expertise to support implementation of Senate Bill 375 (SB 375) and related sustainable communities initiatives. Through cross-sector collaboration, the role strengthens partnerships with state, regional, and local agencies and organizations to advance CARB’s broader mission to promote and protect public health, welfare, and ecological resources through effective reduction of air pollutants by advancing development and implementation of land use and transportation plans, policies, and strategies that help to reduce transportation emissions and increase opportunities to travel by bike, walk, and transit.

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 direction of the Air Resources Supervisor I, the incumbent serves as a senior policy specialist advancing CARB’s sustainable communities work with a focus on regional transportation and land use planning and implementation support within the Sustainable Communities Policy and

Duty Statement – Workforce

Planning Section (SCPPS). The position requires expertise at the intersection of land use and transportation policy, combined with strong analytical, coordination, and facilitation skills.

The senior policy specialist works at the intersection of state emissions reduction targets and regional planning practice, supporting and refining implementation of SB 375. Responsibilities include applying knowledge of Sustainable Communities Strategies (SCS), Regional Transportation Plans (RTP), land use and transportation development patterns, transportation modeling, housing and demographic data, and emissions analyses to evaluate regional strategies. The senior policy specialist integrates technical analysis with practical planning considerations to ensure CARB’s targets and evaluation framework are data-driven and implementable.

Working closely with CARB technical experts, MPO planning staff, local governments, transit and mobility providers, housing and development stakeholders, community interest groups, and other partners, the senior policy specialist helps evolve SB 375 implementation based on lessons learned from regional practice. The senior policy specialist evaluates policy proposals, identifies opportunities to strengthen monitoring and accountability, and collaborates on research and other initiatives to advance integrated strategies that align transportation investments, housing growth, and emissions reductions.

The senior policy specialist prepares high-level policy analyses, executive briefings, and public-facing materials, and represents CARB at public meetings, workshops, and stakeholder forums throughout California to support stakeholder engagement and program implementation.

% of Time	Essential Functions
40%	Use subject area expertise to lead staff on multi-divisional/agency teams on complex policy work to develop and implement actions that support the transition of California to a carbon free transportation system. This includes development and implementation of plans, programs, and regulations with extreme sensitivity and complexity to accelerate land use and transportation strategies that reduce transportation emissions and expand biking, walking, and transit options, with a focus on CARB's efforts to implement California's Senate Bill 375 program. Work with other staff, management and external partners to research, analyze, design, recommend and implement comprehensive solutions that consider innovative land use and housing policies, transportation infrastructure investments, transportation pricing policies, traveler incentives, mobility partnerships, and workforce development. Work closely with staff in other divisions/agencies to research, analyze, and collaborate on the development of policies and quantify the effectiveness of local, state, and federal regulations, initiatives and agreements in reducing emissions from vehicle travel activity. Develop and present comprehensive oral and written reports to the Board, other agencies, and the public on California's progress in promoting more affordable transportation and housing, reducing emissions from vehicle travel activity, and enhancing access to economic opportunities.

Duty Statement – Workforce

30%	Lead and/or participate on committees and work groups with: city and county representatives, regional transportation agencies; federal and state agencies; builders; affected communities; and other external partners to implement the Board’s priorities for land use and transportation strategies that reduce transportation emissions and expand biking, walking, and transit options, with a focus on CARB’s efforts to implement California’s Senate Bill 375 Program. Build positive relationships with community and government representatives. Develop consensus where possible. Independently evaluate and determine the feasibility, cost effectiveness, and environmental and social-economic impacts of proposed strategies. Present and defend CARB proposals in workshops, hearings, conferences, and other forums.
20%	Independently conduct outreach as well as respond to inquiries from the public, industry, and other agencies. Write clear and concise technical and policy reports, memos, letters, and presentations on vehicle travel activity and other special assignments to inform and persuade decision makers within CARB, Cal/EPA, Department of Finance, the Governor’s Office, and the public. As well as, develop, write, and comment on legislative and budget change proposals to meet division objectives.

% 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. Represent CARB at statewide conferences and meetings with government agencies, industry groups, and the public. Advocate CARB’s views in meetings with stakeholders and, where possible, build consensus positions.

Typical Physical Conditions/Demands

Typical Working Conditions

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 <u> 5 </u> percentage
--

Duty Statement – Workforce

<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:	Supervisor Signature:	Date: Date
------------------	-----------------------	---------------

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