

**Duty Statement – Workforce**

**Duty Statement**

Current       Proposed

RPA Number:	Classification Title: Staff Air Pollution Specialist	Position Number: 673-310-3875-005
Incumbent Name:	Working Title: Research Scientist	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Research Division	Section/Unit: Lands and Climate Science	Reporting Location: Sacramento HQ
Supervisor's Name: Kerri Steenwerth	Supervisor's Classification: Air Resources Supervisor I	CBID: S09
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 SAPS will support the Lands and Climate Science Section (LCSS) of the Research Division (RD) to conduct comprehensive research to assess direct and indirect interactions among air quality, climate, and natural and working lands (NWL). The research informs policy decisions related to Agriculture, Forestry, and Other Land Use (AFOLU) mitigation strategies focused on reducing greenhouse gas (GHG) emissions across California while providing co-benefits to local and regional air quality. LCSS examines emissions of precursors, GHGs, and air toxics from various sources, including fertilizers, pesticide applications, agricultural burning, wildfires, and prescribed burning. By leveraging scientific knowledge, analysis capabilities, and strategic partnerships, LCSS supports initiatives to achieve carbon neutrality, comply with the National Ambient Air Quality Standards (NAAQS), and improve community air protection. These efforts reinforce the robustness of CARB's decisions and promote effective nature-based climate solutions to improve air quality.

**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.

Under supervision of the LCSS Air Resources Supervisor I (ARSI), the Staff Air Pollution Specialist (SAPS) will lead comprehensive research projects to improve our understanding of direct and indirect interactions among air quality, climate, and NWL at the state, national, and international levels. The SAPS will focus on advancing methodologies for tracking GHG emissions and reductions, carbon sequestration, and other co-benefits from NWL. This work is essential for demonstrating progress toward the 2045 carbon neutrality target. The SAPS will work closely with program divisions working on emission inventories, nature-based climate solutions (e.g., carbon sequestration), regulatory

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ambient air monitoring (e.g. emergent toxics and Particulate Matter 2.5 (PM2.5)), regional air quality modeling, and community air protection to support programs surrounding Assembly Bill (AB) 1757, AB 617, the Scoping Plan, and the State Implementation Plans. The SAPS will work closely with diverse interested parties, including the California Natural Resources Agency (CNRA), the California Department of Food and Agriculture (CDFA), the California Environmental Protection Agency (CalEPA), the California Department of Forestry and Fire Protection (CalFire), National Oceanic and Atmospheric Administration (NOAA). Research topics will evolve based on the agency’s research needs, offering an opportunity to inform and support California Air Resources Board (CARB) programs. The SAPS is expected to use effective communication to build strong internal and external partnerships to formulate impactful research that aids state programs and advances science nationally and internationally. Additional duties include stakeholder engagement, contract management, research planning, writing reports, data analysis, presentations to technical and non-technical stakeholders, and travel.

**Position Description**

<b>% of Time</b>	<b>Essential Functions</b>
30% E	Use field measurements, existing datasets and advanced modeling (machine learning and process-based models) to develop estimates of various emissions from California’s NWL. This will involve setting up the models on CARB’s high performance computer cluster, troubleshooting the models, and creating outputs in a useable format. Further, the SAPS will work with internal and external stakeholders to develop a framework for how these data can be used for the Scoping Plan, State Implementation Plans, policy and regulatory considerations. The SAPS will lead meetings with other divisions on this topic and establish project charters.
25% E	Coordinate with other CARB staff and research partners to develop new analysis projects that support CARB programs, related to NWL. These projects could include: using publicly available data to support soil organic carbon mapping and changes in stocks as related to management, soil attributes and climate; criteria pollutant research; model comparison and improvement for carbon and nitrogen dynamics used in state inventories in NWL; and providing support for machine learning projects across the division, among others. The incumbent will identify and contribute knowledge of up-to-date research findings, state-of-the-science technologies and methodologies, and CARB’s immediate needs.
15% E	Assist with compiling annual results and summary statistics and developing reports for internal and external research. Prepare reports summarizing findings and results. Provide peer review of drafts of reports with client divisions and upper management. Prepare presentations to inform stakeholders and other jurisdictions who have interest in the projects. Prepare scientific presentations on insights gained from the program to be given at conferences and write peer reviewed articles to be published in scientific journals, if warranted.
15% E	Envision the right structure and present a plan to the section manager on how best to manage living repositories for in-house data, developed models and associated

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	pipelines, and other open-source data products. Work with Office of Information Services (OIS) to develop and maintain these products for use by the Research Division (RD), other client divisions and other agencies. Create a ‘roll-out’ plan for these products. This will include creating the necessary documentation to support independent use by staff in other divisions and developing tools needed for them to access the data they need for their projects. Leverage integrated informatics applications such as Predictive Ecosystem Analyzer (PEcAn) or similar tools.
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% of Time	Marginal Functions
10% M	Develop a research roadmap based on input from internal stakeholders and RD management that addresses the future research needs of NWL as related to priorities in CARB and LCSS. Coordinate with RD colleagues to ensure the RD Annual Research Plan prioritizes and funds research to fill relevant research gaps in NWL. Develop and manage external research contracts. Provide oversight to guide the contractor, ensure the contracted work stays on track and is executed within accepted time limits. Ensure that the final report addresses the initial research question and is of sufficient quality to receive approval from the Research Screening Committee.
5% M	Special assignments may include developing white papers or briefs to address gaps in knowledge to inform policy. Incumbent will serve as acting manager during absences by the supervisor (ARS I). Travel may be required.

**Typical Physical Conditions/Demands**

- Position located in a high-rise building.
- Requires being stationary, consistent with office work, for extended periods.
- Standard office environment (artificial lighting, controlled temperature, etc.).
- Daily use of a personal computer, office equipment, and/or telephone.

**Typical Working Conditions**

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.

The positions at the CARB may be eligible for telework with in-person attendance based on the operational needs of the position under Government Code 14200 for eligible applicants residing in California, subject to the candidate meeting telework eligibility criteria outlined in the CalEPA telework policy and/or future program need. Employees not residing in California are not eligible for telework. Regardless of hybrid telework eligibility, all employees may be required to report to the position’s designated headquarters location at their own expense, as indicated on their duty statement.

Effective July 1, 2025, the California Department of Human Resources (CalHR) implemented the Personal Leave Program 2025 (PLP 2025). PLP 2025 directs that each employee shall receive a 3 percent reduction in pay in exchange for 5 hours PLP 2025 leave credits, monthly. The salary range(s) included in the job advertisement do not reflect the 3 percent reduction in pay.

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**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: Kerri Steenwerth	Supervisor Signature:	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