

Duty Statement – Workforce

Duty Statement

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-450-3887-114
Incumbent Name: Vacant	Working Title: Air Pollution Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: Program Operations Section	Reporting Location: Sacramento HQ
Supervisor’s Name: Shelby Livingston	Supervisor’s Classification: Air Resources Supervisor 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 checked="" type="checkbox"/> None <input type="checkbox"/> Lead		

General Statement

MISSION OF SECTION:

The purpose of the Program Operations Section within the Climate Change Program Evaluation Branch is to provide policy and technical analysis of programs, incentives, and other measures, including implementation of existing compliance offset protocols and evaluation of other potential offset protocols. This includes review projects, implementing the verification program including audits, and performing other tasks to ensure successful implementation of the Cap-and-Trade Program. Additionally, the section provides ongoing evaluation of the success of the associated strategies, regulations, and programs.

CONCEPT OF POSITION:

Under the direction of the Air Resources Supervisor I, the Air Pollution Specialist (APS) applies scientific methods and principles in the identification, study, and solution of air pollution problems. The incumbent designs, conducts, and evaluates methods to reduce greenhouse gas (GHG) emissions; develops and validates GHG simulation models; collects, analyzes, and evaluates data on GHG emissions reductions and associated co-benefits; coordinates with Offset Project Operators (OPO), Authorized Project Designees (APO), Offset Project Registries (OPR), Verification Bodies (VB), and verifiers to implement Board-adopted Compliance Offset Protocols (COP); audits and reviews project verifications of Offset Project Data Reports (OPDR); and prepares feasibility studies, computes the cost-effectiveness, evaluates additionality, and completes environmental analyses of

Duty Statement – Workforce

potential new COPs proposed for Board adoption. This position is focused on offset projects using the COP for U.S. Forest Projects. The incumbent is also responsible for developing and presenting information on the Compliance Offset Program for internal briefings and for the public. Travel required.

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 direction of the Air Resources Supervisor I, the incumbent will participate as a member of high level technical (engineering and scientific) teams established to address technical and policy issues associated with the development of plans and protocols for the reduction of greenhouse gas (GHG) emissions as part of California's Cap-and-Trade Program.

The duties for this position are primarily focused on implementation of the U.S Forest Compliance Offset Protocol. The incumbent will assess U.S Forest Compliance Offset Protocol projects, including forest inventory methods, and assist offset project operators with compliance and verification matters. The incumbent will develop technical and statistical tools and approaches for assessing forest carbon quantification, monitoring, and reporting applicable to the offsets program and other forest-related and land conservation efforts. The incumbent will also be responsible for assisting with the development of updates to the protocol and the associated regulatory provisions.

The incumbent will develop a variety of reports, briefing papers, speeches, and presentations, and will work with management to evaluate proposals and recommend creative solutions to climate change challenges. The incumbent may also be called upon to serve as a lead person for workgroups, technical meetings, and verification and project audits, and to engage in events with industry, environmental groups, government organizations, and the public. The incumbent may be called upon to assist with review of offset project types other than forest projects.

This position requires development and assessment of GHG reduction measures; understanding and use of technical, economic, financial, and market data; consultation with stakeholders; interpretation and application of regulatory requirements; evaluation of environmental policies; and project management skills. Additional tasks will include preparing briefing papers, correspondence, and presentations to describe regulatory programs, articulate policy positions, and solicit feedback; providing regulatory guidance and interpretation; and meeting with and responding to inquiries from industry, government agencies, and other stakeholders. This position requires occasional travel.

This position may be subjected to a background check, for felonies and credit, to ensure the integrity of the carbon market program due to the position's access to market sensitive information.

Duty Statement – Workforce

% of Time	Essential Functions
40%	Reviews Compliance Offset Protocol U.S. Forest Projects (Forest Protocol). Audits and reviews OPRs and verifiers to assure conformance with the Forest Protocol and the Cap-and-Trade Regulation. Has a detailed technical knowledge and understanding of the Forest Protocol against which verifications will be audited, as well as extensive knowledge of the Cap-and-Trade Regulation to assure conformance with all required provisions. Travels to the project site for audits, which may be anywhere in North America, and may require stays of several days to observe and audit the practices of the verifiers and OPR staff. Works with legal and management to address any questions on the implementation of the Forest Protocol and/or the Cap-and-Trade Regulation.
30%	Assists with procedures and processes for offset issuance and tracking within the section and between sections. Investigates methods used in other organizations, nation- and worldwide to mitigate the impacts of climate change and to integrate climate change and criteria pollutant control efforts; identifies opportunities within the California Air Resources Board (CARB) to apply lessons learned to integrate climate change considerations into Division activities; works with divisions to implement suggested approaches. Reviews current technical and scientific publications and reports to provide needed background and expertise
20%	Develops materials and solutions for program transparency. Develops and presents information on the Compliance Offset Program for internal briefings and for the public. Leads, organizes, and participates in meetings, workshops, and outreach events with industry representatives, environmental groups, and other organizations, and the public. Represents the division in interactions with Native American Tribes. Coordinates with CARB's tribal liaison. Prepares periodic reports on the division's interactions with Tribes.

% of Time	Marginal Functions
10%	Forms and maintains effective working relationships with CARB divisions, other state agencies, districts, and other stakeholders. Negotiates with these groups as needed. Maintains coordination between the Compliance Offset Program and related work happening across the agency.

Typical Physical Conditions/Demands

Requires prolonged periods of sitting at a desk and working on a computer.
 Involves frequent use of standard office equipment such as computers, phones, copiers, and printers.
 Requires frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.
 Requires visual acuity to read and prepare documents and use a computer screen.
 May involve occasional travel to attend meetings or trainings.

Duty Statement – Workforce

Typical Working Conditions

Work is performed in a smoke-free, climate-controlled office environment in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Involves prolonged periods of sitting at a desk and working on a computer. Noise levels are typically low to moderate.

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
<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
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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

Duty Statement – Workforce

Duty Statement – Workforce

Definitions/Instructions

RPA Number – RPA number as provided by Position Control

Classification Title – Official classification title as per CalHR

Position Number – Full position number (agency-unit-class-serial, e.g., 673-810-5142-001)

Incumbent Name – Current employee

Working Title – This may differ from the classification title.

Effective Date – Day incumbent signed new or revised duty statement.

Tenure – Select from Permanent, Limited-Term, Retired Annuitant, etc.

Time Base – Select from Full-Time, Part-Time, Intermittent, etc.

Intermittent Hours per Month – intermittent hours worked.

Division/Office – Name of division or office name of the position

Section/Unit – Name of section or unit of the position

Reporting Location – where the position reports

Supervisor's Name – Current supervisor

Supervisor's Classification – Current supervisor's classification

CBID – Bargaining Unit of the position

Bargaining Unit numbers can be found here -

https://www.calhr.ca.gov/Pay%20Scales%20Library/PS_Sec_15.pdf

Confidential Designation – Refer to the program needs, and job duties required

Designated Position for Conflict of Interest – Refer to [CARB's Conflict of Interest Code](#) or [CalEPA's Conflict of Interest Code](#) for designated positions

Position Telework Eligible – Will vary as per the CARB's telework policy.

Supervision Exercised – Contingent upon job needs and duty requirement. For allocation reach out to HR for assistance.

General Statement – Provide a summary of the main purpose and functions of the position as it relates to the Agency, 3-5 sentences.

Example: To provide human resources guidance to the programs of the California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA) through providing timely, accurate, and customer service-oriented human resources support.

Core Competencies – Select [appropriate proficiency level](#) for the classification. May select up to 3 competencies that require a higher proficiency level than is standard for the classification, based on the duties of the position. Review [definitions of competencies](#) below.

Position Description – Provide a brief overview of the position and its main functions related to the Division.

Example: Under the general direction of the Administrative Services Division (ASD) Chief (CEA Level B), the Human Resources Branch Chief ensures the Department's personnel programs follow laws,

Duty Statement – Workforce

ASD/HRB-12 (Rev. 10/2025) Page 7 of 8

regulations, policies, and best practices. Provides direction, guidance, and consultation to the CARB and CalEPA management and executive teams. Performs as subject matter expert to managers and supervisors on personnel-related matters. Serves as the Department's technical expert for personnel matters and handles the most critical and sensitive human resources matters.

Essential Functions – The fundamental job duties of the position. Essential Functions are recommended to be no higher than 40% nor lower than 10%. Essential Functions are the duties the position exists solely to perform. There are a limited number of employees available to perform these functions and they're typically highly specialized.

Marginal Functions – Other job duties related to the position that are not primary functions (i.e., may be completed/assigned to another employee). Marginal Functions are recommended to be no higher than 10%. **Percentages of Essential and Marginal Functions shall add up to 100%.**

Typical Physical Conditions/Demands – The level and duration of physical exertion generally required to perform the tasks required for the position.

Example: 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 – Refers to the working environment and work schedule. Details about any travel requirements may also be listed here.

Example: The incumbent works in a smoke-free environment on the 19th floor of a high-rise office building in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year-end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position – Check all that apply

Supervisor Statement – Refer to job duties

Employee Statement – Refer to job duties

Supervisors forward the signed copy of the duty statement-leadership to their [Division HR Liaison](#) to be placed in the employee's Official Personnel File.

Definitions of Competencies

Effective development of the identified Core Competencies fosters the advancement of the following Workforce Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity, Equity, Inclusion, and Belonging; Innovative Mindset, Interpersonal Skills, and Resilience.

- **Collaboration** – Develops, maintains, and strengthens relationships while working together to achieve results.
- **Communication** – Listens, writes, and presents ideas, opinions, and information virtually and in person with diverse audiences.
- **Customer Engagement** – Creates a connection with internal and external customers through passive experiences and exceptional service in response to current and future needs.

Duty Statement – Workforce

ASD/HRB-12 (Rev. 10/2025) Page 8 of 8

- **Digital Fluency** – Use technology effectively in the performance of one’s job, including integrating and accepting new technology when appropriate.
- **Diversity and Inclusion** – Works effectively in an inclusive workplace where individual differences and perspectives are respected and leveraged to achieve organizational goals.
- **Innovative Mindset** – Demonstrates curiosity, develops new insights, considers creative approaches, and applies novel solutions.
- **Interpersonal Skills** – Interacts positively with courtesy, sensitivity, and respect with various individuals and makes every effort to understand and relate to others; includes managing feelings effectively, expressing oneself appropriately and working with others towards a common goal.
- **Resilience** – Overcomes challenges, performs well, and remains optimistic and committed under pressure and adversity.