

Duty Statement – Workforce

Duty Statement

Current Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-450-3887-026
Incumbent Name: Vacant	Working Title: Air Pollution Specialist, Market Monitoring Section	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: Market Monitoring Section	Reporting Location: Sacramento HQ
Supervisor's Name: Nick Vizenor	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 checked="" type="checkbox"/> None <input type="checkbox"/> Lead		

General Statement

The purpose of the Market Monitoring Section within the Climate Change Program Evaluation Branch is to oversee the greenhouse gas emissions trading market to ensure successful implementation and oversight of the Cap-and-Invest Program and to provide ongoing evaluation of the success of associated strategies, regulations, and programs.

Under the direction of an Air Resources Supervisor I (ARSI), the Air Pollution Specialist (APS) applies scientific methods and principles in the monitoring, surveillance, and oversight of the California Cap-and-Invest Program. The APS provides carbon market assessments, conducts investigations and internal audits of market participants, and defines and identifies market conditions posing increased risk of market power, market manipulation, and market inefficiency. The APS evaluates entity registration disclosures, corporate associations and structure information, auction participant information, and transfers and holdings of compliance instruments for indications of market events, changes in entity market strategy, or evidence of violations. The APS also works with staff and stakeholders to implement regulatory amendments and produce regulatory documents such as guidance materials and staff reports. The APS provides analytical support related to auctions, coordinating with linked jurisdiction staff, and supporting entity registration and account management. This position will also participate with other staff providing compliance assistance and outreach and regularly assist in producing specialized and periodic market data reports.

This position may be subject 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.

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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

% of Time	Essential Functions
25%	<p>Conducts registration, account management, and stakeholder compliance assistance as needed, including evaluating and processing account applications and account representative changes, analyzing corporate association disclosures, and providing compliance assistance to entities. Drafts and maintains registration and investigation procedures, reviews regulatory submissions from registered entities, conducts and updates the registration of new entities and account representatives, and audits the most complex registration and account management cases.</p>
20%	<p>Develops and analyzes proposals to amend the Cap-and-Invest Regulation based on market monitoring and analysis activities and in response to policy changes or legislation; drafts regulatory documents such as economic impact assessments, staff reports, regulation text, and associated analytical studies; develops and writes guidance documents explaining Program requirements for participants; and serves as a subject matter expert and contact person for questions on regulatory requirements for entities registered into the Program. Provides support for CARB's external engagements. Prepares correspondence, briefing papers, scientific reports, issue papers, speeches, presentations, and other informational materials. Leads, organizes, and participates in meetings and workshops with industry representatives, environmental groups, other organizations and the public. Develops speaking points or presentations, travels as needed to make presentations at or attends public outreach events.</p>
15%	<p>Monitors and investigates market participants for regulatory conformance and compliance with market rules. Evaluates business arrangements and relationships, corporate structures, and financial transactions, and develops and utilizes analytical tools to assist in monitoring the Cap-and-Invest Program. Supports review and analysis of transfers and holdings of compliance instruments within the Compliance Instrument Tracking System Service (CITSS), for indications of market events, changes in entity market strategy, or evidence of violations of market rules. The incumbent will regularly assist in producing specialized and periodic market data reports.</p>
15%	<p>Develop and update tools for greenhouse gas covered emissions and compliance obligation tracking. Collaborate and coordinate closely with other sections of the branch and the greenhouse gas emissions reporting program, as well as other divisions of CARB, external organizations and other State agencies as necessary. Participates as a member of high-level technical teams established to develop, analyze, and implement policies to successfully implement the Cap-and-Invest Regulation. Works with management to obtain decisions needed; identifies challenges</p>

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	to success; and develops and recommends creative policy, technical, and administrative solutions to address these challenges.
10%	Coordinates market-monitoring analysis with staff of linked partner jurisdictions, provides analytical support to auction staff, coordinates evaluation of auction bidding with external market monitor, and coordinates auction oversight with staff of linked jurisdictions. Prepares auction deliverables for quarterly auction assignments. Performs technical data analyses to develop and communicate policies and reports on market participant activities and compliance strategies.
10%	Works with management, staff within the Climate Change Program Evaluation Branch, and CARB Legal Office, as appropriate, to organize and prepare data, case documents and internal memos that may lead to legal and enforcement actions for violations of the Cap-and-Invest Program. Develops tools to surveil market activity as part of near-term and longer-term investigations. Establishes relationships with Federal market oversight agencies, such as the Commodity Futures Trading Commission, Federal Energy Regulatory Commission, Securities and Exchange Commission, Treasury Department, and others as needed.

% of Time	Marginal Functions
5%	Performs other duties as assigned commensurate with the position. Travels as needed to fulfill duties related to this position.

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.

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) |
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<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 checked="" type="checkbox"/> Other- Know Your Customer Background Check

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

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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-###)

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 using the [CalHR Bargaining Unit Search](#) page.

Confidential Designation – Confidential Designation is for employees with a CBID of E48

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.

Competencies – 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, 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

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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 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: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion; 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.
- **Digital Fluency** – Use technology effectively in the performance of one's job, including integrating and accepting new technology when appropriate.

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- **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.