

Duty Statement – Workforce

Duty Statement

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Staff Air Pollution Specialist	Position Number: 673-450-3875-030
Incumbent Name: Vacant	Working Title: Carbon Strategies Lead	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: Carbon Management Branch/Carbon Strategies Section	Reporting Location: Sacramento HQ
Supervisor's Name: Lisa Gonzalez-Kramer	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 type="checkbox"/> None <input checked="" type="checkbox"/> Lead		

General Statement

The Carbon Strategies Section (CSS) supports the deployment of carbon capture utilization and sequestration (CCUS) and carbon dioxide removal (CDR) approaches needed for California to achieve carbon neutrality by 2045 and in support of national and international efforts to advance CCUS and CDR consistent with the mandates of Senate Bill 905 (Caballero 2022). As part of this mission, the CSS is responsible for evaluating the efficiency, safety and viability of CCUS approaches as well as CDR approaches developing and/or updating protocols for CCUS and CDR deployment and evaluating CCUS and CDR project applications submitted under CARB-adopted protocol(s). The section will support other sections within the Carbon Management Branch in developing regulatory proposals and scientific and technical analyses that support the deployment of CCUS and CDR approaches designing and implementing various SB 905 and other carbon neutrality related activities. The section will coordinate work with other state agencies contributing to the implementation of SB 905 and collaborate with federal, state, and local agencies working to advance CCUS and CDR strategies.

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 I, the Staff Air Pollution Specialist (SAPS) will serve as the staff lead and applies scientific methods and principles to spearhead the most difficult technical and policy

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tasks towards the mission of the section. The SAPS will possess the ability to lead people, and complex policy, technical, engineering, and/or scientific projects related to carbon dioxide removal. The SAPS will lead in technical reviews and protocol development of CDR projects, developing a statewide CDR strategy, and work with other CARB staff to develop a carbon neutrality accounting framework and process. The SAPS will possess the ability to communicate complex concepts across stakeholders, partners, management and other groups. The SAPS will build strong relationships across the state and ensure the work of the section is as impactful and trusted as possible. Topics that will be included in this work will include nature-based, hybrid, engineered, and mechanical solutions, as well as carbon capture utilization and storage.

% of Time	Essential Functions
35%	Serve as the lead staff on technical, scientific, societal, political, and policy program development and work execution. Lead CDR technical reviews, protocol development, carbon accounting frameworks, and CDR strategies. Assess efficacy, feasibility, scalability, safety, costs, and other aspects of carbon dioxide removal technologies and pathways. Lead coordination, communications, and reporting. Ensure successful buy-in of section derived information and delivery of section reports. This includes stakeholder engagement and coordination with other section/agency staff. Lead efforts to incorporate CCS and CDR within statewide inventories and other quantification methodologies at varying scales.
20%	Lead in the drafting and publishing of reports on CARB’s public facing website. Coordinate reviews and requests made of section and other CDR related CARB staff. Draft memos and briefings. Lead in drafting and negotiations on interagency agreements, memorandums of understanding, and contracts. Represent CARB in meetings internal to CARB and with other local, state, and federal government agencies, as well as with public stakeholder groups. Disseminate information obtained from these meetings throughout the section as well as communicate section information outward. Facilitate public workshops.
15%	Stay current on all section work, scientific literature, and state policies related to CCUS and CDR within California and nationally. Work with other states to ensure that the work of this section can be replicated outside of California. Work with local and federal government agencies to ensure that their needs are met through the work of this section. Represent CARB in meetings, briefings, workshops, and other formal and informal speaking events.
15%	Assist in regulatory development. Perform technical work to ensure all section needs are met. Serve as contract manager on external contracts.
10%	Mentor, coach, lead, and teach other staff on technical, practical, policy, and career development aspects of work.
% of Time	Marginal Functions

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5%	Respond to special requests made by upper management to meet CARB needs. This can include analyses, presentations, briefings, reports, attendance or coordination of meetings and workshops, and similar work.
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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.

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

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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