

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673 920 3887 005
Incumbent Name:	Working Title: Regional Liaison, 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 HQ
Supervisor's Name: Lezlie Kimura Szeto	Supervisor's Classification: ARS I	CBID: R09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Sustainable Communities Policy and Planning Section (SCPPS) of the Sustainable Transportation and Communities Division implements California's landmark Senate Bill 375 law that tackles greenhouse gas (GHG) emissions by promoting sustainable, equitable communities and increasing opportunities to travel by bike, walk, and transit. The section staff works closely with local and regional planning agency staff and a variety of non-governmental stakeholders throughout California to encourage adoption of innovative transportation and land use plans, policies, and strategies that support State air quality and climate change goals. Section staff also conducts analyses of local and regional plans, programs, and strategies, including Regional Transportation Plans/Sustainable Communities Strategies (RTP/SCSs) developed by Metropolitan Planning Organizations (MPOs), to determine whether the plans could meet the GHG emissions reduction goals established by CARB. In addition, section staff coordinates its work with other units of CARB on interrelated issues, including but not limited to research, incentive programs, outreach, and vehicle technologies to pursue policy innovation that fosters implementation of ambitious regional plans. Staff also participates in inter-agency work groups and committees that contribute to the development of policies, strategies, and tools that are important for sustainable communities planning, implementation, and monitoring.

Competencies

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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

The position requires both planning and policy skills and the ability to work well with technical staff in evaluating transportation, land use, housing and emissions data. Under the direction of the Air Resources Supervisor I, the incumbent will apply an understanding of land use and transportation planning principles and concepts, as well as scientific and analytical principles, when evaluating local planning documents and working as a liaison to local and regional transportation and land use planners and modelers. The incumbent will bridge the policy and technical worlds by synthesizing policy considerations and technical information into work products and recommendations. The position will require 5% occasional travel in California for meetings.

% of Time	Essential Functions
35%	<u>Local Liaison Role</u> • Track progress of assigned SB 375 SCS plan updates, through participation in State, regional, and local advisory groups, stakeholder meetings, and other collaborative settings pertaining to SCS plan development. • Oversee and coordinate with other CARB staff in the Branch on review of assigned regional SCS GHG emissions quantification, writing of associated policy and evaluation reports, resolutions, and transmittal materials. • Track implementation of assigned SB 375 SCS plans, including development and implementation of strategies, projects and performance measures through interaction with local and regional agency staff and stakeholders. Identify best practices, implementation issues, and research needs as they arise. • Respond to inquiries on assigned SB 375 SCS plans from the public and other agencies. • Occasional travel may be required.
35%	<u>Local Implementation Policy Strategy</u> • Work as part of a team to provide innovative policy development and analysis on land use and transportation policies, quantitative and qualitative performance indicators, reporting format, and monitoring process that help to encourage and facilitate implementation of appropriate SCS strategies. This may involve researching, compiling, analyzing, and interpreting demographic, land use, housing, and transportation data and trends; summarizing compiled data and trends for preparation of planning reports both in writing and in maps, reports, tables, or statistical analyses using a variety of tools, including GIS and Excel;

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	participation and facilitation of stakeholder meetings and/or workshops/public hearings; and managing research or other support contracts. • Work as part of a team and provide analytical and strategic leadership and support on developing quantitative and qualitative transportation, land use, and housing project or program practices that will encourage and facilitate implementation of appropriate SCS strategies. This may involve preparing comparative studies of project or program impacts on emissions, land use, economic activities, housing, transportation, other environmental factors, and related subjects; participating in development of guidelines and/or metrics for CARB and other State agency incentive and regulatory programs.
20%	<u>Program Messaging and Communications</u> • Lead and contribute to written and oral reports, briefings, and presentations for the Board, and management on a range of transportation, land use, and local government issues pertaining to implementation of SB 375 and related policy work and Board proceedings (e.g., AB 32 and SB 32 implementation, SB 350 implementation, SB 1 implementation).

% of Time	Marginal Functions
10%	• Coordinate with CARB staff, in other sections or branches, as well as other state agencies on overlapping issues pertaining to local and regional planning and VMT reduction strategies, including review and comment on pending legislation, grant guidelines, and research proposals. • 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. Occasional 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

Works in a standard office environment. Frequent use of a computer and standard office equipment is required. The position requires occasional travel (up to 5%) throughout California for meetings, workshops, and stakeholder engagement. Regular interaction with internal staff, local and regional agencies, and external stakeholders is required.

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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:	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?		
☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date