

Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Staff Air Pollution Specialist	Position Number: 673-150-3875-001
Incumbent Name:	Working Title:	Effective Date: <i>Click or tap to enter a date.</i>
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Office of Community Air Protection	Section/Unit: Program Assessment and Reporting Section	Reporting Location: Sacramento or Riverside
Supervisor's Name: Chandan Misra	Supervisor's Classification: Air Resources Supervisor I	CBID: R-09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Office of Community Air Protection (OCAP) implements the Community Air Protection Program (Program), a dynamic, community-focused program focused on reducing disproportionate air quality impacts in California's most vulnerable communities through community-driven processes and foster environmental justice.

The primary responsibility of the Program Assessment and Reporting Section (Section) includes supporting programmatic evaluation and synthesizing overall program results and accomplishments and designing communication tools to provide both qualitative and quantitative information to wide variety of audience using variety of tools. Additional responsibilities include supporting the implementation of selected strategies in local emission reduction plans and serving as liaisons to communities in the program as well as community air grantees. The Section also supports related technical projects to advance program goals. This position requires a passion for community-based problem solving, and interest in or expertise in programmatic evaluation. Other desirable qualities include a demonstrated ability to design data visualization products, collaborating with internal and external partners and stakeholders to develop products to communicate program success such as videos and StoryMaps.

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 the direction of Program Assessment and Reporting Section Air Resources Supervisor I, the position provides strategic leadership to advance Section goals by aligning program priorities, shaping long term planning, and representing the Section in internal and external forums. It serves as a technical expert in community level air quality assessment, integrating diverse datasets and communicating analytical findings to partners and stakeholders. The role leads liaison efforts with AB 617 communities and air grantees to

ensure strong communication, accountability, and consistent program support. It also guides the development of modern data visualization tools to enhance transparency and decision making, while overseeing public outreach and engagement activities that strengthen collaboration with communities and partner agencies.

% of Time	Essential Functions
25%	LEADERSHIP TO ADVANCE SECTION GOALS: Provide strategic, analytical, and policy guidance to the Section’s Manager to help advance the Section’s mission, priorities, and long-term goals. Develop a deep and well-rounded understanding of current and emerging program objectives, identify key opportunities and challenges, and ensure alignment between programmatic direction and Section-level priorities. Support the Section Manager in shaping and refining the Section’s strategic plan, offering insight, recommendations, and solutions that enhance effectiveness and operational consistency. Strengthen leadership capabilities to assist Section staff as needed, including stepping in on behalf of the Section’s Manager when delegated or required. Represent the Section in internal and external meetings, effectively engaging with a wide range of stakeholders, communicating priorities, and ensuring that the Section’s perspectives and commitments are clearly conveyed.
20%	EXPERTISE IN COMMUNITY TECHNICAL ASSESSMENT: Provide the critical intersection of scientific expertise, policy awareness, and strategic thinking necessary to design, refine, and apply technical methodologies to assess communities statewide. Develop a deep understanding of the analytical approaches that underpin community-level air quality evaluations and build confidence over time in interpreting and integrating diverse data sources—such as CalEnviroScreen, air quality monitoring data, air quality modeling, emissions inventories, and other relevant datasets—to quantify cumulative exposure burdens and identify key community needs. Serve as a technical representative for the Section in discussions with CARB divisions, air districts, and community stakeholders, clearly communicating analytical findings, methodological considerations, and program implications. Represent OCAP in technical conferences, workshops, and professional forums as directed by Section’s Manager, acting as a subject-matter expert and ensuring that the Program’s analytical approaches and community assessment work are accurately and effectively communicated.
20%	PERFORM AND EVOLVE LIAISON DUTIES: Serve as a key leader and primary OCAP liaison to assigned AB 617 communities and current or future air grantees, including recipients of L-CERP funding. Provide strong, consistent leadership by maintaining proactive, responsive communication with air districts, grantees, community partners, and other stakeholders. Track and monitor community needs, commitments, and progress to ensure transparency, accountability, and timely follow-through. Work collaboratively across OCAP sections and CARB divisions to secure technical assistance, data resources, and Program support necessary to meet community expectations and advance program objectives. Capture and document lessons learned from liaison activities, identify common challenges and successful approaches, and translate these insights into best practices that can be shared and applied across OCAP to improve consistency, efficiency, and community support. Carry out delegated responsibilities that reflect OCAP’s commitment to community-driven air quality improvements while building

	and sustaining trusted, long-term relationships with stakeholders on behalf of the Section.
15%	DEVELOP NEW AND RELEVANT DATA VISUALIZATION TOOLS: Provide leadership to the Section to develop, maintain, and continually enhance use of upcoming and novel interactive data visualization tools. Lead the application of platforms such as Power BI, Tableau, and other emerging technologies to transform complex data into accessible, meaningful visuals that support program transparency and decision-making. Take initiative in learning, mastering, and applying new analytical and visualization tools, ensuring they are effectively integrated into Program and Section workflows. Develop and implement protocols, standards, and best practices that improve consistency, usability, and reliability across all digital products. Champion the strategic use of modern visualization tools to strengthen stakeholder engagement, improve program communication, and elevate the Section's digital presence and analytical capabilities.
10%	ELEVATE PUBLIC OUTREACH AND ENGAGEMENT: Provide leadership in designing, planning, and executing public outreach and engagement activities that support AB 617 program implementation, including CERP development, L-CERP technical assessments, grantee support, annual reporting, and the creation of communication products. Engage directly with communities, community steering committees (CSCs), community-based organizations (CBOs), and air districts to foster meaningful dialogue, encourage participation, and ensure community needs and priorities are heard and incorporated. Lead the setup, coordination, and facilitation of meetings and discussions with stakeholders, ensuring conversations are productive, inclusive, and aligned with Program goals. Collaborate with other agencies and internal CARB divisions to plan and organize in-person and remote public meetings, workshops, and webinars that fulfill Programmatic commitments. Travel to meeting locations as needed to provide on-site leadership and support. Ensure that meeting organizers, partners, and communities receive the necessary resources, materials, and technical assistance to achieve successful engagement outcomes. Strengthen OCAP's outreach practices by identifying challenges, capturing lessons learned, and recommending improvements that enhance transparency, accessibility, and community trust.
5%	REFINE ORGANIZATION AND PROJECT MANAGEMENT STRUCTURE: Provide leadership in maintaining and improving OCAP's and Section shared directories and Teams channels to ensure all Program work products are consistently organized, archived, and clearly communicated to staff across OCAP. Support the development and refinement of standardized filing structures, naming conventions, and documentation protocols that enhance efficiency, institutional memory, and cross-Section collaboration. Monitor archive integrity, identify gaps or inconsistencies, and recommend improvements that strengthen how the Section manages and preserves critical Program information. Perform other duties and assignments as directed by Manager, contributing to overall Section effectiveness and operational readiness.

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 4 of 5

% of Time	Marginal Functions
5%	ON-BOARDING NEW STAFF: Develop or support development of on-boarding materials for new staff joining OCAP. May perform other duties related to and under the scope of the classification.

Typical Physical Conditions/Demands

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. Lifting and carrying objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

The incumbent works in a smoke-free environment of a high-rise office building in downtown Sacramento or office building in Riverside in an enclosed, and possibly 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):

- ☐ 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 10 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

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 5 of 5

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