

Duty Statement – Workforce

ASD/HRB-12 (Rev. 10/2025) Page 1 of 4

Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-450-3887-083
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: Emission Data Quality Assurance Section	Reporting Location: Sacramento HQ
Supervisor's Name: Minh Pham	Supervisor's Classification: Air Resources Supervisor II	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 Program Planning and Management Branch of the Industrial Strategies Division is responsible for the program planning and management aspects of implementing the California Global Warming Solutions Act of 2006 (AB 32). The Emissions Data Quality Assurance Section (the section) is primarily responsible for implementing the verification requirements of the Regulation for the Mandatory Reporting of greenhouse gas (GHG) Emissions (MRR). The section is also responsible for developing emission estimation and verification criteria and coordinating data quality assurance. To implement these responsibilities, the section develops and conducts verifier training, accredits verification bodies and individual third-party verifiers, reviews potential for verifier conflict of interest, conducts audits of verifier performance as part of oversight responsibilities, audits emissions data reports, coordinates verification statement set-asides and petitions, and collaborates on development of regulations and guidance for reporting entities and verifiers. This section is also responsible for implementing the requirements of the Cost of Implementation Fee Regulation (COi Fee). The section is responsible for ensuring COi Fee data is reported accurately, and for calculating COi Fees based on data reported. The section is also responsible for implementing the requirements of Senate Bill 27 (SB27) which includes contributing to the natural and working lands portion of the California Air Resources Board (CARB) Scoping Plan and developing the verification standards required for natural and working lands quantification methods.

This position requires close interaction and teamwork with CARB staff and management across Branches and Divisions, as well as staff and management from other public and private organizations.

Duty Statement – Workforce

ASD/HRB-12 (Rev. 10/2025) Page 2 of 4

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 Air Pollution Specialist (APS) applies scientific methods and principles in the identification, study, and solution of air pollution problems. The APS designs, conducts, and evaluates methods to reduce GHG emissions from natural and working lands. The APS specifically focuses on forests, floodplains and wetlands, coastal habitats, agriculture, and urban lands. The APS aids in establishing carbon dioxide removal targets for 2030 and beyond as part of CARB's Scoping Plan, taking into consideration the Natural and Working Lands Climate Smart Strategy, science based data, cost-effectiveness, and technological feasibility. The APS also helps implement the third party verification requirements-overseeing the screening, training, accreditation, and performance of verifiers and verification bodies pursuant to Senate Bill 27: Carbon sequestration: state goals: natural and working lands: registry of projects. The APS helps identify natural and working lands project types to prioritize for verification of carbon removal benefits listed on a project registry established by the California Natural Resources Agency. The APS also oversees a contract to provide training to qualified third-party verifiers, accredit qualified and trained verifiers, deliver verifier guidance and supporting materials, and respond to technical questions from verifiers.

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.

% of Time	Essential Functions
25%	Provide expert scientific advice for the development of the 2030 and beyond Scoping Plan. Use expertise in forests, floodplains and wetlands, coastal habitats, agriculture, and urban lands to aid in establishing carbon dioxide removal targets for natural and working lands. Make recommendations for the Natural and Working Lands Climate Smart Strategy, science-based data, cost-effectiveness, and technological feasibility.
25%	Audit and review verifiers to assure conformance with regulatory requirements by utilizing detailed technical knowledge and understanding of the natural and working lands quantification methods (QM). Travel to the site of audits located in California and may require stays of several days to observe and audit the practices of the verifier. Work with legal and management to address any questions on the implementation of the OMs.
25%	In collaboration with the Climate Investments Branch, gain expertise in the natural and working lands quantification methods to develop a regulation in collaboration with the California Natural Resources Agency. Investigate methods used in other organizations nation- and world-wide to facilitate

Duty Statement – Workforce

ASD/HRB-12 (Rev. 10/2025) Page 3 of 4

	verification of natural and working lands; identify opportunities within CARB to apply lessons learned to integrate verification practices Division-wide, and work with Divisions to implement suggested approaches. Review current technical and scientific publications and reports to provide needed background and expertise.
20%	Establish and implement a program for identifying minimum qualification requirements for verifier candidates, training verifier candidates and accrediting third-party verifiers. As part of training verifier candidates, oversee a contract for training of third-party verifiers, assisting with preparing training materials and delivering training to verifier candidates.

% of Time	Marginal Functions
5%	Writes technical reports, memos, letters, report summaries, and oral presentations for all levels of CARB staff and management, Board members, the general public, CARB-accredited verifiers, regulated entities, and other stakeholders including industry groups and environmental organizations. Makes presentations in workshops and Board hearings.

Typical Physical Conditions/Demands

This position requires frequent sitting, standing, walking, bending, and reaching. Requires visual acuity to read and prepare documents and use a computer screen. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. Requires frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing. Moving objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise. May involve occasional travel to attend meetings or trainings.

This position may be eligible for hybrid in-office work and in-state telework. The amount of telework is at the agency's discretion and is based on the California Air Resource Boards' (CARB) current telework policy. While the CARB may support telework, some in-person attendance is also required.

Typical Working Conditions

The incumbent works in a smoke-free environment on the 7th floor of a high-rise office building in downtown Sacramento in an enclosed, non-windowed or windowed office cubicle. The work schedule is Monday through Friday. 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)

Duty Statement – Workforce

ASD/HRB-12 (Rev. 10/2025) Page 4 of 4

- | |
|---|
| ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. |
| ☒ Travel up to <u> 5 </u> 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
------------------	-----------------------	---------------

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