

Duty Statement

Organization	Name
CalEPA	
Position Number	Effective Date
812-010-3887-001	
Classification Title	Working Title
Air Pollution Specialist	Air Pollution Specialist
CBID	Supervisor
R09	Amanda Mattes, Air Resources Supervisor I

MISSION OF SECTION:

MISSION AND DUTIES OF THE AGENCY:

The California Environmental Protection Agency's mission is to restore, protect, and enhance our environment, to ensure public health, environmental quality, and economic vitality. As the Cabinet-level super agency, the Office of the Secretary for Environmental Protection organizes, manages, and oversees the regulatory programs of the subordinate boards, departments, and offices.

MISSIONS AND DUTIES OF THE SECTION:

The Climate Change Unit of the Office of the Secretary, California Environmental Protection Agency, serves as lead staff to the Secretary and administers all climate change-related duties and functions for the Executive Branch of State Government. The Deputy Secretary for Climate Policy and staff advise the Secretary and the Administration on major policy matters involving climate change. The section is directly responsible for day-to-day management and coordination of the Climate Action Team, a multi-agency, policy-level team formed pursuant to Executive Order S-3-05. Section staff support interagency sub-groups of the Climate Action Team in developing, evaluating, and implementing climate change emission reduction strategies required under the California Global Warming Solutions Act of 2006.

Position Description

Position

Under the supervision of the Air Resources Supervisor I, the Air Pollution Specialist (APS) will plan, organize, coordinate, monitor, and oversee climate change reduction activities with the California Air Resources Board (CARB), the Climate Action Team members, regional and multi-state registries, and other states, subnational governments, and countries.

Position Category

This position is categorized as Office-Centered and is required to be in the office four days per week. This position's job duties can be performed while teleworking one day per week from an alternate

Air Resources Board • Department of Pesticide Regulation • Department of Resources Recycling and Recovery
Department of Toxic Substances Control • Office of Environmental Health Hazard Assessment
State Water Resources Control Board • Regional Water Quality Control Boards

work location. The position incumbent can telework with a management approved telework agreement and schedule. Satisfactory job performance is required to maintain a teleworking agreement.

Essential Functions

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

- 35% * Provide support for regional and international climate change efforts linked to the California Global Warming Solutions Act of 2006 (AB 32) including meeting preparation, presentations, technical analysis, and report preparation. Responsible for preparing materials for CalEPA leadership's speaking engagements and public meetings; presenting materials orally or in writing; and facilitating interagency work related to climate change mitigation and adaptation policy development and implementation. Assist in implementing existing and new Memoranda of Understanding with other jurisdictions and governments.
- 20% * The APS will plan, organize, coordinate, monitor, and oversee climate change emission reduction activities with multiple entities and stakeholders. Lead and participate in climate change discussions with internal and external partners. Compile, evaluate, and ensure the timely and effective implementation of emission reductions undertaken by the Climate Action Team, focusing on those inputs that CARB will consider as part of its Scoping Plan work.
- 20% * Apply policy, scientific, engineering, and economic methods and principles to analyze data and evaluate information pertaining to climate change mitigation and adaptation strategies that the Climate Action Team partners will develop and implement, including compiling, evaluating, and reporting environmental and economic data, studies, and research. Collect, analyze, and evaluate data to ensure consistency among all CalEPA Boards, Departments, and Offices. Communicate results of analyses clearly and accurately to management and impacted stakeholders both verbally and in writing.
- 20% * Use written and verbal communication skills to clearly, concisely, and effectively present on policy guidance and recommendations, respond to inquiries, convene and facilitate workgroups or discussions, and represent CalEPA at conferences and meetings with various audiences. Audiences include public and private sector representatives, international governments, the Legislature, Governor's Office, and/or state, federal, and local agencies. Build a productive working relationship with key partners. Be flexible and adaptable to communications strategies that span technical and non-technical audiences. Develop and use graphics, charts, and presentations as appropriate.

Marginal Functions

- 5% Other duties as required for operational continuity.

****These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.***

Employee/Supervisor Statement

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation.

Employee

Signature: _____ Date: _____

Print Name: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor

Signature: _____ Date: _____

Print Name: _____