

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-450-3887-006
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: Emissions Data Quality Assurance Section	Reporting Location: Sacramento Office
Supervisor's Name: Vacant	Supervisor's Classification: Air Resources Supervisor 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 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 is 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 emission s 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). To implement these responsibilities, the section quality assures reported data, calculates COI Fees based on data reported and the California State budget, coordinates with the Administrative Services Division of the California Air Resources Board (CARB) in assisting with billing fee payers, and develops regulations and guidance for reporting entities and verifiers.

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.

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Position Description

Under supervision of the Air Resources I, the Air Pollution Specialist (APS) reviews, evaluates and develops emissions calculation, reporting, and verification methods for use in a comprehensive GHG reporting and verification program. The APS provides analysis support of GHG data in support of the Cap-and-Invest Program, the COI Fee Program, and the Statewide GHG Inventory. The APS also works directly with third-party verifiers to provide training, accreditation, technical support, and oversight. The 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.

This position may require the APS to voluntarily agree to a background criminal and credit check to ensure the integrity of the carbon market program due to the position's access to market sensitive information.

% of Time	Essential Functions
35%	Works with verifiers and reporting entities to ensure a clear understanding of regulatory requirements for verification. Develops and maintains expertise in particular reporting sectors and assist or lead in resolution of verifier questions, as assigned. Writes guidance and conduct webinars, as required.
35%	Reviews potential for conflict of interest and conduct audits of verifier performance to assess quality and consistency of verification services provided to support the GHG Mandatory Reporting Program and the Cap- and-Invest Program. Reviews and recommends accreditation/reaccreditation of verification bodies and individual verifiers. Developing staff expertise includes reviewing lead auditor's work at site visits, which requires some travel and participation in the DMV Pull Notice Program. Verification oversight requires field work. CARB employees observing site visits at industrial facilities, including, but not limited to, petroleum refineries, hydrogen plants, oil and gas production fields, cement plants, and electricity generation and cogeneration facilities, must wear safety equipment as required by the facility operator. The following safety equipment may be required, based on the particular facility type: hard hat, safety glasses, hearing protection, fire resistant coveralls, and safety footwear.
15%	Assists or leads, as assigned, calculation of assigned emissions levels, emissions data report audits, verification statement set asides, and verification statement petitions. Develops, implements, and recommends updates to verification section procedures. Evaluates, develops, and updates emission estimation methods and product data measurement methods in support of mandatory GHG reporting through literature review; application of scientific principles to the collection, analysis, and interpretation of data, studies, tests, and surveys; and contact with representatives of public agencies and private organizations at the State, national, and international levels. Assists Section Manager in planning, organizing, and implementing Section programs and special assignments as needed. Assists in implementing the requirements of the Cost of Implementation Fee Regulation, including the calculation and review of invoiced fees.

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10%	Develops and updates training course materials and examinations for individual third-party verifier accreditation. Conducts in-person training and webinars, as needed. Screens candidates, grades exams, and recommends accreditation.
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% 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 6th floor of a high-rise office building in downtown Sacramento in an enclosed, non-windowed or windowed office cubicle. The work schedule is generally Monday through Friday, and overtime may be required for occasional high priority deadlines. Travel may be required locally, within the state, or outside 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

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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