

Duty Statement – Workforce

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Duty Statement

☐ Current ☐ Proposed

RPA Number:	Classification Title: Staff Air Pollution Specialist	Position Number: 673-400-3875-018
Incumbent Name: Vacant	Working Title: Sustainable Freight Program Expert	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Transportation and Toxics Division	Section/Unit: Freight Activity Branch	Reporting Location: Sacramento or Riverside
Supervisor's Name: Tracy Haynes	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

MISSION OF DIVISION: The Transportation and Toxics Division (TTD) is responsible for regulatory and non-regulatory activities to: reduce air toxics, criteria air pollution, and greenhouse gases from freight transportation (including implementation of existing rules, development of new rules and plans, and administration of incentive programs); characterize the health risk from toxic air contaminants; and develop and implement regulatory measures and other programs to reduce the localized health risk from air toxics. The impacts of poor air quality are disproportionately felt by disadvantaged communities and race is the single largest predictor of whether someone will be adversely impacted by air pollution. Thus, TTD aims to prioritize elevated health risks in disadvantaged communities to ensure that we are more equitably serving all Californians and is committed to advancing racial equity and practicing effective community outreach and engagement. This requires supporting policies that fairly address environmental and socioeconomic inequities throughout the State and is supported by meaningfully engaging with air quality partners, especially in low income and communities of color. Air Quality Partners include community members, environmental justice advocates and organizations, community-based organizations, air districts, regulated entities, and other impacted individuals.

MISSION OF SECTION: The Freight Activity Branch (FAB) has programmatic responsibility and expertise on freight and port-related emission sources, including ships and harbor craft. The four sections in this branch develop and implement regulatory and incentive-based emission reduction strategies for these and other freight sources and provide engineering evaluations and test plans for diesel and alternative fuel technologies for marine sources that the division certifies, verifies, or otherwise approves. The branch also supports the division and Board's participation on port plans and policies.

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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

Staff Air Pollution Specialist is the fully qualified independent specialist level for program and policy development work. Incumbents carry program or project responsibilities with extreme sensitivity and complexity usually dealing with emerging or undefined issues or problems and typically involving intense conflict among issues such as "State of the Art," public concern, local, State, and Federal Government concerns, costs, and business interest. Assigned work requires the development of broad policy and legislative proposals with immediate and long-range impact. Positions at this level require expertise that is significantly greater than standard full journey level analytical assignments, and this expertise is critical to the Board's basic mission.

This SAPS position works under the direction of the Air Resources Supervisor II (Branch Chief). The focus of this particular SAPS position is to serve as a Branch-level expert in support of Branch efforts to move California's freight system forward to a zero and near-zero freight system; develop and implement zero emission mitigation strategies and regulations to lessen community level pollution related health impacts to overburdened and vulnerable populations; inform and develop freight policies and program vision; coordinate within the agency and with external stakeholders on policy-level considerations for sustainable freight programs to ensure Board-wide consistency; and manage high-profile, long-term interdisciplinary sustainable freight programs and projects. The freight sectors include commercial harbor craft, ocean-going vessels, and potentially other freight-related emission sources.

% of Time	Essential Functions
35	Assist the Branch Chief and Section Managers as a Branch-level expert on sustainable freight programs for freight-related emission sources including commercial harbor craft and ocean-going vessels. Support the teams that develop and implement zero emission and cleaner combustion mitigation strategies and regulations to lessen community level pollution related health impacts to overburdened and vulnerable populations. Inform and develop freight policies and program vision. Coordinate with inter-agency, division and branch efforts, and external stakeholders on policy-level considerations to ensure Board-wide consistency on zero and near-zero sustainable freight programs. Develop responses to program-related inquiries from the Legislature and Governor's Office, and work with CARB's Office of Communications to respond to media requests. Manage high-profile, long-term interdisciplinary sustainable freight programs and projects. Use community engagement tools, strategies, and techniques to develop, implement, and update project-specific community outreach and engagement plans.
30	Employ excellent verbal and written communication skills to engage and lead discussions with a wide variety of stakeholders, including community members,

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	environmental organizations, and industry; agency management, including the Division Office, Executive Office, Chair's Office and the Board; and external governmental agencies at the local, State, and Federal levels. Lead discussions and serve as an advisor to Branch and section management and technical staff to ensure the regulatory development process, incentive administration, and other freight measures are complete, thorough, and robust. Meaningfully engage with air quality partners from diverse backgrounds and communities by developing and maintaining relationships, communicating effectively, participating in meetings as needed, and being available as a resource to help partners navigate technical processes and meaningfully participate in CARB processes.
30	Assist the Branch Chief in planning, organizing, and implementing special projects assigned by Branch and Division management to support the development and implementation of air quality related programs. Assist the Branch Chief in informing, composing, reviewing, and revising a variety of documents including policy issue papers, white papers, technical reports, and regulatory documents such as materials for public workshops and Board presentations. Assist in preparation of budget change proposals and administration of contracts. Carry program and project responsibilities with extreme sensitivity associated with complex emerging and/or undefined issues or problems and recommend, develop, and implement solutions. Develop and implement sound freight related policy, technologically robust measures and equitable principles to sustainable freight programs. Consistently evaluate projects, policies, programs, regulations, and decisions to identify and address racial inequity, including inequitable processes and impacts. Use racial equity tools, strategies, and techniques to develop, implement, and update project-specific equity action plans for all work products. Travel may be required for site visits, meetings with stakeholders, and conferences related to the tasks above.

% of Time	Marginal Functions
5	Perform other duties related to occasionally working as point of contact when the Branch Chief is out of office or assisting other sections or branches within the division by providing policy, written, or technical support for special projects to meet division objectives.

Typical Physical Conditions/Demands

This position requires prolonged periods of sitting or standing at a desk and working on a computer. Some walking, bending, and reaching may be required. 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. Work is performed in a climate-controlled office environment. However, occasionally you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

The incumbent works in a smoke-free environment in an office building in an office or cubicle. The work schedule is Monday through Friday. This position may require frequent interaction with staff,

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stakeholders, or the public via phone, email, or video conferencing. Noise levels are typically low to moderate. This position may require overtime and occasional travel to attend meetings or trainings.

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 5-10 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

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