

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-450-3887-070
Incumbent Name: Vacant	Working Title: Forest Offset Project Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: Program Operation Section	Reporting Location: CalEPA Building Sacramento
Supervisor's Name: Shelby Livingston	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 purpose of the Program Operations Section within the Climate Change Program Evaluation Branch is to provide policy and technical analysis of programs, incentives, and other measures, including implementation of existing compliance offset protocols and evaluation of other potential offset protocols, to ensure successful implementation of the Cap-and-Invest Program and to provide ongoing evaluation of the success of the associated strategies, regulations, and programs.

Under the supervision of the Air Resources Supervisor I, the Air Pollution Specialist (APS) applies scientific methods and principles in the identification, study, and solution of air pollution problems. The incumbent designs, conducts, and evaluates methods to reduce greenhouse gas (GHG) emissions; develops and validates GHG simulation models; collects, analyzes, and evaluates data on GHG emissions reductions and associated co-benefits; coordinates with Offset Project Operators (OPO), Authorized Project Designees (APD), Offset Project Registries (OPR), Verification Bodies (VB), and verifiers using Board adopted Compliance Offset Protocols (COP); audits and reviews verifications of Offset Project Data Reports (OPDR); and prepares feasibility studies, computes the cost effectiveness, evaluates additionality, and completes environmental analyses of potential new COPs proposed for Board adoption. This position is specifically focused on offset projects using the COP for U.S. Forest Projects and may provide additional support to other COPs as needed.

This position may require 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.

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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

% of Time	Essential Functions
40%	Reviews forest projects under the Compliance Offset Protocol U.S. Forest Projects (U.S. Forest Protocol). Audits and reviews Offset Project Registries (OPR) and verifiers to assure conformance with the U.S. Forest Protocol and the Cap-and-Invest Regulation. Develops and maintains a detailed technical knowledge related to forestry, a thorough understanding of the U.S. Forest Protocol against which verifications will be audited, and extensive knowledge of the Cap-and-Invest Regulation to assure conformity with all required provisions. Works with management and CARB's Legal Office to address issues and questions related to the implementation of the U.S. Forest Protocol and the Cap-and-Invest Regulation and develop guidance to support implementation of the compliance offsets program.
20%	Investigates methods used in other programs and organizations world-wide to mitigate greenhouse gas emissions and criteria pollutant emissions by integrating project crediting into climate programs; identifies opportunities within CARB to apply lessons learned to integrate climate change considerations into division activities; and works with upper management to implement selected approaches. Reviews current technical/scientific publications and reports to develop and provide expertise needed to support program implementation. Manages contracts related to improving technical tools and knowledge of forest monitoring and other emerging technologies.
20%	Prepares correspondence, briefing papers, scientific reports, issue papers, speeches, presentations, and other informational materials related to the compliance offset program within the Cap-and-Invest Program; evaluates policy and legislative proposals that impact California's climate change programs; and recommends creative solutions to issues for consideration by upper management. Works with management to obtain decisions needed, identifies challenges to success; develops creative policy, engineering, technical, and administrative solutions to address these challenges. Supports reviewing and updating existing compliance offset protocols via formal public rulemaking processes. Supports developing and reviewing new compliance offset protocols and quantification methods via formal public rulemaking processes.

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15%	Forms and maintains effective working relationships with other Cap-and-Invest Program staff, with staff in other CARB divisions and other state agencies, and with a broad variety of external stakeholders, including staff at offset projects, verification bodies, and OPRs. Negotiates with these groups toward desired outcomes as needed. Leads, organizes and participates in meetings, workshops, and outreach events with industry representatives, environmental groups, other organizations and the public.
% of Time	Marginal Functions
5%	Travels to the site of verification body audits, which may be anywhere in North America and may require overnight stays of several days to observe and audit the practices of the verifiers and OPR staff. Supports implementation of other Compliance Offset Protocols as necessary.

Typical Physical Conditions/Demands

Requires prolonged periods of sitting at a desk and working on a computer. Involves frequent use of standard office equipment, such as computer, mouse, keyboard, and phone. Requires frequent interaction with staff, stakeholders, and the public via phone, email, or video conferencing. Requires visual acuity to read and prepare documents and use a computer screen. May involve occasional travel to attend meetings, trainings, and audits.

Typical Working Conditions

Work is performed in a smoke-free, climate-controlled office environment in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Involves prolonged periods of sitting at a desk and working on a computer. Noise levels are typically low to moderate.

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 percent of work time
- ☐ Bilingual Fluency needed in _____(language)
- ☐ Other-

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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