



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 5/2023)

Classification(s): Air Pollution Specialist

Working Title: Air Pollution Specialist

Position Number: 535-620-3887-003

Division/Branch or Office: Fuels and Transportation / Strategy, Equity, and Economic Benefits Branch / Regulations and Legislative Unit

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Date Approved: 9/25/2026

Conflict of Interest (COI): ☒ Yes ☐ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under close supervision of the Program and Project Supervisor (PPS) in the Regulations and Legislative Unit within the Fuels and Transportation Division, the incumbent may serve as a team lead in the development and deployment of alternative fuel vehicles, fueling infrastructure, and alternative fuel production in California by performing complex technical and analytical tasks. The incumbent will work independently and participate in a team and use scientific principles to evaluate vehicle, infrastructure, and fuel production issues and assist private and public partners to introduce improved vehicles, engines, fueling stations, other related infrastructure, and alternative fuels through joint funding of projects, technical assistance, and education and outreach activities.

The primary responsibilities of this position are to identify, assess and prioritize innovative, cost-effective strategies that reduce toxic air pollutants and greenhouse gas emissions to provide incentives for cost-effective approaches that achieve the goals of the Clean Transportation and Greenhouse Gas Reduction Fund (GGRF) Programs. The incumbent will establish working relationships with other government agencies and industry stakeholders to ensure that the Energy Commission and the ARFVTP have access to current technology information, in order to recommend policy options to maintain and increase the development of incentive programs to meet the policies and regulations associated with alternative and renewable fuels and vehicle technologies.

Essential Duties

- 35% Following the governing of the Administrative Procedure Act, serve as a team lead in the development and deployment of regulatory and guidance documents for the implementation of incentive and innovative financing programs in conjunction with other state agencies, and other affected stakeholders. Develop solicitations, conduct public workshops, review and score solicitation proposals, and provide technical oversight of agreements resulting from the solicitations from the Clean Transportation and GGRF Programs. Manage Energy Commission agreements with fueling station developers, fuel providers, agencies, researchers, equipment manufacturers, etc. Independently draft rulemaking documents and manage Administrative Law public rulemaking directed by the Commissioner.
- 25% Perform technical work related to emission and greenhouse gas reduction strategies. Technical work may include the analysis of emissions data and the evaluation of emission control technology alternatives using scientific principles. This may be accomplished by reviewing current technical literature and technical vehicle air pollutant emissions data to provide background and technical expertise. Once analysis is complete, staff must be able to communicate results of analysis clearly and accurately to management and impacted stakeholders both verbally and in writing. Based on these communications, develop projects to meet program goals for the development of alternative fuels and transportation energy technologies that transform California's fuel and vehicle types to help attain the state's climate change and greenhouse gas emission reduction policies.
- 25% Prepare clear and accurate technical reports, issue papers, legislation analysis and regulatory documentation, which are often used for Commission decisions. Oversee the development of market assessment reports to evaluate fuel use penetration, market niche early adopters, business trends, and other factors that stimulate and impact the development, consumption, and use of alternative fuels in California. Research and report on the state-of-the-art (technology and cost) for alternative fuels and fueling infrastructure, including hydrogen, electric vehicles, and other technologies. Work with other agencies in the design, evaluation, and finalization of the reports. Design and facilitate workshops in alternative fuels, vehicles, and infrastructure.
- 10% Serve as team lead in the development and deployment of alternative fuel vehicles, managing economic incentives to stimulate vehicle purchases, organizing technical assistance consultations, and participating in meetings with vehicle, engine, and component part manufacturers to accelerate and expand the introduction of alternative fuel vehicles in California.

Marginal Duties

- 5% Perform other duties as required, consistent with the specifications of the classification.



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Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): Taylor Marvin

Supervisor's Signature: _____ **Date:** _____