

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 1 of 4

Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-150-3887-002
Incumbent Name:	Working Title:	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Office of Community Air Protection	Section/Unit: Community Support and Strategy Section	Reporting Location:
Supervisor's Name Michelle Byars	Supervisor's Classification: ARS I	CBID: S09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Office of Community Air Protection's Community Support and Strategy Section is responsible for establishing, coordinating, and overseeing stakeholder outreach and engagement on AB 617, ensuring all requirements of AB 617 (Garcia, Chapter 136, Statutes of 2017) are being met, developing recommendations for state strategy and regional actions, and liaison internally with California Air Resources Board (CARB) Division staff, and externally to community, air district, business and industry, other local, state, federal, and tribal governmental representatives to reduce cumulative criteria air pollutants and toxic air contaminants and maximize health benefits and environmental equity goals in communities affected by a high cumulative exposure burden throughout the state.

The Section is responsible for work on policy-sensitive topics and development of work products that inform or can be associated with one or more AB 617 requirements: the identification of proposed emission reduction strategies; development and update of the Statewide Strategy (known as the Program Blueprint) by (CARB) to reduce community-scale air pollution; or assessment of Community Emission Reduction Plans proposed by or implemented by air districts. The Section is also responsible for assessing and communicating progress made through the Program. The Section prioritizes CARB's goal to operationalize equity and apply the principles of environmental justice in its day-to-day work.

Competencies

As an Air Pollution Specialist, the incumbent must have at least a basic proficiency in the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 2 of 4

To successfully perform the job's essential functions while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives, and Goals, the incumbent must also show an intermediate proficiency in the following competencies:

- Diversity and Inclusion
- Interpersonal Skills
- Communication

Position Description

Under direction of the section supervisor, the Air Pollution Specialist (APS) will conduct, evaluate, analyze, and present the results from air quality data analyses to other staff within the Branch and CARB, and develops and conducts projects such as those listed in current activities below. Travel may be required.

Specific duties include

% of Time	Essential Functions
35%	Participate and lead staff on multi-divisional teams to develop CARB policies that will facilitate emission and exposure reductions in the most highly impacted communities within California. Work with staff to build our understanding of planning, emissions inventory, air quality modeling, monitoring, programming, and funding. Work with other staff, management, and stakeholders to research, analyze, design, recommend and implement a comprehensive program that considers innovative technologies, infrastructure, and logistics. Work closely with staff in other divisions to research, analyze, and collaborate on the development of policy and quantify the effectiveness of CARB, local, state, national, and international strategies, help develop emissions reduction strategies, including incentives, as well as industry initiatives and agreements in reducing emissions. Develop and present comprehensive oral and written reports to the Board, other agencies, and the public on California's progress in reducing cumulative impacts in communities that bear the greatest burden.
35%	Participate in committees and work groups with: local air districts and local transportation agencies; federal and state agencies; ports, railroads and other industry groups; affected communities; and other stakeholders to implement the Board's priorities. Build positive relationships with community, government, and industry representatives. Develop consensus where possible. Assist with the implementation of work conducted in the Office of Community Air Protection, including technical and scientific assistance to CARB staff, air districts and stakeholders, participate in brain-storming and problem-solving meetings and present recommendations to management. Present and defend CARB technical and policy proposals in workshops, hearings, conferences, and other forums.
25%	Using scientific principles and practices, collect, analyze and interpret data on community-scale emissions impacts and health risk to develop policy recommendations. Assist with outreach as well as respond to inquiries from the

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 3 of 4

	public, industry, and other agencies. Write technical and policy reports, memos, letters, and presentations and other special assignments to inform and persuade decision makers within CARB, Cal/EPA, Department of Finance, the Governor's Office, and the general public.
--	--

% of Time	Marginal Functions
5%	Perform other duties related to assisting other sections or branches within the division by providing policy, written, or technical support for special projects to meet division objectives. Perform other duties as required.

Typical Physical Conditions/Demands

This position requires frequent sitting, standing, walking, bending, and reaching. 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. Occasionally, you may be exposed to outdoor weather, dust, or noise. The position will occasionally require work in an industrial environment including exposure to air emissions, fumes, heat, and vehicle traffic, and to wear personal protective equipment.

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 office cubicle. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary to meet community meeting needs or when the department is mission tasked. Travel may be required locally and within the state. Candidate must possess a driver license and to pass defense driving training courses, enroll in the DMV Pull Notice Program, and maintain a "good" driver status.

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 _____ percentage
- ☐ Bilingual Fluency needed in _____(language)
- ☐ Other-

Supervisor Statement

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 4 of 4

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: Michelle Byars	Supervisor Signature:	Date: Date
------------------------------------	-----------------------	---------------

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