

Proposed

State of California
AIR RESOURCES BOARD
DUTY STATEMENT

EMPLOYEE NAME: CURRENT DATE: 4/18/19
CLASSIFICATION: Air Pollution Specialist POSITION #:
DIVISION/OFFICE: Research CBID: R09
SECTION: Greenhouse Gas Reduction
Strategy Section (385)
SUPERVISOR'S NAME: Pamela Gupta
SUPERVISOR'S CLASS: ARS I

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

Pamela Gupta 8/9/19
Supervisor's Signature Date

Employee's Signature Date

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require annual physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below)

SUPERVISION EXERCISED (check one):

- None
- Supervisor
- Lead Person
- Team Leader

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% Of Time RESPONSIBILITIES OF POSITION

- 35% E Serve as a staff lead or contributing staff to assist in the development and implementation of a new HFC regulations prohibiting high-GWP HFCs in some of the major stationary refrigeration, air conditioning and insulation foam end uses. This will include conducting outreach, drafting compliance assistance materials, creating program specific webpages, and presenting information at industry meetings statewide. This also includes the conduct of research projects, source, emission and mitigation analyses, interpretation of data, preparation of briefing notes and official documents. Some travel is required.
- 35% E Serve as a staff lead or contributing staff to assist with the development of additional mitigation measures necessary to meet the legislatively mandated 2030 targets. Review and interpret regulations and scientific data; communicate verbally and in written form and coordinate and interact with both internal and external stakeholders. Conduct analysis using available data sources including ambient measurements to evaluate effectiveness of F-gas regulations. Assist in the investigation of complaints and potential rule violations. Work closely with enforcement division, local air districts, and U.S.EPA to collaborate on federal and state rule violations. Formulate recommendations based on the feedback and input from these interactions. Prepare white papers, reports, and rulemaking documents.
- 20% E Serve as a program staff in providing regulatory and technical support to the U.S. Climate Alliance and states interested in adopting CA's HFC regulations in their respective jurisdictions. In addition, participate in research in the areas of inventory development, alternative technologies, and end-of-life management related to high-GWP GHG mitigation strategies.
- 10% M Maintain familiarity with the state-of-the-art in climate science and evaluate technical findings in terms of their potential usefulness for inclusion as high-GWP GHG reduction strategies. Formulate recommendations for the advancement of climate protection strategies.