

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: August, 2025
Classification: Air Resources Engineer	Position #:673-450-3735-046
Division/Office: Industrial Strategies Division/Transportation Fuels Branch	CBID: R09
Section: Fuels Evaluation Section	
Supervisor Name: Guo Yu	Supervisor Classification: Air Resources Supervisor I

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

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

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment 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):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION:

The Fuels Evaluation Section (FES) of the Industrial Strategies Division (ISD) is responsible for applying lifecycle analysis tools and methodologies to evaluate fuel pathway applications for reporting under the Low Carbon Fuel Standard (LCFS) program. Key activities of the section include reviewing fuel pathway applications for accuracy and completeness, assisting alternative fuel producers with the development of new or modified fuel pathways, and using lifecycle analysis models to develop fuel pathways with broad applicability. Staff provide ongoing support to the LCFS verification team, participate in verifier training sessions, assist in verifier audits, and work with enforcement teams and the legal office on enforcement actions. Section staff also assist other sections in the branch to support implementation of the LCFS program and interact with other states, federal and international agencies to facilitate the development of comparable programs in other jurisdictions.

CONCEPT OF POSITION:

Under the direction of the Air Resources Supervisor I (ARSI), the Air Resources Engineer (ARE) utilizes engineering skills and expertise to review and analyze fuel pathway applications and develops lifecycle analysis methodologies, emissions estimates, and documentation for use in the LCFS program. The position requires close interaction and teamwork with other CARB staff, as well as a variety of internal and external stakeholders, government agencies, policymakers, industry, environmental organizations, and the public. The ARE represents the agency in various joint operations, speaks before groups, answers inquiries, and prepares reports and correspondence. The position may require in-state and out-of-state travel up for workshops, training and meetings.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Using engineering principles and lifecycle analysis tools, reviews fuel pathway applications for completeness and routes for third party validation. Reviews applications post validation, drafts operating conditions, if required, prior to routing for certification.
25% - E	Assists other sections and program teams implementing the LCFS program.
20% - E	Develops and maintains data for all fuel pathways certified in the program and managing database entries and other relevant activities for annual fuel pathway reports. Support the development and maintenance of program

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	tools such as reporting and program administration systems. Collaborates with enforcement staff and the legal office as needed to complete enforcement actions.
15% - E	Using engineering principles, develops lifecycle analysis models for use in the LCFS program.
10 % - E	Supports management on technical and policy issues related to lifecycle analysis of fuel pathways, which may include literature review, discussions with researchers and independent research and analysis. Develops briefing documents, presentations and other communication materials as necessary.
5 % - M	Responds to special requests and performs other duties as required to support the activities of the Section, Branch, and Division. Travel as necessary for training, workshops and meetings.