

Duty Statement – Workforce

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Duty Statement

<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-920-3887-039
Incumbent Name:	Working Title: Building Decarbonization Specialist	Effective Date: 12/23/2025
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Sustainable Transportation and Communities Division	Section/Unit: Emerging Strategies Section	Reporting Location: Sacramento
Supervisor's Name: Melanie Zauscher	Supervisor's Classification: Air Resources Supervisor	CBID: 09
Confidential Designation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Designated Position for Conflict of Interest: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead		

General Statement

MISSION OF SECTION: The Emerging Strategies Section, within the Building Decarbonization and Innovative Strategies Branch, leads policy development, technical analysis, and related efforts focused on building decarbonization and other emerging strategies. The section supports the California Air Resources Board's (CARB) mission to reduce greenhouse gas emissions through policies and programs that foster sustainable transportation and communities, with a particular emphasis on advancing building decarbonization.

Competencies

Working independently and under the supervision of the Air Resources Supervisor I, the Air Pollution Specialist (APS) in this position supports the development and implementation of zero-emission space and water heater standards, as well as complementary building decarbonization policies. The APS applies analytical methods to conduct technical and policy analyses, quantify costs and benefits, assess equity impacts, and support the tracking, auditing, and implementation of zero-emission space and water heater standards. The incumbent also contributes to the development and implementation of new regulatory proposals. The staff will engage externally with interested parties to support policy outreach and public engagement. This position may require travel, up to five percent of the time.

Position Description

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% of Time	Essential Functions
20%-E	Collect relevant data, make appropriate assumptions, and conduct and contribute to in-house analysis focused on costs, benefits, technical feasibility, and equity implications to support the development and implementation of the zero-emission appliance standards.
20%-E	Provide implementation support to regulated entities. Evaluate barriers regulated entities may be facing and propose solutions as appropriate. Contribute to the development of tracking tools and processes to monitor regulation implementation and compliance. Monitor progress and compliance with the regulation.
15%-E	Support development of new regulatory proposals and amendments for zero-emission space and water heater standards. Contribute to regulatory concepts. Draft and prepare technical staff reports and related materials.
10%-E	Plan, host, and participate in engagement efforts, such as community events, meetings with interested parties, and public meetings, to support the development and implementation of the zero-emission space and water heater standards. Prepare presentations and other materials for these meetings and events. Build relationships with regulated entities and other impacted parties. Represent CARB externally at meetings, conferences, and workshops related to assigned topics. Advocate CARB's views in meetings with stakeholders and, where possible, build consensus positions.
10%-E	Identify priorities for external research, data, and analysis to support zero-emission space and water heater standards and other related complementary policies. Perform scientific and administrative oversight of related extramural contracts, including the development of relevant scopes of work, the review of proposals, and management of the contracts (e.g., tracking contract progress; review progress reports, invoices, and final report; and host seminars).
10%-E	Coordinate and collaborate with other CARB groups, state agencies, air districts, and federal agencies regarding the development of zero-emission space and water heater standards and complementary policies, such as incentives, utility rate design, building standards, consumer awareness, and workforce development.
10%-E	Prepare and deliver written and oral reports, briefings, presentations, issue papers, and other technical and policy documents related to assigned topics. Perform special projects as assigned by section, branch, or division management.

% of Time	Marginal Functions
5%-M	Complete assigned trainings. Pursue career development opportunities through completion of Individual Development Plans.

Typical Physical Conditions/Demands

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Typical Working Conditions

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

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?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employee Name:	Employee Signature:	Date: Date

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Definitions/Instructions

RPA Number – RPA number as provided by Position Control

Classification Title – Official classification title as per CalHR

Position Number – Full position number (agency-unit-class-serial, e.g., 673-810-5142-###)

Incumbent Name – Current employee

Working Title – This may differ from the classification title.

Effective Date – Day incumbent signed new or revised duty statement.

Tenure – Select from Permanent, Limited-Term, Retired Annuitant, etc.

Time Base – Select from Full-Time, Part-Time, Intermittent, etc.

Intermittent Hours per Month – intermittent hours worked.

Division/Office – Name of division or office name of the position

Section/Unit – Name of section or unit of the position

Reporting Location – where the position reports

Supervisor's Name – Current supervisor

Supervisor's Classification – Current supervisor's classification

CBID – Bargaining Unit of the position. Bargaining Unit numbers can be found here using the [CalHR Bargaining Unit Search](#) page.

Confidential Designation – Confidential Designation is for employees with a CBID of E48

Designated Position for Conflict of Interest – Refer to [CARB's Conflict of Interest Code](#) or [CalEPA's Conflict of Interest Code](#) for designated positions

Position Telework Eligible – Will vary as per the CARB's telework policy.

Supervision Exercised – Contingent upon job needs and duty requirement. For allocation reach out to HR for assistance.

General Statement – Provide a summary of the main purpose and functions of the position as it relates to the Agency, 3-5 sentences.

Example: To provide human resources guidance to the programs of the California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA) through providing timely, accurate, and customer service-oriented human resources support.

Competencies – Review [definitions of competencies](#) below.

Position Description – Provide a brief overview of the position and its main functions related to the Division.

Example: Under the general direction of the Administrative Services Division (ASD) Chief (CEA Level B), the Human Resources Branch Chief ensures the Department's personnel programs follow laws, regulations, policies, and best practices. Provides direction, guidance, and consultation to the CARB and CalEPA management and executive teams. Performs as subject matter expert to managers and

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supervisors on personnel-related matters. Serves as the Department's technical expert for personnel matters and handles the most critical and sensitive human resources matters.

Essential Functions – The fundamental job duties of the position. Essential Functions are recommended to be no higher than 40% nor lower than 10%. Essential Functions are the duties the position exists solely to perform. There are a limited number of employees available to perform these functions and they're typically highly specialized.

Marginal Functions – Other job duties related to the position that are not primary functions (i.e., may be completed/assigned to another employee). Marginal Functions are recommended to be no higher than 10%. **Percentages of Essential and Marginal Functions shall add up to 100%.**

Typical Physical Conditions/Demands – The level and duration of physical exertion generally required to perform the tasks required for the position.

Example: 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. Moving objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions – Refers to the working environment and work schedule. Details about any travel requirements may also be listed here.

Example: The incumbent works in a smoke-free environment on the 19th 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 during the year-end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position – Check all that apply

Supervisor Statement – Refer to job duties

Employee Statement – Refer to job duties

Supervisors forward the signed copy of the duty statement to their [Division HR Liaison](#) to be placed in the employee's Official Personnel File.

Definitions of Competencies

Effective development of the identified Core Competencies fosters the advancement of the following: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion; Innovative Mindset, Interpersonal Skills, and Resilience.

- **Collaboration** – Develops, maintains, and strengthens relationships while working together to achieve results.
- **Communication** – Listens, writes, and presents ideas, opinions, and information virtually and in person with diverse audiences.
- **Customer Engagement** – Creates a connection with internal and external customers through passive experiences and exceptional service in response to current and future needs.
- **Digital Fluency** – Use technology effectively in the performance of one's job, including integrating and accepting new technology when appropriate.

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- **Diversity and Inclusion** – Works effectively in an inclusive workplace where individual differences and perspectives are respected and leveraged to achieve organizational goals.
- **Innovative Mindset** – Demonstrates curiosity, develops new insights, considers creative approaches, and applies novel solutions.
- **Interpersonal Skills** – Interacts positively with courtesy, sensitivity, and respect with various individuals and makes every effort to understand and relate to others; includes managing feelings effectively, expressing oneself appropriately and working with others towards a common goal.
- **Resilience** – Overcomes challenges, performs well, and remains optimistic and committed under pressure and adversity.