

## Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 1 of 7

### Duty Statement

|                                                                                                      |                                                                                                                          |                                                                                                        |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed             |                                                                                                                          |                                                                                                        |
| RPA Number:                                                                                          | Classification Title:<br>Air Pollution Specialist                                                                        | Position Number:<br>673-920-3887-046                                                                   |
| Incumbent Name:                                                                                      | Working Title:<br>Building Embodied Carbon Specialist                                                                    | Effective Date:<br>12/19/2025                                                                          |
| Tenure:<br>Permanent                                                                                 | Time Base:<br>Full-Time                                                                                                  | Intermittent Hours Per Month:                                                                          |
| Division/Office:<br>Sustainable Transportation and Communities Division                              | Section/Unit: Embodied Carbon Policy Section                                                                             | Reporting Location:<br>Sacramento                                                                      |
| Supervisor's Name: Liang Liu                                                                         | Supervisor's Classification: Air Resources Supervisor                                                                    | CBID: 09                                                                                               |
| Confidential Designation:<br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Designated Position for Conflict of Interest:<br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Position Telework Eligible:<br><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Supervision Exercised:<br><input checked="" type="checkbox"/> None <input type="checkbox"/> Lead     |                                                                                                                          |                                                                                                        |

### General Statement

The Building Embodied Carbon Policy Section is one of two sections that work closely together to implement Assembly Bill (AB) 2446 (Holden) and AB 43 (Holden). These legislative mandates require CARB to develop a framework for measuring and reducing the carbon intensity of building materials and new building construction to achieve a 40 percent net reduction in greenhouse gas emissions by end of 2035. As part of this work, CARB will develop a reporting system for lifecycle assessments of building materials and develop a comprehensive strategy to ensure feasible alternatives to achieve the reduction targets. In undertaking this work, the section will collaborate with energy and building standards agencies and a range of other stakeholders and experts.

The Building Embodied Carbon Policy Section is responsible for the policy strategy to reduce the carbon intensity of buildings and building materials developed pursuant to AB 2446 and AB 43. The section is also tasked with evaluating the cost impacts of implementing strategies in the framework, establishing a system for addressing known cost impacts in strategy implementation, and evaluating measures to reduce costs, support market demand, and overcome barriers to reducing GHG emissions from the materials used in new construction. The section leads the development of a regulation to require building materials producers and entities undertaking building construction to report data on the embodied carbon of buildings and building materials to CARB, and to pay fees to CARB for administering of the reporting system. In support of these regulations, the section will collaborate with CARB's Office of Information Services to develop and maintain a tracking and reporting system that entities will use to report data as required by the reporting regulation. The section is also lead on the AB 2446-related interagency coordination, and will work closely with the

## Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 2 of 7

/Building Standards Commission, Department of Housing and Community Development, and Energy Commission.

### Competencies

Under the direction of the Air Resources Supervisor I of the Building Embodied Carbon Policy Section, this position will apply scientific and analytical principles and practices to support the development and implementation of effective policies, plans, and strategies to reduce the carbon intensity of buildings and building materials. Evaluate measures to reduce costs, support market demand and overcome barriers to reducing GHG emissions from the materials used in new construction. Occasional travel may be required up to 5 percent of time.

### Position Description

| % of Time | Essential Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35%-E     | Support the development and implementation of one or more regulations for reporting of building material embodied carbon data, and fee assessments, for entities undertaking covered construction projects and manufacturers of building materials. Support development and management of contracts to develop, host, and maintain the reporting system. Support the development of all regulatory documents including initial statement of reasons, fiscal analysis, and final statement of reasons.                                                                                                                                                                                            |
| 30%-E     | Develop policy strategy to reduce the carbon intensity of materials used in the construction of new buildings by 40% by end of 2035. Evaluate the costs and feasibility of various policy approaches to implement the strategy to achieve the reduction targets established by AB 2446. Evaluate significant cost impacts of implementing the framework and establish a system for addressing known cost impacts in strategy implementation. Evaluate measures to reduce costs, support market demand, and overcome barriers to reducing GHG emissions from the materials used in new construction. Support development of draft and final report on cost impacts of implementing the framework. |
| 10%-E     | Plan, host, and participate in engagement efforts, such as meetings with interested parties, and public meetings, to support the development and implementation of regulations. Establish and maintain relationships with other public agencies, including the Building Standards Commission, Department of Housing and Community Development, Energy Commission, and other relevant stakeholders.                                                                                                                                                                                                                                                                                               |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 10%-E     | Identify priorities for external research, data collection, and analysis to help meet the legislatively mandated carbon intensity targets. 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.                                                                                                                                                                                                                                                                                                                                                      |

## Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 3 of 7

| % of Time | Marginal Functions                                                                                                                                                                                                                                                                             |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5%-M      | Oversee or perform other assignments as needed, including responding to public inquiries; commenting on legislation; drafting budget change proposals; developing briefing materials and presentations; and giving presentations to public audiences related to Section and Branch priorities. |
|           |                                                                                                                                                                                                                                                                                                |

---

### Typical Physical Conditions/Demands

---

---

### 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:<br>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*

**Duty Statement – Workforce**

ASD/HRB-12 (REV. 12/2025) Page 4 of 7

*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

## Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 5 of 7

### 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*

## Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 6 of 7

*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.

## **Duty Statement – Workforce**

ASD/HRB-12 (REV. 12/2025) Page 7 of 7

- **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.