

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollutant Specialist	Position Number: 673-710-3887-082
Incumbent Name:	Working Title: Fire Emission Inventory Specialist	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Air Quality Planning and Science Division	Section/Unit: Emission Inventory Analysis Section	Reporting Location: Sacramento
Supervisor's Name: Y. Anny Huang	Supervisor's Classification: Air Resources Supervisor I	CBID: R09
Confidential Designation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> Yes <input 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

The Emission Inventory Analysis Section ("the Section") in the Emissions Inventory and Economic Analysis Branch (EIEAB) is responsible for developing a comprehensive emission inventory of fire activities across California, including wildfire, prescribed fire, Tribal cultural fire, agricultural burn, and structural/automobile fire incidents. The fire emission estimates are part of the official emission inventory of the State of California. These emissions data products support many applications such as air quality planning, exceptional event demonstration, tracking progress towards pollutant reduction goals, and assessment of fire's impact on air quality and health. Projects in this section include: developing methodologies for emission quantification; compiling an inventory of fire activities and estimating fire emissions in the entire State of California; routine and special analyses related to criteria pollutants, greenhouse gases, and air toxics generated by fire activities; and responding to data requests from other California Air Resources Board (CARB) programs, executive leadership, partner agencies, and the public. The Section also collaborates with other state/local/federal agencies, academic researchers, and public stakeholders in improving data quality, advancing understanding of emission sources, evaluating newly emerged data and methodologies, and using science to find ways to reduce emissions.

This position estimates air pollutant emissions generated by fire activities. The position also participates in related emission inventory activities supporting the development of vegetation/fuels datasets and analysis of other intentional/accidental fires on the landscape. The projects have a strong emphasis on geospatial analysis, emission modeling, developing workflow using programming languages, and applying science in continual refinements of inventory methodology.

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Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under close supervision (Range A), supervision (Range B), or general supervision (Range C), the incumbent performs air pollution specialist duties that include review, evaluation, development, and implementation of air pollutant quantification methods. The position performs tasks by employing geographical information, large landscape-scale datasets, computer programming languages, and computer modeling tools. The position requires close interaction and teamwork with CARB staff and management. Incumbent will work collaboratively with diverse stakeholders, including staff and management from other state and federal agencies, local governments, academic researchers, and the general public. Specific duties include:

% of Time	Essential Functions
25%-E	Compile, collate, and reconcile fire activity datasets collected by state and federal government agencies into an integrated geodatabase. Process, analyze, interpret, and summarize datasets. Utilize geospatial analysis tools, satellite remote sensing, and ancillary data to fill data gaps. Verify and validate data using prescribed methods and scientific judgment. Process datasets for tracking fire activities over time and for use in modeling analyses.
40%-E	Develop methods for estimating air pollutant emissions associated with fire activities. Implement emission estimation for emission inventory. Collaborate with other colleagues to support fuel and fire emission modeling projects under the Section's responsibilities and general duties. Apply scientific knowledge and accepted emission accounting principles in emission analysis.
15%-E	Work collaboratively with colleagues from various groups in CARB; other state, federal, and local agencies; academic researchers; and public stakeholders on the following: evaluating newly emerged data and scientific methodologies; developing methodologies for compiling fire activity data, filling data gaps, and emission quantification; and improve data quality and coverage over time.
15%-E	Write technical reports, memos, letters, report summaries, and oral presentations for staff, management, and the general public including members of environmental organizations. Present technical information in presentations to CARB management, stakeholders, and the general public at meetings and workshops. Communicate data with the general public in digestible format.

% of Time	Marginal Functions
5%-M	Provide comprehensive assistance to Section manager in the planning, organizing, and implementing Section programs and special assignments. Host internal/external meetings and workshops as needed.

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Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment. It requires prolonged periods of sitting at a desk and working on a computer. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. It requires visual acuity to read and prepare documents and use a computer screen. It involves frequent use of standard office equipment such as computers, phones, copiers, and printers. It may require occasional lifting and carrying of materials weighing up to 25 pounds.

Typical Working Conditions

The position works in a climate-controlled, smoke-free environment of a high-rise office building in downtown Sacramento in a non-windowed office cubicle. It involves prolonged periods of sitting at a desk and working on a computer. Noise levels are typically low to moderate. It may require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing. It may involve occasional travel to attend meetings or trainings. Hybrid telework availability is according to agency policy and may be subject to change over time. The work schedule is Monday through Friday.

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

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: Y. Anny Huang	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*

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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.