

Duty Statement – Workforce

Duty Statement

Current Proposed

| | | |
|--|---|--|
| RPA Number: | Classification Title: Air Resources Engineer | Position Number: 673-710-3873-006 |
| Incumbent Name: Vacant | Working Title: Air Resources Engineer | Effective Date: Click or tap to enter a date. |
| Tenure: Permanent | Time Base: Full-Time | Intermittent Hours Per Month: |
| Division/Office: Air Quality Planning and Science Division | Section/Unit: Regulatory and Risk Modeling Section, MMB | Reporting Location: Sacramento |
| Supervisor's Name: Pingkuan Di | Supervisor's Classification: Air Resources Supervisor I | CBID: R09 |
| 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

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

| % of Time | Essential Functions |
|-----------|---|
| 35% | <p>As a team member, work on the California Air Toxics Assessment (CATA) on a regular basis: 1) prepare air quality model inputs and perform QA/QC for processed inputs, 2) conduct air quality modeling (including air dispersion modeling (AERMOD, CALPUFF), photochemical modeling (CMAQ, CAMx), receptor modeling (CMB, PMF) or others; 3) post-process, summarize, plot, and tabulate modeling results; and 4) prepare technical reports and publications; and 5) contribute to development and maintenance of the Visualization Mapping Tool and Data Portal for CATA.</p> <p>As needed, perform air quality modeling for emerging air toxics (e.g., PCBTF, EtO, acrolein, etc.) and understand modeling results' implications to regulations and policies.</p> |

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| 25% | <p>Coordinate with other Branches and Divisions within CARB, local air districts, CAPCOA, USEPA, other state and federal agencies, and stakeholders on any issues related to air toxic and criteria pollutant modeling. Provide technical support for the Board’s Air Toxics Control Measure (ATCM) programs (such as diesel PM; toxic VOCs, gasoline, vehicle exhaust; heavy metals from industrial processing, etc.), the Hotspots Analysis Reporting Program (HARP), the OEHHA’s Air Toxic Hot Spots Modeling Guidance, EJ, and other regulatory development. Participate in dispersion modeling studies involving criteria pollutants for New Source Review (NSR) programs and State Implementation Plans (SIPs) for NO2, SO2, Lead, etc. Review and critique air quality and toxics modeling approaches and studies prepared outside of CARB, and summarize pros and cons for management. Interacts with U.S. EPA on air quality and dispersion modeling best practices, model performance assessment, and guidance related to the application of dispersion models for EJ and other regulatory applications.</p> |
| 25% | <p>Using engineering concepts, collect various observational data (air quality and meteorological monitoring network, field studies and satellite data products) to conduct modeling performance evaluations. Improve model performance through new and innovative approaches, including, but not limited to update/improve the emissions inventory, chemical mechanism, and meteorology used in the simulations.</p> |
| 10% | <p>As a back-up, provide various supports to smoke modeling and emergency response as needed. Apply engineering principles and established modeling guidance to conduct air quality modeling in support of Exceptional Event demonstration and emergency response analyses for accidental releases of emissions that pose acute and chronic public health risks.</p> |

| % of Time | Marginal Functions |
|-----------|--|
| 5% | <p>Prepare clear and concise technical reports and presentations that convey the results of toxics modeling to upper management, local air districts, communities, the public and scientific experts. Coordinate and attend meetings with other ARB staff and outside agencies (such as local air districts and federal and state agencies).</p> <p>Prepare peer-reviewed journal articles on air toxic modeling studies.</p> <p>Perform other duties as may be required to meet the needs of the Regulatory and Risk Modeling Section. Occasional travel may be required.</p> |

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: Pingkuan Di | Supervisor Signature: | Date: 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 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.