

Duty Statement – Workforce

Duty Statement

<input checked="" type="checkbox"/> Current <input type="checkbox"/> Proposed		
RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-610-3887-091
Incumbent Name:	Working Title:	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Control Division	Section/Unit: Advanced On-Road Strategies	Reporting Location: Sacramento HQ
Supervisor's Name: Tiffany Canales	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 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 Advanced On-Road Strategies Section within the Heavy-Duty Diesel Strategies and Implementation Branch is responsible for assessing current and future legislative and regulatory strategies within the medium-duty and heavy-duty transportation space to help craft CARB's plan for reducing greenhouse gas, criteria, and toxic air pollutant emissions from medium-duty and heavy-duty vehicles. This section is responsible for updating and implementing regulatory programs to help accelerate growth in California's transportation sector toward cleaner technologies. As part of these efforts, the section works with internal CARB partners, federal, state, local agencies, engine manufacturers, industry and environmental groups, state legislature, and other stakeholders, as well as assists with other on-road and off-road vehicle regulations, advanced technology programs, and planning efforts where necessary.

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 (Range A) or general (Range B or C) supervision of Air Resources Supervisor I, employees in this position apply scientific and statistical methods in the identification, study, and solution of air pollution problems. The Air Pollution Specialist performs outreach and technical work related to the development of regulatory strategies and implementation of approved strategies for reducing harmful emissions from the operation of on-road medium-duty and heavy-duty vehicles. The Air Pollution Specialist must work cooperatively and effectively with others; plan, organize and conduct investigative studies; speak and write effectively; and carry out the missions of the section.

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% of Time	Essential Functions
25%	Conduct scientific and cost analyses to explore strategies for achieving emission reductions for medium- and heavy-duty fleets related to the development and implementation of medium-duty and heavy-duty truck regulations. This may include researching medium-duty and heavy-duty truck engines, aftertreatment, and semi-trailer technologies, as well as conducting analysis on the installation, operation, and maintenance cost for zero-emission vehicles and infrastructure.
25%	Perform technical work related to the development and implementation of current and future medium-duty and heavy-duty vehicular emission requirements. This may include analyzing vehicular usage data, cost information, emissions data, crafting and evaluating various regulatory or legislative strategies and structures and developing and overseeing research projects. Develop, maintain, and optimize software applications to support organizational operations. Coordinate with other CARB divisions, U.S. EPA, and other federal, state, and local agencies as needed.
20%	Prepare clear and accurate staff reports, issue papers, letters, regulatory language, presentations, and documentation related to the activities described above.
15%	Organize and participate in meetings and workshops with industry representatives, environmental groups, and other organizations. Share regulatory concepts and gather stakeholder input to refine regulatory proposals.

% of Time	Marginal Functions
5%	Provide other analytical and programming support for rulemaking and implementation activities as required by the Division.
5%	Perform other duties related to the work of the section such as reviewing documents, responding to correspondence, and stakeholder outreach.
5%	Perform off-site work related to medium-duty and heavy-duty trucks, such as conducting visits, meetings, and testing at distribution centers, fleet facilities, manufacturing facilities, conferences, etc. Travel may be required.

Typical Physical Conditions/Demands

<input checked="" type="checkbox"/> Requires being in a stationary position, consistent with office work, for extended periods. <input checked="" type="checkbox"/> Must be able to move/transport office supplies and equipment weighing up to 25 pounds, with or without reasonable accommodation. <input type="checkbox"/> Additional physical condition(s)/demand(s): none

Typical Working Conditions

<input checked="" type="checkbox"/> Position located in a non-windowed cubicle within a high-rise building <input checked="" type="checkbox"/> Work Schedule: Monday-Friday <input checked="" type="checkbox"/> Telework is available 60% of the time <input checked="" type="checkbox"/> Standard office environment (for example, artificial lighting, controlled temperature, etc.)

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<input checked="" type="checkbox"/> Daily use of a computer, office, and/or telephone
<input type="checkbox"/> Additional working condition(s): none

Special Requirements of Position (Check all that apply):

<input type="checkbox"/> Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
<input type="checkbox"/> Duties require participation in the DMV Pull Notice Program.
<input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below)
<input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
<input type="checkbox"/> Travel up to _____ percentage
<input type="checkbox"/> Bilingual Fluency needed in _____(language)
<input type="checkbox"/> 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.