

Duty Statement – Workforce

Duty Statement

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-450-3887-061
Incumbent Name: Vacant	Working Title: Air Pollution Specialist	Effective Date: 1/30/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: Program Assessment Section	Reporting Location: Sacramento-Headquarters
Supervisor’s Name: Jonathan Blufer	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 Program Assessment Section develops and engages with interested parties on air pollution mitigation strategies for the oil and gas sector. The Program Assessment Section is responsible for technical analysis of community exposure to oil and gas facilities, methane leaks from the natural gas system, and monitoring methods for biogas.

Under the direction of the Air Resources Supervisor I, the Air Pollution Specialist (APS) uses scientific principles and community engagement best practices to implement oil and gas-related programs in the section, including the California Air Resources Board (CARB)’s Study of Neighborhood Air near Petroleum Sources (SNAPS) Program. The APS coordinates outreach efforts, facilitates meetings, communicates between relevant CARB Divisions, and researches relevant issues to inform SNAPS and other programs in the section. Public engagement includes website management, coordination across agencies, public meeting development, and frequent, active engagement with communities and other affected parties. Research includes literature reviews, participating in webinars and community meetings, data analysis, and report preparation. The APS is responsible for making recommendations based on study findings and communicating findings to the public. Additionally, the APS supports and coordinates with the Office of Environmental Health Hazard Assessment (OEHHA) to analyze potential health impacts from the oil and gas sector.

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

Duty Statement – Workforce

% of Time	Essential Functions
30%	Works cooperatively with others and communicates effectively to lead program engagement, including planning and coordination for SNAPS. Facilitates and travels to meetings with local community groups, industry, governmental agencies, and additional parties to develop and inform program implementation. Prepares correspondence, briefing materials, website changes, presentations, meeting logistics, and materials related to engagement and outreach. Coordinates responses to questions from the public.
20%	Using scientific knowledge and skills, prepares clear and technically accurate reports and data-informed updates, in coordination with CARB, OEHHA, and other agency staff. Report preparation includes data analysis, literature reviews, and developing recommendations based on study findings.
20%	Working cooperatively with others, organizes, coordinates, and leads CARB internal and interagency meetings, including but not limited to the SNAPS program.
20%	Using scientific knowledge and skills, develops and updates work plans to guide program development. Coordinates with CARB staff and the public to gather information and support program design.

% of Time	Marginal Functions
5%	Assists section and branch staff in performing evaluations of emissions from sources related to the oil and gas industry and their impact on air quality.
5%	Provides technical assistance during evaluation of rules and regulations proposed and adopted by the local air pollution control districts.

Typical Physical Conditions/Demands

Typical Working Conditions

Special Requirements of Position (Check all that apply):

<p><input type="checkbox"/> Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).</p> <p><input type="checkbox"/> Duties require participation in the DMV Pull Notice Program.</p> <p><input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below)</p> <p><input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.</p> <p><input checked="" type="checkbox"/> Travel up to 5 percent</p> <p><input type="checkbox"/> Bilingual Fluency needed in _____(language)</p>

Duty Statement – Workforce

<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
------------------	-----------------------	---------------

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

Duty Statement – Workforce

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 5 of 6

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 6 of 6

- **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.