

Duty Statement – Workforce

Duty Statement

Current Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-010-3887-007
Incumbent Name: Vacant	Working Title: Legislative Analyst	Effective Date: 2/7/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Chair's Office	Section/Unit: Office of Legislative Affairs	Reporting Location: CalEPA HQ/Sacramento
Supervisor's Name: Andrew Tsiu	Supervisor's Classification: Air Resources Supervisor	CBID: R 09
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

CARB serves as the principal resource on air quality and climate issues for the California Environmental Protection Agency (CalEPA), the Governor's Office, and the Legislature. CARB's Office of Legislative Affairs (OLA) provides technical expertise and policy advice to the Administration on legislative matters, and serves as a resource to legislative staff and members. OLA is responsible for developing legislative proposals, analyzing legislation, coordinating legislatively mandated reports, and making recommendations on legislation to the CARB Chair, the Secretary of CalEPA, and the Governor. In addition, OLA manages correspondence, both formal and informal, between CARB and the Legislature, as it relates to all program areas.

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 the general direction of the Legislative Director and Deputy Director, the air pollution specialist (APS) functions as a technical staff specialist in a difficult and sensitive position that requires the evaluation and development of new legislative strategies to address air pollution and climate change issues. Generally, the position assists OLA management in an outward facing role by representing CARB to the Legislature, other State and local agencies, and various corporate and grassroots advocacy groups relative legislative issues that affect CARB's programs. Under the direction of the Chair's Chief of Staff, assists with planning the public rollout of CARB activities of particular public interest.

Duty Statement – Workforce

% of Time	Essential Functions
20%	Perform technical work related to State and Federal air quality and climate legislation. Technical work may include applying scientific methods and principles to complete analyses of emissions data and the evaluation of emission control technology strategies. This may be accomplished by reviewing current technical literature (such as regulations, supporting documentation for regulations, and research literature) and technical data provided by industry stakeholders, environmental groups, other State and federal agencies, and CARB staff in other sections and divisions. This analysis will provide the background and technical foundation for the tasks described below.
20%	Identifies the need for and writes legislative concept papers and proposals, bill analyses, issue papers, and briefing materials that characterize emerging and continuing issues associated with CARB's air pollution and climate programs and the policy implications of controversial, sensitive, and high-profile State and federal legislation
20%	Communicate results of analyses clearly and accurately to management and impacted stakeholders, both verbally and in writing. This includes preparing clear and accurate technical reports, issue papers, testimony, and analyses, which are often presented to the CARB Chair, CalEPA Secretary, and Governor to help inform and/or present policy decisions. These documents incorporate appropriate recommended responses to sensitive and technically or scientifically complex State and federal air quality and climate legislation.
20%	Develop, review, and propose amendments to air quality and climate legislation. This includes coordinating with staff in other CARB sections and divisions, seeking input from stakeholders, providing policy recommendations to management, receiving and implementing policy direction from management, and drafting language to achieve or ensure emission reductions. This includes reviewing draft CARB reports that may provide recommendations to the Legislature, and analyzing proposals of other agencies that affect CARB programs.

% of Time	Marginal Functions
10%	Consults independently and authoritatively with and coordinates the involvement of staff at all levels of CARB, CalEPA, Governor's Office, California Department of Transportation, California Energy Commission, California Department of Motor Vehicles, California Public Utilities Commission, California Highway Patrol, and other relevant public agencies to identify, coordinate, and resolve cross jurisdictional issues related to legislative initiatives that affect the State's air pollution and climate programs and policies. Exercises good judgement in responding on behalf of CARB to requests from Legislators, their staff, and their constituents for assistance (such as high level review of regulatory decisions, reconsideration of policy direction, or participation in informational forums), evaluates the nature of the inquiry for political sensitivity, and responds independently or obtains input from the Legislative Director, if warranted.

Duty Statement – Workforce

5%	Represents CARB as an expert with respect to air pollution and climate program-related issues in briefings with Legislators, legislative staff, legislative committee staff, lobbyists, special interest groups, and other State and local government agencies regarding CARB positions, policies, and programs by arranging and participating in meetings and negotiations, attending and testifying at legislative hearings and events, and composing correspondence for the Legislature that appropriately reflects CARB's point of view on relevant State and federal legislation. Attend hearings, workshops, workgroup meetings, or other meetings to complete tasks associated with those described above
5%	Analyzes ballot initiatives and legislative proposals by other State and federal agencies which affect CARB programs and makes recommendations for action. Coordinates and tracks reports, develops documents for outreach, develops presentations, and performs other duties as necessary.

Typical Physical Conditions/Demands

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. Lifting and carrying objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

The incumbent works in a smoke-free environment on the 6th floor of a high-rise office building in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Travel may be required locally and within the state.

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 type="checkbox"/> Travel up to _____ percentage</p> <p><input type="checkbox"/> Bilingual Fluency needed in _____(language)</p> <p><input type="checkbox"/> Other-</p>
--

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.

Duty Statement – Workforce

Supervisor Name: Andrew Tsiu	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 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.