

## Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 1 of 6

### Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-930-3887-016
Incumbent Name:	Working Title: Heavy Duty Vehicle Testing Specialist	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Laboratory Division	Section/Unit: Measurement and Technology Assessment Section	Reporting Location: Riverside
Supervisor's Name: Suiyun Zhang	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead		

### General Statement

The Measurement and Technology Assessment (MTA) Section within Freight Emissions Testing and Research Branch is primarily responsible for the operation of CARB's heavy-duty (HD) chassis dynamometer test cells at Riverside which consists of two full vehicle chassis dynamometers, full flow sampling system, advanced analytical instrumentation, exhaust particulate material (PM) characterization equipment and one chassis dynamometer test cell for evaluation of advanced technology vehicles such as electrified powertrain and heavy-duty On-Board Diagnostic (OBD) Systems.

### 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 supervision of an Air Resources Supervisor I, the employee in this position will be responsible for duties related to conducting technically complex emissions testing and research programs. The duties involve conceptualizing emissions research topics, developing test plans, procuring resources, managing test projects, preparing reports, and sharing the findings with CARB and the public through presentations and peer-reviewed technical paper publications. In addition, the incumbent will work on test programs for laboratory clients within CARB, and other local and state agencies. Close cooperation with universities, U.S. Environmental Protection Agency, local air pollution control districts, research organizations, fleet owners, and original equipment manufacturer

## Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 2 of 6

stakeholders are required in designing and conducting emissions research programs. The incumbent is expected to acquire thorough knowledge of CARB's programs and policies, new heavy-duty vehicle technology implementations, low-level emissions sampling and measurement issues, and an in-depth understanding of the Code of Federal Regulations related to heavy-duty engine testing. The incumbent routinely conducts testing for evaluations of new heavy duty engine technologies and interprets tail pipe emissions data requiring thorough understanding combustion science and after treatment device functions. Laboratory operation is a team effort, therefore, incumbent is expected to strictly adhere to the attendance schedule and complete assignments in a timely manner.

% of Time	Essential Functions
30%	Utilize scientific methods and principles in designing emissions research programs as well as provide testing support to CARB's client division. Develop chassis dynamometer co-efficient using both on- road coast down data and calculated value using vehicle characteristics. Perform data analysis, interpret data, and derive conclusions on laboratory generated or literature searched data based on scientific methods and analysis. Prepare reports, present data in public forums, and publish technical papers in peer-reviewed journals.
30%	Perform literature search and identify needs for possible research work at the laboratory to fill data gaps as well as conduct feasibility studies to improve data quality. Participate in discussions with other stake holder such as USEPA to improve understanding of CFR testing requirements. Research new heavy duty engine technology implementations and their impact on tailpipe emissions.
20%	Perform routine maintenance of laboratory systems and assist with quality control and calibration activities. Prepare sampling media, chain of custody documents, and transport samples for analysis by other CARB groups. Assist in the set up and operation of stand-alone instruments.
10%	Interact with test program collaborators within the agency as well as outside stakeholders. Acquire sound understanding of CARB's regulatory programs and strategies.

% of Time	Marginal Functions
10%	Research products and prepare paperwork for their purchase.

### 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. Occasionally, you may be exposed to outdoor weather, dust, or noise.

### Typical Working Conditions

## Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 3 of 6

This position requires to be able to move/transport various equipment weighing up to 50 pounds, with or without reasonable accommodation. The work setting is a combination of an office and a vehicle shop environment. Work tasks may include working in non-temperature-controlled areas, around large noisy machinery, or in the field during vehicle operations.

### 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: Suiyun Zhang	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

ASD/HRB-12 (REV. 12/2025) Page 4 of 6

### 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.