

Duty Statement – Workforce

Duty Statement

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-710-3887-090
Incumbent Name: Vacant	Working Title:	Effective Date: 1/1/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Air Quality Planning and Science Division	Section/Unit: Implementation Section	Reporting Location: Sacramento
Supervisor's Name: Moslem Hossein Mardi	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 Section is responsible for developing and implementing the Consumer Products regulations and developing innovative strategies to reduce the impact of volatile organic compound (VOC) emissions most effectively on the formation of ground level ozone, toxic air contaminants, and greenhouse gases (GHG).

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 direction of the Air Resources Supervisor I, the Air Pollution Specialist (APS) utilizes technical skills and applies scientific concepts to perform APS duties that include the review, evaluation, and development of methods to assess volatile organic compounds (VOCs), toxics, and greenhouse gas (GHG) emissions in support of implementing and developing regulations for California's Consumer Products Program.

% of Time	Essential Functions
30	Collect and analyze market sales data and survey responses to update the consumer product VOC emissions inventory. Apply scientific methods and

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	<p>computer programming tools to evaluate data for thousands of consumer products. Plan, organize, and carry out technical evaluations to support the development of VOC standards, reactivity limits, toxic control measures, and greenhouse gas standards. Calibrate analytical approaches and analyze situations to assess the feasibility, cost, environmental, and equity impacts of potential control strategies. Prepare and complete technical reports, communicate effectively through written and oral presentations, coordinate with internal teams and stakeholders, work cooperatively with others, and operate in a lead capacity on assigned projects.</p>
30	<p>Plan, organize, and carry out the implementation of existing consumer product regulations as part of a collaborative team. Collect and analyze application materials to evaluate eligibility for variances, innovative product exemptions, alternative control plans, and charcoal lighter fluid certifications. Apply scientific methods to assess technical documentation and regulatory compliance, and evaluate data to prepare and complete Executive Orders and annual compliance reports. Analyze situations to determine the applicability of AB10X fee requirements and prepare accurate annual invoices. Coordinate and work cooperatively with the Enforcement Division, Monitoring and Laboratory Division, and CARB legal staff to review and respond to manufacturer product determination applications. Communicate effectively through written documentation and oral presentations, and operate in a lead capacity when managing complex or cross-divisional regulatory tasks.</p>
15	<p>Plan, organize, and carry out the preparation of regulations, technical support documents, and staff reports. Collect and evaluate data to assess exposure to toxic compounds and apply scientific methods to propose appropriate control strategies. Analyze situations and environmental impacts of proposed regulations in accordance with the California Environmental Quality Act (CEQA), and develop and complete appropriate mitigation measures. Apply computer programming and analytical tools to conduct economic impact analyses and evaluate consumer product climate change impacts. Communicate effectively through written materials and oral presentations, coordinate with internal and external stakeholders, and operate in a lead capacity when developing complex regulatory proposals.</p>
15	<p>Plan, organize, and carry out management of the historical survey database in collaboration with the Office of Information Services, utilizing SQL, MySQL and Snowflake to collect and respond to data requests. Apply computer programming and scientific methods to assist in the design and execution of research studies that develop technical data supporting emission analyses across various projects. Analyze situations and evaluate data related to low VOC technologies and formulation modifications aimed at reducing emissions. Work cooperatively with others to assess the technological basis for VOC exemptions and provide support for architectural and automotive coatings activities as needed. Communicate effectively through reports and presentations, coordinate efforts among teams, and operate in a lead capacity on assigned projects.</p>

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% of Time	Marginal Functions
10	Plan, organize, and carry out preparations for workshops, Board hearings, teleconferences, and consultation meetings with industry representatives, regulatory agencies, trade associations, environmental groups, researchers, and CARB staff. Work cooperatively with others to ensure that program materials are accessible and meet Americans with Disabilities Act (ADA) requirements. Prepare and complete supporting documents, communicate effectively with stakeholders, and coordinate logistics and content for public and internal meetings. Analyze situations as needed and operate in a lead capacity to support the goals and responsibilities of the Implementation Section.

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 7th 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):

<ul style="list-style-type: none"><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.

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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.