

Duty Statement – Workforce

Duty Statement

<input type="checkbox"/> Current <input type="checkbox"/> Proposed		
RPA Number:	Classification Title: Air Resources Engineer	Position Number:
Incumbent Name:	Working Title:	Effective Date: <i>Click or tap to enter a date.</i>
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Control Division	Section/Unit: Testing Development Section	Reporting Location: Sacramento HQ
Supervisor's Name: Aleksandr Babchanik	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 Testing Development Section within the Heavy-Duty Diesel Strategies and Implementation Branch (HDDSIB) is responsible for developing procedures for certification of on-board diagnostics (OBD) vehicle monitoring equipment used for compliance assessment within the Heavy-Duty Inspection and Maintenance (HD I/M) program (also known as Clean Truck Check), and for implementing those procedures to certify OBD device vendors equipment. CARB's state-of-the-art Clean Truck Check program incorporates OBD testing and other advanced testing mechanisms to ensure today's modern electronically controlled heavy-duty vehicles operate with properly functioning emissions controls and aftertreatment systems. This section is responsible for working directly with external vendors and manufacturers, as well as coordinating with partner state and federal agencies, to validate that the equipment used to access a vehicle's OBD system meets CARB regulatory requirements. Further, this section identifies and develops equipment specifications to enhance compliance assessment and the monitoring of vehicle and engine operations relative to CARB regulations. The section also assists with other on-road and off-road heavy-duty regulations and advanced technology programs as needed.

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

A staff level person, operating under the supervision of an Air Resources Supervisor I, who performs air pollution control work exhibiting accuracy and organization, and that is completed in the required quantities using effective work habits. The staff person in this position maintains cooperative

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relationships with other Agency employees; acts independently as directed; meets work commitments by analyzing and drawing sound conclusions; produces clearly written compositions that completely address the topics of interest using correct grammatical rules and proper formatting; and meets quality service commitments.

% of Time	Essential Functions
30%	Perform scientific analyses and technical work related to the development, testing, and certification of vehicle monitoring equipment used in the implementation of heavy-duty truck regulations. This may include researching heavy duty truck testing technologies, as well as truck engine, aftertreatment, semi-trailer, and on-board diagnostic technologies.
25%	Perform technical work related to the development and implementation of heavy-duty vehicular equipment requirements. This may include analyzing vehicular monitoring and test equipment data, cost information, emissions data, crafting and evaluating various rule strategies and structures, and developing and overseeing research and pilot projects. Coordinate with other CARB divisions, the Bureau of Automotive Repair, and other federal, state, and local agencies as needed.
20%	Prepare clear and accurate technical reports, staff reports, issue papers, letters, regulatory language, and documentation related to the activities described above.
10%	Provide other technical, analytical, and programming support of implementation activities as required.

% of Time	Marginal Functions
5%	Organize and participate in meetings and workshops with industry representatives, environmental groups, and other organizations. Share testing equipment concepts and gather stakeholder input to refine concepts.
5%	Perform other duties related to the work of the section such as reviewing documents, responding to correspondence, and stakeholder outreach.
5%	Perform technical work and testing of vehicle emissions equipment at field locations throughout California.

Typical Physical Conditions/Demands

Requires being in a stationary position, consistent with office work, for extended periods. 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

The incumbent works in a smoke-free environment in 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.

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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 5% 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: Aleksandr Babchanik	Supervisor Signature:	Date: 2/20/2026
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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.