

**Duty Statement – Workforce**

**Duty Statement**

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number: 24-0882	Classification Title: Air Resources Technician II	Position Number: 673-110-3873-965
Incumbent Name: Vacant	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: Executive Office	Section/Unit: APPS	Reporting Location: Riverside
Supervisor's Name: Natalie Castaneda	Supervisor's Classification: Supervisor I	CBID: R11
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 California Air Resources Board (CARB) is a global leader in protecting air quality, fighting climate change, and furthering environmental justice. CARB's Executive Office plans, organizes, and directs the activities of staff to further the Board's mission to protect and preserve California's air quality while considering the effects on the State's economy.

The Academic and Public Partnerships Section is part of the Executive Office. It's mission is to assist with improving air quality by promoting the programs of CARB through public information, traditional and social media, speaker's bureaus, the web and publications and video. The responsibilities are in support of the statewide air pollution control and climate change mitigation programs.

**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 close supervision of the Supervisor I, the Air Resources Technician II responds to information requests via phone and email, by members of the media, stakeholders and general public, analyzes technical support situations and issues, recommends and implements an effective courses of action; speaks and writes effectively as required by specific assignments; organizes and enters data into reports and CARB tracking databases, and performs general technical support and administrative work for the section.

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The Air Resources Technician II will work on and assist with complex paraprofessional tasks related to air pollution and business assistance, equipment and vehicle requirements, consumer product rules, climate change regulations, compliance assistance, and emissions control systems technical support.

% of Time	Essential Functions
35%	<p>Independently answers phone calls and emails responding to complaints and technical questions from stakeholders such as small businesses, industries, associations, chambers of commerce, and environmental groups and the general public.</p> <p>Research, interprets, and explains CARB air pollution and greenhouse gas rules, regulations, policies, and procedures to stakeholders. Refer complex compliance issues and complaints to expert CARB staff and elevates to lead. Responds to and refer other complaints and technical questions to appropriate air pollution control districts or other agencies. Follows-up on any unresolved issues with CARB or other agency staff. Inputs stakeholder call and email information into the Database Tracking System.</p>
25%	<p>Support CARB's air quality education and public outreach programs specific to the Southern California Headquarters. Helps develop and present air pollution and climate change related demonstrations, activities and tours to students and laboratory visitors; assists with the development, preparation, training, and presentation of education and public outreach materials for meetings, workshops, tours and events; provides technical assistance to other CARB staff and public outreach activities specifically related to the Haagen-Smit facility.</p>
25%	<p>Support and attends meetings, workshops, board hearings, and training sessions on current and upcoming CARB rules, regulations, policies, and procedures. Assists in researching the standard effective dates and technical provisions of rules and regulations, develops multimedia presentations, and conducts technical training updates to CARB staff. Research, analyzes, and prepares reports and summaries of CARB relevant policy documents as needed by the Executive Office.</p>
10%	<p>Provide other administrative support to the section as needed. This includes, but is not limited to, maintenance of print and web based informational materials, web portals, and social media accounts. Assist senior staff in the development and production of complex informational products and other miscellaneous work assignments.</p>

% of Time	Marginal Functions
5%	<p>Perform other duties within the scope of the classification as directed by the SSM I portals, and social media accounts. Assist senior staff in the development and</p>

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	production of complex informational products and other miscellaneous work assignments.
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**Typical Physical Conditions/Demands**

The incumbent works in a smoke-free environment of a high-rise/multi-floor office building in an indoor office or cubicle.

**Typical Working Conditions**

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.

**Special Requirements of Position (Check all that apply):**

<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.

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.)*

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Do you need reasonable accommodation to perform the essential functions of this position?

Yes       No

Employee Name:

Employee Signature:

Date:  
Date