

**Duty Statement – Workforce**

**Duty Statement**

Current       Proposed

RPA Number:	Classification Title: Air Resources Technician II	Position Number: 673-310-3873-XXX
Incumbent Name:	Working Title: RMP compliance assistant	Effective Date:
Tenure: Limited-Term	Time Base: Intermittent	Intermittent Hours Per Month: Up to 1,500 hours per year
Division/Office: Research Division	Section/Unit: Air Quality and Climate Science Section	Reporting Location: Sacramento, CA
Supervisor's Name: Dongmin Luo	Supervisor's Classification: Air Resources 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 checked="" 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 Air Quality and Climate Science Section (AQCS or Section) in the Atmospheric Science and Climate Strategies Branch is tasked to develop and implement multiple climate mitigation regulations, advance our understanding of emerging climate science, strategies, and technologies, and support research efforts on climate impacts, greenhouse gas inventory, and air quality analyses to inform policy direction and advance the health-protection mission of the agency. The Section coordinates with federal, state, and local government agencies and the affected stakeholders to develop and enforce cohesive 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 the close supervision of the Air Pollution Specialist/Air Resources Engineer and the Section Manager, the incumbent is responsible for technical, scientific, and administrative activities in support of the Section's duties and mission, in particular the Refrigerant Management Program (RMP). The incumbent is expected to bring a strong ability to provide compliance assistance and conduct public outreach to the regulated community within the Section. The incumbent will possess excellent communication and writing skills, as well as the ability to manage and analyze RMP databases and emissions data and interpret regulations. The incumbent is expected to possess problem-solving skills, experience working with the public, adhere to good customer service practices, and demonstrate a willingness to learn and to execute tasks to meet the agency's overall goals. Travel may be required.

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% of Time	Essential Functions
35%	Serve as a contributing staff to implement the Refrigerant Management Program (RMP) regulation to help meet the legislatively mandated goals of AB32, SB 32, SB 1383, and AB1279. This would include the following: managing the facility registration database, entering data, making updates, planning and implementing improvements, conducting analyses, and putting out summaries of the data. Expand the outreach database by conducting web searches and contacting trade associations and other state agencies. Conduct phone surveys of facilities to gather information on their applicability to the RMP rule. Evaluate outreach effectiveness.
30%	Review the completeness of RMP annual reports submitted by affected facilities and follow up with those that are non-compliant. Conduct the investigation of refrigerant emission complaints and potential rule violations. Communicate verbally and in written form, and coordinate and interact with both internal and external stakeholders. Draft briefing papers and present updates to peers and management.
25%	Provide compliance assistance with Small Container of Automotive Refrigerant and SF6 regulation, review annual reports, support for potential rule amendments, and associated industry meetings. Review and interpret air quality regulations and scientific data to inform policy decisions. Some travel may be required.

% of Time	Marginal Functions
10%	Provide technical or administrative support for other program staff on different miscellaneous projects as needed.

**Typical Physical Conditions/Demands**

- Position located in a high-rise building.
- Requires being stationary, consistent with office work, for extended periods.
- Standard office environment (artificial lighting, controlled temperature, etc.).
- Daily use of a personal computer, office equipment, and/or telephone.

**Typical Working Conditions**

This position may be eligible for hybrid in-office work and in-state telework. The amount of telework is at the agency's discretion and is based on the California Air Resources Board's (CARB) current telework policy. While the CARB may support telework, some in-person attendance is also required.

The positions at the CARB may be eligible for telework with in-person attendance, based on the operational needs of the position under Government Code 14200, for eligible applicants residing in California, subject to the candidate meeting the telework eligibility criteria outlined in the CalEPA telework policy and/or future program need. Employees who do not reside in California are not eligible for telework. Regardless of hybrid telework eligibility, all employees may be required to report to the designated headquarters location for their position at their own expense, as indicated on their duty statement.

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Effective July 1, 2025, the California Department of Human Resources (CalHR) implemented the Personal Leave Program 2025 (PLP 2025). PLP 2025 directs that each employee shall receive a 3 percent reduction in pay in exchange for 5 hours PLP 2025 leave credits, monthly. The salary range(s) included in the job advertisement do not reflect the 3 percent reduction in pay.

**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 checked="" type="checkbox"/> Travel up to ___10___ 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.)*

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

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**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

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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.