

Duty Statement – Workforce

Duty Statement

Current Proposed

RPA Number:	Classification Title: Air Resources Engineer	Position Number: 673-710-3735-035
Incumbent Name: Vacant	Working Title: Aviation Policy and Modeling Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Air Quality Planning and Science Division	Section/Unit: Aviation Technology and Modeling Section	Reporting Location: Sacramento/Riverside (TBD)
Supervisor’s Name: Mo Chen	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 Aviation Technology and Modeling Section (ATMS), part of the Mobile Source Analysis Branch (MSAB) in the Air Quality Planning and Science Division, leads the development of California's Statewide Clean Aviation Initiative (SCAI), which focuses on creating regulatory, incentive, and voluntary programs aimed at reducing emissions from aviation activities. ATMS also leads the efforts of performing research and technology evaluations to keep the agency informed about latest technology advancement in the aviation sector that can help reduce emissions. In addition to aviation work, ATMS contributes to the development of California's on-road emissions inventory (EMFAC) by renovating the vehicle population and activity forecasting models. The section is also responsible for development of the community-level emissions inventory, as an extension of EMFAC.

Under the supervision of an Air Resources Supervisor I, the incumbent will design policies and strategies that can reduce emissions from aircraft and airport operations. Major tasks include engagement with outside stakeholders (e.g., industry groups, sister government agencies, community members), evaluating technology readiness level, performing policy analysis and evaluation, partnering with other CARB teams on incentive and pilot project programs, supporting cost analysis and emissions inventory development. The incumbent will also prepare technical reports, fact sheets, memoranda, and presentations for management or outside stakeholders. These efforts will require creative and forward thinking to assess technology developments within the aviation sector, forecast program outcomes, and develop policy recommendations on how to shape policies/programs to achieve meaningful emissions reductions.

Competencies

Duty Statement – Workforce

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.

In addition, this position requires the following competencies:

1. Knowledge of, experience with, or education relating to aviation and/or airport ground support equipment regulations, technology advancement, fleet operations, market trends, and cost analysis.
2. The ability to quickly learn and come up to speed in a new area of expertise.
3. The ability to translate complex technical information into generally understandable language to reach broad audiences in written and verbal formats, and to inform policy recommendations.
4. The ability to work collaboratively as part of a team, and to listen to a wide range of perspectives from a diversity of stakeholders including automakers, other government agencies, academics, non-governmental organizations, and the public.
5. Strong organizational, problem-solving, and critical thinking skills, possess curiosity and resourcefulness, and have excellent written and oral communication skills.
6. Ability and willing to contribute to a work environment that celebrates diverse backgrounds, cultures, and personal experiences.
7. Prior rulemaking experience and analytical skills like statistical modeling and computer programming are optional but would be a plus.

Position Description

% of Time	Essential Functions
30	With the objective of informing the development of CARB’s Statewide Clean Aviation Initiative (SCAI), draft regulatory text and support documents aimed at reducing emissions from aviation activities. Meet with clients, contractors, and stakeholders to discuss regulatory concepts, emission reduction measure development, technology assessment, and cost analysis. Participate in public workshops. Develop and deliver oral presentations as needed.
30	Prepare and review technical reports, memoranda, fact sheets, and other documents intended for management or outside stakeholders. Summarize findings and their policy implications in reports, presentations, and management briefings to provide a robust technical foundation for CARB policy decisions for aviation.
30	Using engineering principles and scientific methods to perform analysis and evaluation on existing aviation policies in and out of the state of California. Independently stay abreast of and brief management on the state-of-the-science in existing, new, or evolving clean technology advancement and their readiness level associated with reducing emissions from the aviation sector.

Duty Statement – Workforce

% of Time	Marginal Functions
5	Respond to requests and inquiries. Coordinate with and provide consultation to private and governmental agencies involved with aviation policy and modeling development. Perform other duties as may be necessary to meet the needs of the ATMS. Assist section manager in planning, organizing, and implementing section programs. Occasional travel may be required.
5	Support the development of California's on-road emissions inventory (EMFAC) by renovating the vehicle population and activity forecasting models, including doing quality assurance and quality control, testing, technical documentation. Support the development of the community-level emissions inventory, as an extension of EMFAC.

Typical Physical Conditions/Demands

None.

Typical Working Conditions

Standard office environment (for example, artificial lighting, controlled temperature).
Daily use of a computer, office equipment, and/or telephone.
Requires being in a stationary position, consistent with office work, for extended periods.
Telework may be available.
Position may be located in a high-rise building, depending on headquarters reporting to.

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 __10__ 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: Mo Chen	Supervisor Signature: 	Date: 2/10/2026
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Duty Statement – Workforce

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

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 6 of 7

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 7 of 7

- **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.