

Duty Statement – Workforce

Duty Statement

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Student Assistant- Engineering and Architecture	Position Number: 673-910-4871-XXX
Incumbent Name:	Working Title: Student Assistant- Engineering and Architecture	Effective Date:
Tenure: Non-Tenured Choose an item.	Time Base: Intermittent	Intermittent Hours Per Month: Up to 1,000 hours per year
Division/Office: Emissions Certification and Compliance Division	Section/Unit: Heavy Duty Greenhouse Gas Certification Section	Reporting Location: Riverside
Supervisor’s Name: Lucky Benedict	Supervisor’s Classification: ARS I	CBID: R11
Confidential Designation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Designated Position for Conflict of Interest: <input 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 Heavy-Duty Greenhouse Gas Certification Section (HDGHGCS) is responsible for certification of new heavy-duty vehicles, powertrains and trailers produced for sale and use in California. Specifically, this section is responsible for reviewing manufacturers' applications for certification for on-road heavy-duty diesel, gasoline, alternative fuel, and electric heavy-duty vehicles (including vocational vehicles and tractors), and trailers as well as aerodynamic (AERO) devices used in heavy duty vehicles. The section is also responsible for reviewing applications for Zero Emissions Powertrains (ZEP) powered by batteries and/or fuel cells. Test and modelling data and related technical information are reviewed to determine if new vehicles, powertrains, trailers and aerodynamic devices comply with state GHG emission control laws and regulations. Upon determination of compliance, Executive Orders approving the sale of these vehicles, powertrains, trailers and aerodynamic devices are prepared for signature by the Division Chief. The section also assists ARB's regulatory and enforcement staff by providing certification data, information and expertise for reviewing draft proposed regulations and for case development of violations, respectively.

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.

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Position Description

Under close supervision of the Section Manager, the Student Assistant – Engineering and Architectural Sciences (SA-EAS) is responsible for working with technical staff in the HDGHG Section and other Sections of the New Vehicle and Engines Programs Branch (NVEPB) performing paraprofessional duties. The candidate will work part-time, participating in various phases of the certification process. Responsibilities include gathering, tabulating, and analyzing powertrain/engine/equipment/vehicle certification emissions data submitted by manufacturers for their certification families; updating and maintaining complex certification databases; remediating signed Executive Orders and letters to be compliant with Americans with Disabilities Act (ADA) requirements for web-posting; preparing segments of reports and correspondences; and performing any other duties that may be necessary to meet the needs of the section and Branch. The student will be in training capacity and work closely with the Section Manager.

% of Time	Essential Functions
40%	Updating and maintaining complex certification and other databases which contain vehicle, engine, powertrain, aerodynamic device and air conditioning system information
20 %	Assisting with remediating Executive Orders (EOs) such that the EOs are Americans with Disabilities Act (ADA) compatible.
15%	Work with databases including Microsoft Access and Excel, including programming and analyzing data.
10%	Work closely with certification engineers and management on reviewing certain certification applications
10%	Screening manufacturer submitted data files for errors and completeness before entering data into certification databases

% of Time	Marginal Functions
5%	Work with certification engineers to scan and maintain manufacturers' letters and approvals for various certification programs

Typical Physical Conditions/Demands

Typical Working Conditions

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)

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- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Travel up to _____ 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:	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.