

Duty Statement – Workforce

Duty Statement

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number: TBD	Classification Title: Air Pollution Specialist	Position Number: 673-210-3887-XXX
Incumbent Name: Vacant	Working Title: Enforcement Air Pollution Specialist	Effective Date: 2/25/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Enforcement Division	Section/Unit: Short-Lived Climate Pollutant Enforcement Section	Reporting Location: Sacramento - Depot Park
Supervisor's Name: Tiffanie Be	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 Short-Lived Climate Pollutant Enforcement Section (SLCPES) has primary responsibility for monitoring compliance and enforcing current and future non-vehicular climate change regulations developed to reduce climate altering pollutants; including short-lived climate pollutants such as methane, black carbon, and fluorinated gases. Businesses subject to climate change regulations may be audited or inspected to ensure compliance with CARB's regulations. Businesses may be reviewed to ensure that they: have reported as required, have installed the equipment as claimed or required, and are attaining the emission reductions claimed or required by the climate change requirements.

The Section analyzes data supplied by California businesses to determine compliance by geographical area, emissions inventory, and other specific factors that affect compliance rates. SLCPES develops and maintains relationships with local air pollution control districts, develops, implements, and monitors cooperative compliance programs to ensure seamless compliance and enforcement of CARB's climate change regulations.

SLCPES supports the development of new or amended climate change regulations to ensure that regulations include language that is clear, concise, and will assist in ensuring compliance. SLCPES will attend and participate in public workshops, industry meetings, seminars, and regulatory language development meetings. The responsibilities of SLCPES will evolve over time as current programs mature and new programs are implemented.

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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 general supervision of the Air Resources Supervisor I (ARSI), the incumbent will support the enforcement of greenhouse gas and short-lived climate pollutant regulations. The position applies scientific principles and analytical methods to evaluate compliance, conduct inspections and investigations, and prepare reports that guide enforcement actions. The incumbent analyzes complex data, develops compliance metrics, maintains accurate case documentation, and collaborates with management and legal staff on enforcement activities.

% of Time	Essential Functions
25%	Conduct inspections and investigations to assess compliance with applicable air pollution control laws and regulations. Analyze data collected from inspections, test reports, emissions information, and other relevant factors that may influence compliance status. Monitor and track compliance trends. Prepare detailed inspection and investigation reports that may lead to corrective actions, settlements, or referrals for legal review. Maintain accurate documentation of evidence, inspection findings, and case files, and review case materials for completeness and accuracy. Provide briefings to management and legal staff on investigation results.
25%	Assist CARB management and legal staff in preparing for and conducting settlement discussions based on investigation findings. Collaborate with other CARB divisions and external agencies to gather information needed to respond to inquiries from the public, air districts, and other governmental entities. Refer cases to appropriate agencies, such as local air districts or the U.S. Environmental Protection Agency, when necessary. Work closely with management and legal staff to negotiate settlements with alleged violators in accordance with CARB's mutual settlement program, supplemental environmental project policy, and other applicable policies.
20%	Serve as a technical and policy resource on air quality regulations and enforcement practices for industry representatives, CARB staff, other government agencies, and the public. Prepare and deliver technical presentations, review regulations for enforceability, and complete other assignments as directed. Develop and oversee programs designed to promote compliance with CARB regulations, and maintain collaborative relationships with CARB program staff, local air districts and partner agencies. Participate in on-site and off-site meetings and training sessions as required.

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15%	Conduct inspections, independently or in coordination with local air pollution control agencies, at facilities subject to applicable greenhouse gas and short-lived climate pollutant regulations. Ensure complete and accurate documentation of inspection activities and sample results.
10%	Prepare and complete staff work, including maintaining case tracking systems and databases, developing surveys and compliance materials, and drafting technical reports, status updates, and memos.

% of Time	Marginal Functions
5%	Prepare required reports, correspondence, and presentations. Provide periodic support for the enforcement of other regulations as needed. Perform additional duties within the scope of the classification as assigned.

Typical Physical Conditions/Demands

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. May require lifting or moving materials weighing up to 40 pounds. You may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

The incumbent primarily works in a smoke-free environment of a single-story office building in an enclosed, non-windowed office cubicle. The incumbent may conduct inspections within the state. The position requires working at elevated heights or near fast moving machinery or traffic. The work schedule is Monday through Friday. Occasional evening and weekend work may be necessary when the department is mission tasked. Travel, including overnight travel, may be required locally and within the state.

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 checked="" 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 25 percentage <input type="checkbox"/> Bilingual Fluency needed in _____(language) <input type="checkbox"/> Other-
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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:
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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:

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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.