

Duty Statement – Workforce

Duty Statement

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| <input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed | | |
| RPA Number: | Classification Title: Air Pollution Specialist | Position Number: 673-920-3887-032 |
| Incumbent Name: Vacant | Working Title: | Effective Date: Click or tap to enter a date. |
| Tenure: Permanent | Time Base: Full-Time | Intermittent Hours Per Month: |
| Division/Office: Mobile Source Control Division | Section/Unit: LDVSB | Reporting Location: Sacramento |
| Supervisor's Name: Natalie Reavey | 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 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

Mission of Section: The Zero-Emission Vehicle (ZEV) Market Advancement Section resides within the Drive Forward Light-Duty Strategies Branch (DFLDSB) of the Mobile Source Control Division (MSCD). The mission of DFLDSB is to foster a sustainable market for ultra-clean and zero emission light-duty vehicle technologies through regulations and market supporting policies.

The ZEV Market Advancement Section is responsible for developing, coordinating, and implementing complementary policies to facilitate and encourage the uptake of light-duty ZEVs. These efforts include supporting consumer awareness of ZEVs through marketing, research, education, and outreach; supporting participation in California, multi-state, and international partnership activities; implementation of CARB's ZEV Equity Task Force; development and implementation of California's Environmental Performance label; and on-going assessments of California's ZEV market and supporting complementary ZEV policies.

Concept of Position: Under the supervision of an Air Resources Supervisor I, this position will provide critical support in developing policies and strategies that advance consumer awareness of ZEVs and ZEV technologies. This position supports partnerships with subnational and international jurisdictions on ZEV activities and facilitates ZEV commercialization through consumer education and outreach tools. This position tracks and analyzes local, state, subnational, and national ZEV activities and programs; and summarizes ZEV research and consumer acceptance factors that impact ZEV adoption, particularly for disadvantaged, low-income, rural, and tribal communities. This position will also lead in stakeholder engagement and provide policy and technical input to CARB management and other agency staff. Occasional travel of up to 10% may be required for meetings, conferences, and outreach.

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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

| % OF TIME | Essential Functions |
|------------------|---|
| 30% | <p>Coordinate externally with stakeholders, such as other State and federal agencies, and internally with other CARB staff on policy recommendations related to increasing access to ZEVs particularly for disadvantaged, low-income, rural, and tribal communities. Maintain professional relationships with internal and external stakeholders to keep current on ZEV technology development and EJ actions related to clean transportation for light-duty vehicles.</p> <p>Identify and engage with relevant community-based organizations, EJ groups, and other stakeholders regarding the impacts of the ZEV regulation. Develop and maintain relationships with EJ stakeholders on EJ issues pertaining to the Drive Forward regulations. Act as a resource to external EJ stakeholders and help them navigate technical components of regulatory design.</p> |
| 10% | <p>Serve as the lead California representative for the International ZEV Alliance (IZEVA). Coordinate with other state agencies (CEC, CPUC, GO-Biz, CalEPA) and internal CARB staff on related IZEVA activities. Provide guidance, coordination, and leadership on monthly calls. Read materials, reports, and notes from the IZEVA secretariat and consolidate feedback; recommend expert speakers and participants; assist with media relations and communications tasks.</p> |
| 10% | <p>Coordinate CARB feedback and updates to GO-Biz on the California ZEV Market Development Strategy and CARB’s annual ZEV Action Plan. Provide high-level summaries of prior year ZEV actions and priorities from across the agency.</p> |
| 10% | <p>Facilitate the development and refinement of surveys, tools, and research contracts to study public attitudes, experiences, and trends regarding ZEVs and fueling infrastructure. Summarize survey results and related research to help inform recommendations on regulatory proposals, incentive programs, and complementary ZEV policies that support market growth and equitable access. Review, compile, and evaluate data and research to assess barriers to ZEV adoption, financial, and equity</p> |

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| | impacts on consumers, and opportunities to strengthen policies that advance the state’s ZEV goals. |
| 20% | Contribute to the development of new Environmental Performance label unique to battery electric vehicles and plug-in hybrids by applying strong critical thinking and analytical skills. This includes identifying gaps in the existing California Environmental Performance Label and other required labels, developing surveys to evaluate the effectiveness of current approaches, and proposing solutions that balance technology readiness, market trends, and equity considerations. Draft policy language, prepare briefing materials, and provide well-reasoned recommendations to CARB management. Synthesize complex technical, economic, and stakeholder input into clear policy options that clearly communicate the attributes and benefits of ZEV technologies. |
| 20% | Prepare presentations, speaking notes, and background materials related to ZEV policies, including for the Executive Office, Board Members, or the Governor’s Office. Develop and provide detailed policy-level briefings and make policy recommendations to CARB management. Lead, organize, and participate in meetings, workshops, and outreach events. Represent CARB at meetings with stakeholders including other states, federal agencies, non-governmental agencies, environmental justice and equity advocates, and vehicle manufacturers. Independently advocate CARB's views in meetings with stakeholders and, where possible, build consensus positions. |

Typical Physical Conditions/Demands

Daily use of a state-supplied computer is required. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

This position is located in a high-rise building, and requires being in a stationary position, consistent with office work, for extended periods. Work is conducted in a standard office environment which includes artificial lighting and controlled temperatures.

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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| <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 <u>10%</u> 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: Natalie Reavey | Supervisor Signature: | Date: 3/17/2026 |
|---------------------------------|-----------------------|--------------------|

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.