

**Duty Statement – Workforce**

**Duty Statement**

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Staff Air Pollution Specialist	Position Number: 673-710-3875-015
Incumbent Name: Vacant	Working Title: Staff Air Pollution Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Air Quality Planning and Science Division	Section/Unit: Area Source Improvement & Community Inventory Development Section	Reporting Location: Sacramento
Supervisor’s Name: Adrian Cayabyab	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 type="checkbox"/> None <input checked="" type="checkbox"/> Lead		

**General Statement**

The Area Source Improvement and Community Inventory Development Section is responsible for developing and updating emission estimation methods and producing estimates of sector-specific area-source emissions to support the State Implementation Plans (SIP). The Section is also responsible for developing comprehensive, neighborhood-scale emission inventory methods and emissions for all air pollution sources (stationary, mobile and area) to support community-level programs, such as communities selected under AB 617. In performing these tasks, the Supervisor and Section staff work closely with inventory, planning, research, modeling and other groups across CARB as well as with air district inventory staff and other local, state, and federal agencies. As needed, the Section may lead or collaborate with others on assessing or conducting research to better understand the state-of-science processes, data, or factors associated with specific emission sources. The Section also focuses on developing new advanced state-of-the-science methods, and modern, dynamic, and accessible visualization tools for inventory development, validation and public dissemination. To ensure seamless coordination on both the SIP area source methods and the community emission inventories, the Section works closely with other sections in the Branch and the Division, the Office of Community Air Protection, and other CARB programs and teams.

**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**

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This is the fully qualified independent specialist level for program and policy development work. Incumbents carry program or project responsibilities with extreme sensitivity and complexity usually dealing with emerging or undefined issues or problems and typically involving intense conflict among issues such as "State of the Art," public concern, local, State, and Federal Government concerns, costs, and business interest. Assigned work requires the development of broad policy and legislative proposals with immediate and long-range impact. Positions at this level require expertise that is significantly greater than standard full journey level analytical assignments, and this expertise is critical to the Board's basic mission. Specific duties include:

<b>% of Time</b>	<b>Essential Functions</b>
30%	Working in cross-section teams, lead development of community inventory methods and data. Using scientific/ engineering skills and expertise, develop and implement community inventories by summarizing and integrating sector-specific estimation methods, developing guidance to support method requirements, quantifying emissions, and working with stakeholders, air districts, other governmental agencies, and the public to ensure the inventory is representative of all emission sources within the community. Prepare correspondence, briefing materials, presentations, issue papers, and fact sheets related to community inventories.
30%	Using scientific skills and expertise, work independently and in cross-section teams to develop and update area source emission estimation methodologies and emissions estimates to support statewide inventories. Apply scientific and analytical approaches to evaluate data, improve methods, and ensure inventories are representative and technically sound. Analyze and interpret emissions data from air districts and other sources to support State Implementation Plans (SIPs), community-scale inventories, and other program needs.
20%	Working independently and in cross-section teams, develop and maintain tools, data systems, and processes to support emissions inventory development. Use programming, database, and GIS approaches to manage, process, analyze, and visualize large datasets, ensuring accessibility, transparency, and usability of emissions information. Perform related technical analyses and activities as needed to support both statewide and community-scale inventory efforts.
10%	Working independently and in cross-section teams, lead writing technical reports, memos, letters, report summaries, and written/verbal presentations for staff, management and the public, including members of environmental organizations. Conduct workshops and consultation meetings with stakeholders, air districts, other governmental agencies, and the public to solicit information required to develop community inventory methodologies and technical reports. Communicate with stakeholders; answer general inquiries; provide assistance to other sections, branches, or divisions. Keep management apprised of project development status and policy issues relevant to the program.

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% of Time	Marginal Functions
10%	Represent CARB in meetings, workshops, and hearings. This will include making presentations or providing other program related information. Travel to present at community meetings is required, as needed.

**Typical Physical Conditions/Demands**

This position requires frequent sitting, standing, walking, and regular use of hands, wrists, and fingers for keyboarding, computer work, and document handling. The incumbent participates in both virtual and in-person meetings, which may involve extended periods of sitting, speaking, and screen use. Occasional exposure to outdoor conditions, including weather, dust, or ambient noise, may occur depending on assignment needs.

**Typical Working Conditions**

The incumbent works in a smoke-free environment on the 7th floor of a high-rise office building in downtown Sacramento, typically in an enclosed, non-windowed office cubicle. The standard work schedule is Monday through Friday, and requests for alternative work schedules may be granted. Mandatory overtime, including evenings and weekends, may be required to meet operational needs. Travel may be required locally, within California, and occasionally out of state.

This position may be eligible for hybrid in-office work and in-state telework. The amount of teleworking is at the agency's discretion and is based on the California Air Resource Boards' (CARB) current Telework Policy. While the CARB may support telework, some in-person attendance is also required. Employees not residing in California are not eligible for telework.

**Special Requirements of Position (Check all that apply):**

<p><input type="checkbox"/> Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).</p> <p><input type="checkbox"/> Duties require participation in the DMV Pull Notice Program.</p> <p><input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below)</p> <p><input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.</p> <p><input checked="" type="checkbox"/> Travel up to <u>  10  </u> percentage</p> <p><input type="checkbox"/> Bilingual Fluency needed in _____(language)</p> <p><input type="checkbox"/> Other-</p>
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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.

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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.