

Duty Statement – Leadership

Duty Statement

Current Proposed

RPA Number:	Classification Title: Assistant Division Chief	Position Number: 673-920-3878-001
Incumbent Name:	Working Title: Assistant Division Chief	Effective Date: 1/22/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Sustainable Transportation and Communities Division	Section/Unit: Sustainable Transportation and Communities Division	Reporting Location: Sacramento
Supervisor's Name: Annalisa Schilla	Supervisor's Classification: Division Chief	CBID: M 09
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 type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory		

General Statement

The Sustainable Transportation and Communities Division (STCD) uses multi-disciplinary teams to integrate research, transportation and land use planning, regulations, and incentives to foster sustainable communities that provide a range of affordable housing and transportation options that reduce vehicle miles traveled (VMT), decarbonize the built environment, and meet community needs in a manner that promotes equity, access to opportunity, and community resiliency.

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.

Supervisors and managers are responsible for understanding and demonstrating the leadership competencies of business acumen, inspirational leadership, results-oriented, stewardship, talent management, and vision & strategic thinking.

Position Description

Under the general direction of the Division Chief, the Assistant Division Chief assists with leading the development, implementation, and overall direction of programs and policies within the Division; coordinating activities both within the Division and with other divisions; determining Division policies and procedures; obtaining, monitoring, and allocating personnel resources and funding within the Division; advancing the Division's work through communicating and coordinating with the Executive Office, other government agencies, academic and non-governmental partners, regulated parties, advocates and other stakeholders, and members of the public; undertaking special projects and presentations as directed by the Division Chief, Executive Office, or Board; and acts as Division Chief in the Chief's absence.

Duty Statement – Leadership

Occasion statewide and overnight travel may be required up to 5% of the time.

% of Time	Essential Functions
35% - E	Provide overall direction for various STCD’s programs related to building decarbonization, sustainable communities, California Climate Investments, and other programs, policies, or measures that may be developed in response to the direction from the Governor’s Office, the Board, the Executive Office, or required by statute or legal authority. Anticipate, formulate, and guide the development of policies, programs, plans, strategies, and regulations to meet CARB objectives. Serve as a mentor and coach to help develop the management team and staff.
25% - E	Assist in communicating, coordinating, and where necessary negotiating, work across branches within the Division, as well as with other divisions; the Executive Office; the Board; CalEPA; other State agencies; local, regional, federal, and international agencies; the Governor’s Office; Legislature; regulated parties; and other stakeholders. Represent the Division and CARB in meetings with such entities and build and maintain effective and collaborative working relationships with them.
20% - E	Share administrative duties with the Division Chief by assisting in the planning, prioritizing, and managing of Division policies, resources, and assignments, including: recruitment, hiring, training, and performance management of personnel; monitoring the timely completion of assignments and projects; overseeing budgets, contracts, procurement, and travel; providing for a safe work environment and appropriate allocation of space; ensuring an inclusive and diverse work culture and equal employment opportunities; and other administrative matters as needed. Serve as Acting Division Chief in the Division Chief’s absence.
10% - E	Provide briefings, testimony, speeches, presentations, and other oral or written communications to support the Division’s programs.

% of Time	Marginal Functions
10% - M	Undertake special projects and assignments to support the Division, as needed.

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.).

Duty Statement – Leadership

<input 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 <u> 5 </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:	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

Duty Statement – Leadership

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 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 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

Duty Statement – Leadership

ASD/HRB-12A (New. 12/2025) Page 5 of 6

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.
- **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.

Duty Statement – Leadership

ASD/HRB-12A (New. 12/2025) Page 6 of 6

- **Resilience** – Overcomes challenges, performs well, and remains optimistic and committed under pressure and adversity.

Effective development of the identified Leadership Competencies fosters the advancement of the following: Business Acumen; Inspirational Leadership; Diversity, Equity, Inclusion and Belonging; Results-Driven; Stewardship; Talent Management; Vision and Strategic Thinking.

- **Business Acumen** – Understands and demonstrates sound judgment, fiscal competence, and organizational business knowledge to optimize the quality of operations and services.
- **Inspirational Leadership** – Energizes and creates a sense of direction, purpose, excitement, and momentum for the organization’s mission. Creates a positive work environment offering clarity around goals and objectives and ensuring those leading work efforts do so collaboratively to achieve results.
- **Results-Driven** – Focuses efforts to efficiently achieve measurable, customer-driven, and equitable results consistent with the organization’s mission, goals, and objectives.
- **Stewardship** – Focuses on being responsible and accountable for managing resources well, choosing to use influence to serve the long-term collective good of the public. Places public interests above self-interests and focuses on the larger purpose or mission of the organization.
- **Talent Management** – Seek to transform our policies, procedures, practices, and culture to ensure our staff reflects the people we serve; able to identify and address structural racism in the agency.
- **Vision and Strategic Thinking** – Supports, promotes, and ensures alignment with the organization’s vision and values. Creates a compelling future state of the unit or organization. Understands how an organization must change considering internal and external trends and influences.