

**Duty Statement – Workforce**

**Duty Statement**

Current       Proposed

RPA Number: TBD	Classification Title: Air Resources Technician I	Position Number: 673-210-3872-730
Incumbent Name: TBD	Working Title: Enforcement Air Resources Technician I	Effective Date: 4/2/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Enforcement Division	Section/Unit: Data Operations Section	Reporting Location: Riverside
Supervisor's Name: Michael Sekigahama	Supervisor's Classification: Air Resources Supervisor 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 Diesel Programs Enforcement Branch (DPEB) is responsible for enforcement of California's on and off-road diesel regulations and programs. Examples include the Off-Road Equipment, Statewide Truck and Bus, and Transport Refrigeration Unit Regulations, and the Periodic Smoke Inspection, Verified Diesel Emissions Control Strategies (VDECS), and Heavy-Duty Vehicle Inspection & Maintenance Programs.

The Data Operations Section (DOS) is primarily responsible for developing data-driven enforcement processes, tracking tools, and enforcement reporting systems to improve the efficiency and transparency of CARB's enforcement programs. DOS develops, deploys, and maintains the Remote Emission Monitoring and Enforcement System (REMES), the Enforcement Data Visualization System (EDSS), and provides operational, technical, and enforcement support for the use of Remote Emissions Monitoring Devices. DOS develops and maintains a division-wide data warehouse for streamlined reporting, and develops dashboards to facilitate internal and external data sharing. The programmatic responsibilities of DOS will evolve over time as current programs mature and new programs are implemented.

**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 an Air Resources Supervisor I, the Air Resources Technician (ART) I assists senior staff in the section with maintaining the Division’s data applications and data pipelines. This may include gathering, tabulating and analyzing air resources and vehicle emissions data, conducting quality assurance on processed data to ensure it is ready for reporting, testing applications, assisting with building data solutions using Microsoft Power Platform, and developing dashboards using tools such as Tableau and Power BI. The ART I may also help with streamlined enforcement processes, including processing, printing, and mailing letters, and assisting with enforcement activities.

The ART I will need to interact and work with a broad range of internal and external stakeholders including scientists, engineers, attorneys, regulated entities, communities, and industry and environmental organizations.

% of Time	Essential Functions
35	Assist senior staff with testing, conducting quality assurance, and maintaining the Division’s data applications and data pipelines. Gather, tabulate and analyze air resources and emissions data. Validate data used for reporting. Clean and manipulate data for ingestion by data tools.
35	Assist staff with building and maintaining data solutions using Microsoft Power Platform (SharePoint Lists). Maintain dashboards using tools such as Tableau and Power BI to facilitate data sharing. This may include eliciting feedback from programs across their division to identify feature enhancements to tools that will meet their needs.
25	Assist with the streamlined enforcement process, including processing, printing, and mailing letters, assisting with enforcement activities, and tracking enforcement actions such as entering data into databases and other platforms. Assisting in field enforcement activities is optional based on staff interest and workload.

% of Time	Marginal Functions
5	Assist with special project assignments and other related duties as required which fall under the scope of this classification. Attend CARB and section related meetings.

**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 occasional lifting or moving light materials weighing up to 40 pounds. You may be exposed to outdoor weather, dust, or noise. Duties require use of protective hearing equipment and annual hearing examinations.

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**Typical Working Conditions**

**Riverside Office:** The incumbent primarily works in a smoke-free environment of a three-story office building in an enclosed, windowed office cubicle. The incumbent may conduct inspections at locations like freight facilities, roadsides and truck stops. Field work may require working at elevated heights or near fast moving machinery or traffic. Duties require use of hearing protection and annual hearing examinations. The work schedule is Monday through Friday. 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 10 percentage
<input type="checkbox"/> Bilingual Fluency needed in _____(language)
<input checked="" type="checkbox"/> Other- Requires ability to obtain a TWIC card with Department of Homeland Security.

**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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**Duty Statement – Workforce**

**Employee Statement**

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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:

## Duty Statement – Workforce

### 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.

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**Duty Statement**

Current       Proposed

RPA Number: TBD	Classification Title: Air Resources Technician II	Position Number: 673-210-3873-730
Incumbent Name: TBD	Working Title: Enforcement Air Resources Technician II	Effective Date: 4/2/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Enforcement Division	Section/Unit: Data Operations Section	Reporting Location: Riverside
Supervisor's Name: Michael Sekigahama	Supervisor's Classification: Air Resources Supervisor I	CBID: R11
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**Competencies**

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**Position Description**

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The ART II will need to interact and work with a broad range of internal and external stakeholders including scientists, engineers, attorneys, regulated entities, communities, and industry and environmental organizations.

% of Time	Essential Functions
35	Assist senior staff and be able to take the lead with testing, conducting quality assurance, and maintaining the Division’s data applications and data pipelines. Gather, tabulate and analyze air resources and emissions data. Validate data used for reporting. Clean and manipulate data for ingestion by data tools.
35	Build and maintain data solutions using Microsoft Power Platform (SharePoint Lists). Maintain dashboards using tools such as Tableau and Power BI to facilitate data sharing. This may include eliciting feedback from programs across their division to identify feature enhancements to tools that will meet their needs.
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