

Duty Statement – Workforce

Duty Statement

Current Proposed

RPA Number: 25-0734	Classification Title: Air Resources Engineer	Position Number: 673-910-3735-036
Incumbent Name: TBD	Working Title: Air Resources Engineer	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Emissions Certification and Compliance Division	Section/Unit: Aftermarket Advanced Technology Section	Reporting Location: Riverside
Supervisor's Name: Michael Logue	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 Aftermarket Advanced Technology Section is responsible for evaluating add-on and modified parts, and retrofit systems to determine their impact on vehicle/engine emissions. The evaluation process involves technical assessment, design, and monitoring of test programs and analysis of emission test data. The section also issues experimental permits, conducts special studies related to emissions of aftermarket parts, coordinates with internal and external stakeholders, works on regulatory support and development, provides support for various databases, and implements and enforces CARB's service information regulation.

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 supervision of the section manager, engineers in the section evaluate designs and test data of aftermarket parts and retrofit systems and may observe installation and testing of the selected device at the manufacturer's chosen independent laboratory. They will perform engineering evaluations to determine the effect of performance parts on emissions, analyze vehicle/engine emission data, prepare reports and other technical documentation for approval, develop pertinent engineering test procedures for emission compliance testing and prepare necessary correspondences and guidelines to applicants. Evaluation of parts may also involve review of manufacturer durability test plans, on-board diagnostics II (OBD II) compliance, and impact on vehicle auxiliary emission control devices.

Duty Statement – Workforce

Engineers in this section will regularly coordinate internally with other members of the branch, and staff in other branches within the division to investigate issues associated with unique products and are responsible for communicating with applicants on a regular basis regarding their applications. Engineers in this section also support various databases. Engineers in the section may be assigned to assist in the development of new regulations pertaining to emerging aftermarket areas.

% of Time	Essential Functions
25	Conduct engineering review and evaluation of complicated applications for Vehicle Code section 27156 exemption of devices which alter or modify a vehicle's or engine's emission control system. This process entails engineering assessment and analysis of device operation and emission data to determine the potential impact of a device on vehicle performance, on-board diagnostic II system function, emissions, and durability. Occasional travel may be required to observe testing of manufacturer test vehicle(s) or other activities related to processing of an application.
20	Prepare necessary engineering correspondence and instructions to applicants, including the test protocol to be followed. Prepare engineering technical reports with recommendations for granting or denying issuance of an Executive Order.
15	Perform engineering review of durability test plans, vehicle application lists, test vehicle selection and engineering evaluation criteria to determine compliance with regulatory requirements for Aftermarket Critical Emission Control Parts on Highway Motorcycles. Provide engineering review and evaluation of regulations and test procedures for the Aftermarket Advanced Technology Section.
10	Develop future aftermarket parts concepts and regulatory requirements. Prepare documents for internal and external use for program and regulatory development, including technical feasibility studies, regulations, and economic impact assessments.
10	Investigate and evaluate emission related non-compliances and determine root cause and appropriate remedies. Work with the section manager, legal department, enforcement staff, and affected manufacturers on appropriate follow up actions.
10	Review warranty reports and take appropriate actions. Support, modify, and develop branch databases. Conduct audits of aftermarket parts including Diesel Particulate Filters.

% of Time	Marginal Functions
10	Review requests for experimental permits and issue Executive Orders to manufacturers/agencies in order to allow testing of prototype or experimental vehicles/engines which have low emission characteristics

Typical Physical Conditions/Demands

Requires being in a stationary position, consistent with office work, for extended periods.

Duty Statement – Workforce

Typical Working Conditions

Standard office environment (for example, artificial lighting, controlled temperature, etc.). Daily use of a personal computer, office equipment, and/or telephone.

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)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Travel up to _____ percentage
- Bilingual Fluency needed in _____(language)
- 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
------------------	-----------------------	---------------

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 – Workforce

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

Duty Statement – Workforce

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

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.

Duty Statement – Workforce

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

- **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.