

**Duty Statement – Leadership**

**Duty Statement**

<input checked="" type="checkbox"/> Current <input type="checkbox"/> Proposed		
RPA Number:	Classification Title: Assistant Division Chief	Position Number: 673-610-3878-003
Incumbent Name: Vacant	Working Title: Assistant Division Chief	Effective Date: 2/26/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Control Division	Section/Unit: Division Office	Reporting Location: Sacramento
Supervisor's Name: Michelle Buffington	Supervisor's Classification: Division Chief	CBID: M09
Confidential Designation:  <input type="checkbox"/> Yes <input 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"/> Managerial <input checked="" type="checkbox"/> Supervisory		

**General Statement**

The Mobile Source Control Division develops regulations and incentive programs to reduce emissions of smog-forming pollutants, greenhouse gases, and toxics from on-road and off-road mobile sources. The focus of the Division is primarily on heavy-duty engines, vehicles, and equipment. Strategies focus on reducing emissions from the in-use fleet, and on development and commercialization of advanced near-zero and zero-emissions technologies.

**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 direction of the Mobile Source Control Division Chief, the Assistant Division Chief (ADC) is responsible for advising the Division Chief, Executive Office, and Chairman's office on issues related to program and air quality/climate planning objectives. The ADC is also responsible for formulating strategies for the development of regulations and incentive programs, facilitating regulatory and incentive policy development through interaction with industry, and coordinating these actions with other Divisions and Agencies. Further, the ADC assists the Division Chief in budgetary resource planning, and represents the Division with Federal, State and local agencies, non-governmental organizations, and the public.

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% of Time	Essential Functions
30	Under the direction of the Division Chief, assist with planning, organizing, and directing of policy related work focusing primarily on light, medium, and heavy-duty vehicle emissions. These activities include coordinating with other CARB Divisions and offices on regulatory and incentive planning efforts, and reviewing and assisting in the development of Board rules and legislation through such tasks as generating Staff Reports, assessing technological feasibility and economic impacts. This also includes assisting in formulating and initiating strategies to implement various in-use regulations. Additionally, assist with formulating regulations and incentive policies through facilitating discussions with the affected industry and stakeholders. Provide policy review of the Division’s final regulatory proposals, incentive programs, and overall planning efforts.
20	Represent the Division Chief with Federal, State and local agencies, non-governmental organizations, and the public at meetings, hearings, and workshops. Meet with stakeholders to gain their input and incorporate their views, where appropriate, when developing/revising Division regulatory proposals and incentive programs.
15	Advise the Division Chief, Executive Staff, and Chairman’s Office on issues related to program objectives. Brief Board Members on Division programs and initiatives. Appear and testify before the Board and Legislature in public hearings and other related work.
10	Assist the Division Chief on administrative duties in the Division. This includes assessing available resources within the Division and recommending, if appropriate, any realignment to support Division activities. This also includes advising the Division Chief on budgetary activities in support of the Division’s annual budgetary requests. Additionally, advise the Division Chief on Division personnel matters including telework requests, alternate workweek requests, travel requests, and approve travel expense claims for the Division’s Branch Chiefs.

% of Time	Marginal Functions
10	Other duties as needed, including acting as Division Chief in his/her absence.

**Typical Physical Conditions/Demands**

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

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**Typical Working Conditions**

The incumbent works in a smoke-free environment in a high-rise office building in downtown Sacramento and a 3 story office building in Riverside in a windowed office. The work schedule is Monday through Friday. Occasional work outside of normal working hours including weekends and holidays may be required. Travel may also be required. The incumbent typically supervises 4 to 6 Air Resources Supervisors II; 1 Executive Assistant; 1 to 4 Vehicle Pollution Specialists; 1 Supervisor I (supervisory); 1 Supervisor 1 (specialist); and 4 AGPA/SSAs. The total number of positions in Division for which this incumbent is responsible: 294.

**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 <u>50</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: Michelle Buffington	Supervisor Signature: 	Date: 2/26/2026
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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 checked="" type="checkbox"/> No
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Employee Name: Lucina I. Negrete	Employee Signature: 	Date: 2/26/2026
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## Duty Statement – Leadership

### 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 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

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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.
- **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.

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- **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.