

Duty Statement – Workforce

Duty Statement

Current Proposed

RPA Number:	Classification Title: Staff Air Pollution Specialist	Position Number: 673-910-3875-019
Incumbent Name:	Working Title: Staff Air Pollution Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Emissions Certification and Compliance Division	Section/Unit: Aftermarket Diesel and Off-Road Section	Reporting Location: Riverside
Supervisor’s Name: Li Huang	Supervisor’s Classification: Air Resources Supervisor I	CBID: R09
Confidential Designation: <input checked="" 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 checked="" type="checkbox"/> None <input type="checkbox"/> Lead		

General Statement

The majority of the section’s duties are to implement the various aftermarket regulations and the assessment of various add-on and modified parts. Specific focus is on retrofits, engine modification/changes, innovative technology regulation, aftertreatment, and experimental permits, and may also include the review of general aftermarket parts, catalytic converters, aftermarket advanced technology, highway motorcycle emission critical parts, and performance parts to determine their impact on vehicle/engine emissions. The section may be involved with regulatory development, enforcement activity, stakeholder support, and legislative inquiries. The section frequently interacts with stakeholders and manufacturers, other government entities, and may represent California Air Resources Board (CARB) at technical meetings and conferences. Associated with these programs is auditing to ensure production parts maintain emissions compliance. The section is also responsible for supporting Branch databases that are used by individuals, automotive repair industry and Smog Check technicians.

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 the direction of the Section Manager, the Staff Air Pollution Specialist (SAPS) serves as an independent technical and regulatory specialist in motor vehicle, including aftertreatment and aftermarket parts, regulation and policy activities including rulemaking assignments, emission control technology assessments, and legislative proposals. The SAPS has responsibility for projects having

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sensitivity and complexity, usually dealing with controversial issues that are critical to the Board's basic mission. Assignments may require the development of broad policy and legislative proposals, and regulatory changes that have long range impact.

% of Time	Essential Functions
30% - E	Serve as a technical and regulatory specialist in the development of aftermarket regulations. Draft regulatory language and amendments; prepare technical feasibility studies, economic impact assessments, and other materials needed for program and regulatory development. Lead or support rulemaking activities by preparing and delivering technical and policy presentations and briefings. Evaluate and shape policy related to aftermarket parts by collaborating with engineers and representatives from CARB programs, the aftermarket industry, vehicle manufacturers, and various government entities. Conduct highly technical analyses of stakeholder-provided information to support policy decisions, and provide advice and direction to regulatory development staff regarding updates to regulations and processes.
20% - E	Research and evaluate aftermarket technologies, engine and aftertreatment developments, and the effects of changing emissions standards on Section and Branch processes. Investigate the applicability of new technologies and regulatory approaches, and lead or participate in stakeholder discussions to explore and develop future aftermarket concepts and regulatory requirements. Assess regulatory and policy changes for their impact on CARB's aftermarket programs, and develop policy recommendations, reports, presentations, and briefings, including proposals for updates to Section and Branch procedures and regulations.
15% - E	Provide technical and regulatory assistance to internal CARB programs and external stakeholders on aftermarket programs and products. Respond to inquiries from Board members, the Legislature, the U.S. EPA, manufacturers, and industry representatives. Represent CARB as an aftermarket technical and policy expert in meetings, workshops, and stakeholder discussions. Serve as an advocate for CARB's aftermarket programs by ensuring consistent interpretation and application of regulatory requirements.
15% - E	Support the development and modification of Section and Branch standard operating procedures, document handling processes, and application tracking systems. Design and manage confirmatory and audit test programs, and perform analysis to determine the acceptability of aftermarket technologies and test proposals. Provide support for multiple databases used to track program information and certification activity. Contribute technical expertise in quality control and quality assurance practices to ensure consistent and defensible program outcomes.
10% - E	Provide guidance and mentorship to newer staff on navigating aftermarket program requirements and regulatory processes. Assist staff in the review and approval of manufacturers' applications by evaluating designs, data, and testing proposals in collaboration with engineers and industry representatives. Apply regulatory requirements and sound scientific and statistical principles to support

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	decisions regarding aftermarket systems and prepare approval letters and documentation reflecting these determinations.
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% of Time	Marginal Functions
10% - M	Perform related duties as required, including travel to in-state, out-of-state, or international locations to perform program responsibilities and represent CARB. Provide additional support to the Section, Branch, or Division as needed within the scope of the classification. Some travel may be required.

Typical Physical Conditions/Demands

This position requires frequent sitting and standing (sit/stand desk). It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation.

Typical Working Conditions

This position works with the Air Resources Supervisor I, Air Resources Supervisor II, and section staff on special projects and other section and branch related activities.

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 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> 10 </u> percentage <input type="checkbox"/> Bilingual Fluency needed in _____(language) <input type="checkbox"/> Other-
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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.

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*.

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** 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

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

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.