

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-710-3887-056
Incumbent Name: Vacant	Working Title: Air Pollution Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Air Quality Planning and Science Division	Section/Unit: South Coast Air Quality Planning Section	Reporting Location: CalEPA Sacramento
Supervisor's Name: Vacant	Supervisor's Classification: ARS I	CBID: R09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☐ Yes ☒ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The South Coast Air Quality Planning Section (SCAQPS) is responsible for all air quality planning issues related to and working with the South Coast Air Quality Management District and other Districts in southern California. The section is the lead in development of ozone and particulate matter State Implementation Plans (SIPs) as required under the federal Clean Air Act for the southern portion of California, and lead in the preparation of statewide planning documents including the State SIP Strategy. SCAQPS provides criteria pollutant-focused policy support related to the federal and California Clean Air Act and tracks compliance with plan commitments including CARB and air district progress in developing rules and regulations, and meeting emission reduction commitments. As part of California's implementation of the SIP, SCAQPS oversees CARB's review of air district rules and ensures that district rules and CARB regulations are properly submitted into the California SIP. SCAQPS works with many divisions throughout CARB, as well as with air districts, U.S. EPA, and other public and private stakeholder groups.

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 Air Resources Supervisor I, the incumbent will use scientific and analytical principles and practices to support the development of effective policies, plans, strategies, and projects, either on an individual basis or as part of a team. This position will coordinate CARB review

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of and participate in the development of plans for state and federal air quality standards for various regions in Southern California, track compliance with California SIP activities including rules, and participate in other assignments in the Air Quality Planning Branch related to the development of regional air quality plans and strategies for emission reductions.

% of Time	Essential Functions
25%-E	Apply scientific methods and principles in the identification, study, and solution of air pollution problems to assist with the development and implementation of plans for State and federal air quality standards. Work as a member of a team or as a lead person on the policy and development of control strategies for air quality plans. Understand current control programs and identify the needed emission reductions from mobile and other sources of emissions. Serve as CARB staff expert on planning requirements related to the California Clean Air Act and State air quality standards.
20%-E	Work on or lead teams with other staff on Branch and Division-wide projects related to the State air quality programs and policy, as needed. Respond to inquiries about federal and State planning issues and draft correspondence, and informational materials as necessary. Understand and promote Administration and Boardwide policies on a broad range of other issues critical to CARB's mission. Write briefing papers, reports, fact sheets, letters, speeches, and testimony on air quality policies for the Executive Officers, the Chairman's Office, Cal/EPA, and the Governor's Office.
20%-E	Serve as CARB staff expert on policy and technical issues related to one or more air pollution control districts, identifying local issues and concerns related to the development and adoption of air quality plans or control strategies. Prepare analyses and written reports and bring appropriate issues to the attention of CARB management and staff; suggest strategies for addressing those needs, issues, and concerns. Represent CARB in discussions on district issues as needed. Represent CARB at District board and committee meetings as needed.
20%-E	Transmit air district rules to U.S. EPA for approval. Coordinate the air district rule process with U.S. EPA. Track U.S. EPA approval of SIP actions related to CARB and air district rules, and other California SIP revisions. Track CARB and air district progress in implementing plans.
10%-E	Analyze emerging statutory, legal and regulatory requirements and guidance; determine priorities for CARB action; and work with other divisions and agencies to formulate CARB's response. Develop alternative approaches on significant policy issues to accommodate California's unique needs and make recommendations to CARB management.

% of Time	Marginal Functions
5%-M	Represent CARB at statewide conferences and meetings with government agencies, industry groups and the public. Advocate CARB's views in meetings with stakeholders, and where possible, build consensus positions. Perform other

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	duties as may be necessary to meet the requirements of the section. Occasional travel may be required.
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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 preparation. Lifting and carrying objects weighing up to 25 pounds may be necessary. Occasional exposure to outdoor weather, dust, or noise.

Typical Working Conditions

The position is located in a smoke-free high-rise building in downtown Sacramento. The regular schedule is Monday through Friday, and the role is eligible for an Alternative Workweek Schedule. Some days can be fast-paced, with shifting priorities and preparation for meetings, including briefings for management, program clients, and external partners. Occasional travel may be required within the local area and throughout the state.

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 5 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
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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*

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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? ☐ Yes ☐ 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.