

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 1 of 5

Duty Statement

☐ Current ☒ Proposed		
RPA Number: Employee ID	Classification Title: Librarian	Position Number: 673-310-2951-001
Incumbent Name:	Working Title: Librarian	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Research Division	Section/Unit: Climate and Health Analysis and Library Services	Reporting Location: 1001 I Street Sacramento CA 95814
Supervisor's Name: Barbara L Weller	Supervisor's Classification: Air Resources Supervisor I	CBID: R21
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

Under the Climate and Health Analysis and Library Services Section the position operates the California Environmental Protection Agency (CalEPA) Library (also known as the Science and Technical Library) and the CalEPA Law Library. The Climate and Health Analysis and Library Services Section investigate how exposure to ambient air pollution, climate change, and inequity impacts the health and welfare of the State's residents including vulnerable communities and sensitive populations, such as children and the elderly. The research sponsored and conducted by the section provides information for CARB and the public on the health impacts of air pollution for both communities and residents, including new areas of concern. The Section also operates the California Environmental Protection Agency (CalEPA) Library (also known as the Science and Technical Library) and the CalEPA Law Library.

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 minimal supervision of the Manager or Division management, the Librarian is fully responsible for performing professional librarian functions in the CalEPA Law and Science Libraries. The

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 2 of 5

incumbent provides training and outreach to all staff in the best use of bibliographic search tools and recommends improvements to the overall Library program to the Manager on new search tools and the most cost effective methods for maintaining and increasing the efficient functioning of the Library.

% of Time	Essential Functions
30%	Performs research and scientific library reference service for all staff. Communicates effectively with staff to understand research requests, analyzes requests to determine exactly what is needed, makes judgments and applies specialized knowledge of available resources to provide accurate, thorough answers. Maintains a strong, current working knowledge of informational materials and resources in the legal and scientific fields, including online research services used by California Environmental Protection Agency (CalEPA) attorneys and other scientific and health-related databases available to scientific and engineering staff. Investigates and maintains knowledge of resources available from other libraries, their policies and procedures, and utilizes them to meet research needs of CalEPA staff.
30%	Implements the CalEPA library strategic plan and develops and implements a workplan to achieve the strategic priorities in the plan. Provides the best and most cost effective online resources and subscriptions, provides recommendations on how the library resources can best achieve the Library's mission of providing CalEPA staff efficient access to the best scientific information. Researches options for updating library resources and organization and advises the Manager or Division management on suggested improvements to the CalEPA Library and its services to staff.
20%	Conducts literature searches on topics supplied by staff for documents and projects. Provides training and outreach to CalEPA staff in the best use of bibliographic search tools and other library resources that improve staff's ability to conduct research in areas pertinent to their programs. Evaluates training success and modifies training content in response to feedback. Periodically surveys staff to assess information resource and training needs. Develops a protocol and provides a monthly update on current literature on health impacts of climate change, air pollution, and air toxics that is relevant to CARB's programs.
10%	Administers subscription agreements for the law and science libraries. Reviews the individual agreements periodically for possible changes to improve the overall library collection; consults with, and makes recommendations to, the Manager about the library collection. Oversees the receipt of materials under the agreements and processes invoices for payment verifying their accuracy and adherence to agreement specifications. Communicates with vendors regarding

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 3 of 5

	usage, content and invoicing, and to renew and amend agreement details as needed.
	Reviews the adequacy of funding to meet the mission of the program; recommends changes to the Manager or Division management to improve the program.

% of Time	Marginal Functions
10%	Stays informed of developments in the missions, programs, activities and responsibilities of all CalEPA departments and boards, particularly those with legal or regulatory aspects that could impact informational resource needs in the CalEPA Library. Evaluates implications for the science and law libraries and in consultation with the Manager or Division management plans possible acquisitions of new materials, additions or changes in electronic resources, and any other adjustments in services to staff. Up to 5% travel may be required.

Typical Physical Conditions/Demands

- Position located in a high-rise building.
- Requires being stationary, consistent with office work, for extended periods.
- Standard office environment (artificial lighting, controlled temperature, etc.).
- Daily use of a personal computer, office equipment, and/or telephone.

Typical Working Conditions

This position may be eligible for hybrid in-office work and in-state telework. The amount of telework is at the agency's discretion and is based on the California Air Resource Boards' (CARB) current telework policy. While the CARB may support telework, some in-person attendance is also required.

The positions at the CARB may be eligible for telework with in-person attendance based on the operational needs of the position under Government Code 14200 for eligible applicants residing in California, subject to the candidate meeting telework eligibility criteria outlined in the CalEPA telework policy and/or future program need. Employees not residing in California are not eligible for telework. Regardless of hybrid telework eligibility, all employees may be required to report to the position's designated headquarters location at their own expense, as indicated on their duty statement.

Effective July 1, 2025, the California Department of Human Resources (CalHR) implemented the Personal Leave Program 2025 (PLP 2025). PLP 2025 directs that each employee shall receive a 3 percent reduction in pay in exchange for 5 hours PLP 2025 leave credits, monthly. The salary range(s) included in the job advertisement do not reflect the 3 percent reduction in pay.

Special Requirements of Position (Check all that apply):

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 4 of 5

- ☐ 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 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

Duty Statement – Workforce