

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number: TBD	Classification Title: Analyst II	Position Number: 673-210-5393-710
Incumbent Name: Vacant	Working Title: Enforcement Analyst II	Effective Date: July 2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Enforcement Division	Section/Unit: Enforcement Division Administration Section	Reporting Location: Sacramento - Depot Park
Supervisor's Name: TBD	Supervisor's Classification: Supervisor I	CBID: R01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Enforcement Division Administration Section (EDAS) is responsible for overseeing the administrative functions of the Enforcement Division (ED). The section provides analytical support services and expertise to over 200 Division staff and management in the areas of personnel, budgets, accounting, contracts, equipment, facilities and space planning, standard process for enforcement settlements, web page maintenance, and other functions.

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 Supervisor I, the Analyst II serves as the direct support to the Enforcement Settlement Agreement Coordinator and lead for the division Health and Safety coordination efforts, and ensure that division operational needs and deadlines are met. As the direct support to the settlement coordinator, the Analyst II must be able to adjust rapidly to new situations warranting attention and resolution; complete tasks or projects within short notice; develop and maintain cooperative working relationships; communicate effectively (both orally and in writing) in a tactful, professional, and courteous manner, and maintain confidentiality. As the division's health & safety coordinator, the Analyst II is primary liaison to CARB's Health and Safety Unit (HSU) with a role of improving health & safety awareness and compliance across the division.

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% of Time	Essential Functions
40%	Serve as back up to the Enforcement Settlement Agreement Coordinator in collecting, reviewing, tracking, and processing SA and standard process documentation for proper formatting, grammar, and to ensure completeness relative to legal templates, prior to Division Chief (DC) review. Process, prepare, and route SA packages for violator, or CARB signature. Review outgoing correspondence, reports, and materials for consistency with Agency policies, format, content, and grammar, ensuring that such documents are complete and acceptable for the DC's approval and/or signature. Ensure that SA and SEP documentation is accurate and includes appropriate language. Update and maintain the case settlement agreement and payment tracking Access databases to effectively gather and tabulate program-specific data. Develop, maintain, and update systems to track assignments, settlement agreements, and other information to ensure that work assignments are prioritized appropriately and completed in a timely and efficient manner. Coordinate with Accounts Receivable staff to resolve payment issues, provide and identify payor data, and review accounting reports to ensure received payments are logged. Coordinate with Legal Office and FSD to identify Alt-Account payment category coding. Interface with Legal Office staff regarding ED settlement issues and templates.
30%	Division Health and Safety Coordination: Lead the planning and coordination of Enforcement Division's (ED) health and safety efforts. Using scientific methods and principles and working closely with CARB's Health & Safety Unit (HSU) and Industrial Hygienist (IH), plan, organize, and implement ED health & safety training plan and associated activities. Serve as the division's liaison with HSU and effectively communicate concerns and information between both ED and HSU. Draft and evaluate division- and program-specific safety Standard Operating Procedures (SOP) to ensure the appropriate safety procedures, training requirements, and personal protective equipment are accurately and appropriately addressed. Identify job conditions that may require hazard assessments by the CARB IH or other consultative services; implement assessment-recommended hazard mitigation procedures and/or equipment use; and ensure said procedures are incorporated into the applicable SOP(s). Make recommendations to and advise ED management on appropriate corrective action for health and safety hazard and risk mitigation. Strengthen health & safety knowledge and effectiveness within the division. Track and monitor employee training and other recordkeeping required for Health & Safety compliance. Coordinate required and/or recurring health & safety training and medical monitoring for ED staff (e.g., annual Heat Illness Prevention Program (HIPP), Respiratory Protection Program training and monitoring, Hearing Conservation Program training and monitoring).

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25%	Review and evaluate existing administrative procedures/processes and make recommendations to streamline and achieve greater operational efficiency and effectiveness. Memorialize and implement administrative procedures, processes, and policies. Create and update guidance documents, reference material, handbooks, SharePoint sites and provide ongoing training for ED staff and management, in various administrative areas.
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% of Time	Marginal Functions
5%	Attend weekly team meetings, Division Liaison meetings, monthly management meetings, conferences, and all required and necessary training. Perform special projects and other ad hoc assignments. May be requested to serve as Point of Contact in the absence of the supervisor.

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 manipulation. May require occasional lifting or moving light materials weighing up to 40 pounds.

Typical Working Conditions

The incumbent primarily works in a smoke-free environment of a single-story office building in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Travel, including overnight travel, may be required locally and within the state. The incumbent will be expected to travel overnight between the Sacramento and Riverside Enforcement offices when necessary.

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-

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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:
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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:

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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.