

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-510-3887-082
Incumbent Name:	Working Title:	Effective Date: 7/21/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: Not applicable
Division/Office: Monitoring and Laboratory Division	Section/Unit: Regulatory Development Section, Regulatory Development and Program Support Branch	Reporting Location: Room 100 1900 14 th Street Sacramento, California 95811
Supervisor's Name: Louis Dinkler	Supervisor's Classification: Air Resources Supervisor I	CBID: R-09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Regulatory Development Section (RDS) resides within the Regulatory Development and Program Support Branch (RDPSB) and is responsible for providing project management oversight of rulemaking projects assigned to the Monitoring and Laboratory Division. Rulemaking projects include, but are not limited to new or amended performance standards vapor recovery systems for gasoline marketing operations, performance specifications for emission detection systems used to monitor oil and natural gas production operations, emission control standards for small offroad equipment and portable fuel containers, and new or amended stationary source test methods for criteria and air toxics pollutants. As part of the rulemaking process, RDS works closely with other divisions within CARB, other state agencies, air pollution control districts, community-based organizations, industry trade groups, equipment manufacturers, and members of regulated communities including small business owners to ensure compliance with the regulations is clear and transparent. In addition to rulemaking activity, RDS assists other sections within RDPSB with several related tasks such as field investigations, test method development, preparation of technical support documents, development of emission inventories, economic impact assessments, amending emission factors, and field work to support testing activities.

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.

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Position Description

Under close supervision (Range A and B) and under direction (Range C) of an Air Resources Supervisor 1, the incumbent performs the following professional duties to assist management and fellow professional staff in carrying out their responsibilities:

% of Time	Essential Functions
30%	Pre-rulemaking activities: Work with staff to develop identification of regulatory concept/framework, establish project milestones and timelines, stakeholder outreach and engagement activities, facilitate informal meetings, field visits, and laboratory tours, compile emission inventory and population data, gather cost inputs, prepare draft regulatory text, technical support documents, briefing materials for upper management, identify regulatory alternatives, facilitate public workshops, prepare written responses to informal comments, white papers and briefing memos
30%	Formal rulemaking activities: Work with staff to prepare 45-day notice, initial statement of reasons (staff report), economic and fiscal impact statement, compile rulemaking records, develop board hearing materials such as presentation, speaking points, and other documents, prepare formal written responses to public comments and final statement of reasons
30%	Implementation related activities: Prepare guidance documents, technology reviews, facilitate informational workshops, informational board hearings, assist in reviewing written responses to stakeholder inquiries, prepare agenda for meetings with air districts, other state agencies, and external stakeholders, participate in evaluations/investigations of in-use vapor recovery equipment, small offroad engines, and air pollution control equipment, identify and document opportunities to reduce emissions and costs

% of Time	Marginal Functions
5%	Develop new and update existing program webpage content, make documents "ADA accessible" for webpage uploading
5%	Complete routine training on a variety of subjects including administrative tasks and computer programs, perform other duties as necessary under the scope of the classification.

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. Moving objects weighing up to 25 pounds may be necessary. By participating on occasional field activities or site visits, incumbent maybe exposed to variety of weather conditions such as heat, cold, rain and wind, odors, dust, noise, vehicle emissions, or other environmental pollutants. To participate in field activity, the incumbent may be required to wear personal protective equipment including, but not limited to, a hard hat, safety shoes, hearing protection, reflective vest, nomex coveralls, hearing protection, gloves, respirator, or safety glasses.

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Typical Working Conditions

The incumbent works in a smoke-free environment on the first floor of a laboratory/office building in downtown Sacramento in an enclosed, office cubicle. The work schedule is Monday through Friday. The incumbent may be required to temporarily alter his/her work schedule, to work overtime during evenings and weekends, and to travel overnight to accommodate in person meetings or site visits.

Due to the MLD's matrix management organizational structure, the incumbent is expected to work collaboratively with multi-disciplinary teams (including taking direction from other supervisors within the division), the composition of each team will vary by project. Due to the wide variety of rulemaking projects that RDS will be engaged upon, the incumbent will be expected to take on new tasks that frequently require creativity, problem solving, and a genuine willingness to learn new skills.

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 10% of time base, within the state of California.
- ☐ 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: Louis Dinkler	Supervisor Signature: <i>Louis Dinkler</i>	Date: 6/2/2026
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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.)*

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Do you need reasonable accommodation to perform the essential functions of this position?

☐ Yes ☐ No

Employee Name:

Employee Signature:

Date:

Date