

## Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 1 of 7

### Duty Statement

☐ Current      ☒ Proposed

|                                                                                                      |                                                                                                                          |                                                                                                        |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| RPA Number:<br>TBD                                                                                   | Classification Title:<br>Air Pollution Specialist                                                                        | Position Number:<br>673-210-3887-071                                                                   |
| Incumbent Name:<br>TBD                                                                               | Working Title:<br>Enforcement Air Pollution Specialist                                                                   | Effective Date:<br>July 2026                                                                           |
| Tenure:<br>Permanent                                                                                 | Time Base:<br>Full-Time                                                                                                  | Intermittent Hours Per Month:<br>N/A                                                                   |
| Division/Office:<br>Enforcement Division                                                             | Section/Unit:<br>Vehicle Enforcement Section                                                                             | Reporting Location:<br>Riverside                                                                       |
| Supervisor's Name:<br>Axel Freund                                                                    | Supervisor's Classification:<br>Air Resources Supervisor I                                                               | CBID:<br>R09                                                                                           |
| Confidential Designation:<br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Designated Position for Conflict of Interest:<br><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Position Telework Eligible:<br><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Supervision Exercised:<br><input checked="" type="checkbox"/> None <input type="checkbox"/> Lead     |                                                                                                                          |                                                                                                        |

### General Statement

The Vehicle Enforcement Section (VES) is responsible for enforcing CARB regulations designed to improve air quality by reducing emissions generated by (1) non-compliant on-road vehicles, including cars, trucks, motorcycles, and kit cars, and (2) non-compliant off-highway recreational vehicles, including all-terrain vehicles, sand rails, sand cars, utility carts, golf carts, dirt bikes, other off-highway recreational vehicles with greater than 25-horsepower engines, and new pleasure craft engines and vehicles.

Enforcement services provided by the Vehicle Enforcement Section focus primarily on investigating complaints, tips, and leads concerning potentially non-compliant vehicles, initiating enforcement actions where violations are found, and resolving those cases, including providing support in cases that are referred to litigation.

The Vehicle Enforcement Section has primary responsibility for enforcement of On-Road Vehicle Program ("49-State Vehicle Program"), the Off-Highway Recreational Vehicle Program, the Dealership and Fleet Tampering Program, Marine Pleasure Craft and Outboard Engines Program, On-road Motorcycles, and the Tire Pressure Inflation Program. Enforcement services provided by the Vehicle Enforcement Section can encompass cases involving the Large Spark Ignition, Compression Ignition, and Small Off-Road Engine Programs, the After-Market Parts Program, and the Laboratory and Certification Fraud Program.

The programmatic responsibilities of the Vehicle Enforcement Section will evolve over time as current programs mature and new programs are implemented.

## Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 2 of 7

### 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

The Air Pollution Specialist apply scientific methods and principles to the study, identification, and solution of environmental problems, to enforce compliance with air quality standards, and to develop, modify, and improve regulatory measures and implementation plans.

| % of Time | Essential Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20%       | <b>Investigations:</b> Using scientific methods, engineering principles, and inspections to investigate complaints, tips, and leads concerning potentially non-compliant vehicles subject to the programs enforced by the Vehicle Enforcement Section, which includes among others, the On-Road Vehicle Program, the 49-State Vehicle Program, the Off-Highway Recreational Vehicle Program, the Dealership and Fleet Tampering Program, and the Tire Pressure Inflation Program, all regulated by the CARB. Properly maintain complete and accurate records of investigations.                                                                                        |
| 20%       | <b>Case Development:</b> Using scientific methods and principles to conduct interviews with complainants, informants, witnesses, suspected violators and other individuals who possess case information. Review files and other types of information. Perform audits of private and public records. Collect and catalog evidence. Conduct surveillance, take photographs, and utilize other applicable techniques. Assist in search/inspection warrants.                                                                                                                                                                                                               |
| 20%       | <b>Case Resolution:</b> Using engineering principles to analyze collected data, including but not limited to electronic vehicle control unit data, laboratory emission test data, and certification application reported data. Prepare and efficiently explain investigative reports that ultimately lead to corrective action, settlement, or referral to Office of Legal Affairs, EPA, California Attorney General, or United States Department of Justice. Properly log and maintain evidence and case files. Review case files to determine accuracy and completeness. Brief management and legal staff on findings. Assist with case prosecution and settlements. |
| 15%       | <b>Case Tracking:</b> Prepare and complete staff work, which includes, but is not limited to maintaining case tracking and other databases and writing technical and status reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 15%       | <b>Branch Support Activities:</b> When requested, conduct case investigations handled primarily by other business units, including cases involving Large Spark Ignition, Compression Ignition, and Small Off-Road Engine Programs, the Marine Craft and Outboard Engine Programs, the After-Market Parts Program, and the Laboratory and Certification Fraud Program.                                                                                                                                                                                                                                                                                                  |

**Duty Statement – Workforce**

ASD/HRB-12 (REV. 12/2025) Page 3 of 7

| % of Time | Marginal Functions                                                                                                                                                                                                                                                                                                                        |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10%       | <b>Other duties:</b> Prepare other required reports, correspondence, audio/visual presentations, and serve as resource of technical information, including review of current and proposed regulations for enforceability as well as other projects assigned. May perform other duties within the scope of the classification as required. |

**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 20 pounds.

**Typical Working Conditions**

The incumbent primarily works in a smoke-free environment of a three-story office building in an enclosed, windowed office cubicle. The incumbent may conduct inspections at dealerships, fleets, auctions, manufacturers, and retail/wholesale outlets. Assignments may involve working at elevated heights, in cramped or confined spaces, or near fast-moving machinery, equipment, or traffic. Duties may require lifting or moving materials weighing up to 40 pounds. The investigator may be exposed to outdoor weather, dust, fumes, chemicals, biological materials, and high noise levels. The use of specialized safety equipment or personal protective equipment—such as respirators, safety eyewear, gloves, protective clothing, and hearing protection—may be required. The position may also require periodic medical monitoring, including annual hearing examinations or other job-related evaluations. The work schedule is Monday through Friday. Occasional evening and weekend work may be necessary when the department is mission tasked. Travel, including overnight travel, may be required locally and within 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 40 percentage
- ☐ Bilingual Fluency needed in \_\_\_\_\_(language)
- ☐ Other-

**Duty Statement – Workforce**

ASD/HRB-12 (REV. 12/2025) Page 4 of 7

**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: |
|------------------|-----------------------|-------|

**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? |                     |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No                                  |                     |       |
| Employee Name:                                                                            | Employee Signature: | Date: |

## Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 5 of 7

### Definitions/Instructions

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**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*

## Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 6 of 7

*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.

## **Duty Statement – Workforce**

ASD/HRB-12 (REV. 12/2025) Page 7 of 7

- **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.