

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resources Engineer	Position Number: 673-450-3735-002
Incumbent Name: Vacant	Working Title: Air Resources Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: PPMB/CCRS	Reporting Location: Sacramento HQ
Supervisor's Name: Syd Partridge	Supervisor's Classification: Air Resources Supervisor 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 Climate Change Reporting Section is responsible for the development and implementation of regulations for the reporting of greenhouse gases (GHGs) by major sources in California to support the Cap-and-Invest and the Cost of Implementation Fee Regulation, and the Statewide GHG Inventory. The Section evaluates and develops emissions monitoring and quantification methods to support GHG reporting and GHG control strategies, implements and maintains the Mandatory Reporting Regulation (MRR), maintains the California electronic Greenhouse Gas Reporting Tool (Cal e-GGRT), and assists reporters with compliance. The Section will work with other California Air Resources Board (CARB) divisions, and other State agencies, and external organizations to formulate regulations and tools to assist GHG emissions estimation and reporting.

Competencies

As an Air Resources Engineer, the incumbent must strive to develop at least Choose Competency Level. proficiency in the competencies of collaboration; communication; customer engagement; digital fluency; diversity, equity, inclusion, and belonging; innovative mindset; interpersonal skills; and resilience.

To successfully perform the job's essential functions while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives, and Goals, the incumbent must also strive to develop Choose Competency Level. proficiency in the following competencies:

- innovative mindset
- communication
- customer engagement

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Position Description

Under the direction of an Air Resources Supervisor I, the Air Resources Engineer (ARE) utilizes engineering knowledge and skills to perform field and office technical analyses of data related to the mandatory GHG reporting program, develops methods for analyzing and reporting data, and advises and consult with federal, state, and local agencies involved in climate change and other air pollution control activities which often involves extensive public and professional contacts. The ARE also provides analysis support of GHG data in support of the Cap-and-Trade Program, the COI Fees Program, and the Statewide GHG Inventory. The position requires close interaction and teamwork with CARB staff and management across Branches and Divisions, as well as staff and management from other public and private organizations.

This position may require the ARE to voluntarily agree to a background criminal and credit check to ensure the integrity of the carbon market program due to the position's access to market sensitive information

% of Time	Essential Functions
25%	Using engineering and scientific principles and concepts, evaluates, develops, and updates emissions reporting methods, guidance documents, and reporting tools and training materials in support of mandatory GHG emissions reporting. Applying scientific principles, collects, analyzes, and interprets data and studies, and is in contact with representatives of public agencies, private organizations, and stakeholders.
25%	Using engineering and scientific principles, provides support for Cap-and- Invest, Cost of Implementation Fee, and Statewide GHG Inventory related projects, which may include data assurance and emissions quantification. Analyzes and interprets GHG emissions data and emissions estimation methodologies from government and private sources and organizations.
15%	Writes technical reports, memos, letters, report summaries, and oral presentations for CARB management and the general public, including private industry and environmental organizations. Presents emissions estimation, reporting and inventory concepts and data to Board members, upper management, and the general public in workshops and hearings.
15%	Using engineering and scientific principles, contributes to the rule development process, through development of regulatory language and supporting materials. Prepares and makes workshop presentations, facilitates workgroup discussions, prepares meeting announcements and agendas, responds to public comment, and recommends actions to CARB management. Works cooperatively with public and private organizations through technical committees focused on development of the statewide GHG mandatory reporting program.

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15%	Using engineering and scientific principles, contributes to quality assurance of data using engineering methods and scientific judgment.
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% of Time	Marginal Functions
5%	Assists Section manager in planning, organizing, and implementing Section enforcement activities, and special assignments as needed.

Typical Physical Conditions/Demands

This position requires sitting, standing, walking, bending, and reaching. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. When traveling on work, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

The incumbent works in a smoke-free environment on the 6th floor of a high-rise office building in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Currently, hybrid work option is available with 60 percent telecommute but this could change in the future. Travel may be required locally, within the state, and outside 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

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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
