

## Duty Statement – Workforce

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### Duty Statement

☐ Current ☒ Proposed

|                                                                                                      |                                                                                                                             |                                                                                                        |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| RPA Number:                                                                                          | Classification Title:<br>Analyst II                                                                                         | Position Number:<br>673-810-5393-###                                                                   |
| Incumbent Name:                                                                                      | Working Title:<br>Analyst II                                                                                                | Effective Date:<br>Click or tap to enter a date.                                                       |
| Tenure:<br>Permanent                                                                                 | Time Base:<br>Full-Time                                                                                                     | Intermittent Hours Per Month:                                                                          |
| Division/Office:<br>Administrative Services<br>Division                                              | Section/Unit:<br>Health and Safety Services<br>Section / Internal Investigation<br>Unit                                     | Reporting Location:<br>1001 I Street, Sacramento, Ca<br>95814                                          |
| Supervisor's Name: Francisco<br>Rodriguez                                                            | Supervisor's Classification:<br>Supervisor II                                                                               | CBID: R01                                                                                              |
| Confidential Designation:<br><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Designated Position for Conflict<br>of Interest:<br><br><input type="checkbox"/> Yes <input checked="" 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 Health and Safety Services Section (HSSS) provides health and safety related administrative support services to California Air Resources Board (CARB) staff. The Internal Investigation Unit's (IIU) mission is to provide investigative support to our internal and external CARB employees, contractors, and stakeholders by providing a safe and healthy work environment. Bullying, harassment, intimidation, stalking, threats, and acts of violence contribute to the creation of a hostile work environment and impact health, wellness, and safety of CARB's workforce members and stakeholders. CARB prohibits this conduct in any state workplace, including remote work environments while performing state duties.

### 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 Health and Safety Services Section Chief (Supervisor II) the Analyst II is responsible for, but not limited to, providing investigation support to internal and external CARB employees, contractors, and stakeholders to ensure a safe and healthy work environment free from bullying, harassment, intimidation, stalking, threats, and acts of violence. Collaborates with the Industrial Hygiene and Safety Section (IHSS) to conduct safety investigations of occupational accidents and near-miss incidents and conduct safety investigations of CARB buildings.

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This work is important, time sensitive, and requires strong written and verbal communication skills. The incumbent is expected to demonstrate a positive attitude and commitment to providing quality service that is accurate, timely, and exceeds customer expectations. The incumbent will support and promote a positive work environment and productive relationships with all staff in an ethical and professional manner. The incumbent is expected to secure confidential information from unauthorized disclosure.

| % of Time | Essential Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35%       | Independently conducts Workplace Violence (WPV) investigations. The investigator is responsible for conducting thorough and impartial WPV investigations by reviewing incoming complaints to determine whether they meet the criteria under CARB's Workplace Violence Prevention Policy, and reviewing interviews and other information presented by employees to ascertain if the WPV Prevention Program has been violated. Duties include examining relevant documents and evidence, retaining documents appropriately, developing tailored interview questions, coordinating and scheduling interviews, and conducting comprehensive interviews with complainants, respondents, and witnesses. The investigator analyzes all collected information to identify findings, and prepares a clear, well-supported investigative report that accurately reflects the facts, policy considerations, and conclusions of the investigation. |
| 35%       | Independently conducts Standards of Conduct (SOC) investigations. This includes reviewing incoming complaints to determine whether they fall within the scope of CARB's Standards of Conduct policy, gathering and analyzing relevant documents and evidence, retaining documents appropriately, and developing case-specific interview questions. The investigator coordinates and schedules interviews and conducts thorough, impartial interviews with complainants, respondents, and witnesses. After evaluating all collected information, the investigator identifies substantiated findings and prepares a clear, well-supported investigative report that accurately reflects the facts, applicable policies, and conclusions.                                                                                                                                                                                                 |
| 25%       | In collaboration with the Industrial Hygiene and Safety Section (IHSS), conducts investigations of occupational accidents and near-miss incidents by reviewing relevant documentation, performing necessary testing or inquiry, interviewing involved and knowledgeable individuals, and preparing comprehensive written reports outlining root cause(s) and contributing factor(s). Based on the findings of these investigations, carries out targeted safety inspections, documents results, and works with the IHSS and Program staff to develop and implement corrective actions that address identified workplace hazards, and maintain compliance with Cal/OSHA and other applicable regulatory agencies.                                                                                                                                                                                                                       |

| % of Time | Marginal Functions                                                                                                                                  |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 5%        | Conducts miscellaneous investigation-related tasks as needed for CARB. May perform other duties within the scope of the classification as required. |

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### 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. Occasionally, you may be exposed to outdoor weather, dust, or noise.

### Typical Working Conditions

The incumbent works in a smoke-free environment in a high-rise office building in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. 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 25 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:<br>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.)*

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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