

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 1 of 6

Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-710-3887-085
Incumbent Name: Vacant	Working Title: Air Pollution Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Air Quality Planning and Science Division	Section/Unit: Criteria Pollutant Inventory Section	Reporting Location: Sacramento CalEPA Building HQ
Supervisor's Name: David Edgar	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 Criteria Pollutant Inventory Section develops, maintains, and improves California Air Resources Board (CARB's) criteria pollutant and toxics emission inventories. The section coordinates with local air districts and internal groups to address data gaps in understanding air pollution, collect emission estimates, develop emission estimation methodologies, conduct pollutant emissions studies, and support community-level health assessments. This position supports this through technical analysis, research, and stakeholder engagement.

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 direction of an Air Resources Supervisor I, the incumbent is responsible for developing, implementing, and evaluating emission estimates and forecasts for use in regulations, attainment plans, and other CARB and district programs. The position requires a high degree of initiative and judgment and plays a key role in supporting the strategic goals of the Air Quality Planning & Science Division.

% of Time	Essential Functions
30	Create and maintain updated control profiles that align with the most current control technology and rulemaking for specific sectors. Coordinate with other

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 2 of 6

	CARB and district staff to continually update these profiles to ensure that the emission inventory forecasting system remains up-to-date.
30	Serve as an Air District Liaison, acting as the primary point of contact for local air districts. Train and keep district staff informed about CARB inventory guidelines and policies, develop and implement quality control and quality assurance processes to validate and verify the criteria emissions inventory, and collaborate with local air districts to assist them and resolve data discrepancies.
15	Coordinate year-round activities for updating and maintaining California's criteria and toxics statewide inventory, apply scientific concepts to design and develop databases for storing and retrieving emissions data, and collaborate with local air districts to perform regular database updates.
10	Contribute to the development of visualization tools that facilitate the review of emissions inventories and emissions forecasts. Coordinate with CARB staff on related issues. Respond to inquiries from CARB, local air districts, and the public related to emission inventory matters.
10	Conduct thorough assessments of emissions forecasts to ensure their accuracy and reliability. Should any issues arise related to the growth and control assumptions underlying these forecasts, coordinate with CARB and district staff to address and resolve them promptly.

% of Time	Marginal Functions
5	Other duties: Prepare other required reports, correspondence, assist with Division projects, and develop presentations. May perform other duties within the scope of the classification.

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment. Requires prolonged periods of sitting at a desk and working on a computer. Involves frequent use of standard office equipment such as computers, phones, copiers, and printers. May require occasional lifting and carrying of materials weighing up to 25 pounds. Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a climate-controlled office environment. Involves prolonged periods of sitting at a desk and working on a computer. May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing. Noise levels are typically low to moderate. May involve occasional travel to attend meetings or trainings.

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)

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 3 of 6

- | |
|---|
| ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. |
| ☐ Travel up to _____ 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
------------------	-----------------------	---------------

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: Date

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 4 of 6

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

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 5 of 6

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 6 of 6

- **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.