

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed		
RPA Number: TBD	Classification Title: Air Pollution Specialist	Position Number: 673-210-3887-034
Incumbent Name: TBD	Working Title: Enforcement Air Pollution Specialist	Effective Date: July 2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Enforcement Division	Section/Unit: Engine & Parts Enforcement Section	Reporting Location: Riverside
Supervisor's Name: Stephanie Maalouf	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 Engine and Parts Enforcement Section (EPES) is responsible for enforcing California Air Resources Board's (CARB) regulations designed to improve air quality by reducing emissions generated by noncompliant engines, including Large-Spark Ignition (LSI) engines and fleets, Compression Ignition (CI) engines, and Small Off-Road Engines (SOREs), noncompliant add-on and modified aftermarket parts, including catalytic converters, fuel injectors, turbochargers, superchargers, tuning devices, telematics/diagnostic devices, and other engine performance enhancers, and noncompliant portable fuel containers, marine fuel tanks, and small refrigerant canisters. EPES is also responsible for the Laboratory and Certification Fraud Program, which is primarily associated with unapproved Auxiliary Emission Control Devices (AECD) and defeat devices. Enforcement services provided by EPES can encompass cases involving 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. Enforcement services provided by EPES focus primarily on investigating complaints, tips, and leads concerning potentially noncompliant engines, parts, specialty products, and laboratory and certification fraud, initiating enforcement actions where violations are found, and resolving these cases, including providing support in cases that are referred for litigation. The programmatic responsibilities of EPES will evolve over time as current programs mature and new programs are implemented.

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 the general direction of the Section Air Resources Manager I of EPES, the Air Pollution Specialist (APS) analyzes technical data, prepares accurate reports, develops case files and correspondence, and works independently to fulfill responsibilities to the public, the Board, and the regulated industry. This class also includes a specialization in several areas including environmental inspections and investigations. The APS is responsible for investigating and resolving many complex mobile source violations while using technical expertise and analysis.

% of Time	Essential Functions
25%	Case Development: Use scientific principles and multiple database types to investigate and document violations relating to vehicle and engine certification and the other programs in the Section. Case development involves the precise documenting of violations, writing reports, leading and summarizing meetings in the form of meeting notes, and coordination with the Office of Legal Affairs and other CARB staff as necessary.
20%	Investigations: Use scientific principles to investigate complaints, tips, and leads concerning potentially non-compliant engines and parts subject to the LSI Engine Program, the CI Engine Program, the SORE Program, the After-Market Parts Program, the Portable Fuel Container Program, the Marine Fuel Tank Program, the Canned Refrigerant Program, and primarily the Laboratory and Certification Fraud Program. Interface with engineers from other CARB divisions, from engine or vehicle manufacturers, and EPA, performing analysis on auxiliary emission control devices, on-board diagnostics information, making decisions on the compliance and enforcement action necessary. Collect, compile, and analyze OBD data for OBD related enforcement cases. May also need to perform field inspections for programs pertaining to the Section or Branch as required.
20%	Case Resolution: Use scientific principles to analyze collected data. Analyze test reports. Prepare investigative reports that will ultimately lead to corrective action, settlement, or referral. Properly 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.
20%	Case Tracking: Prepare and complete staff work, which includes, but is not limited to maintaining case tracking through updating the branch Microsoft Excel databases and other databases such as Enforcement Division's Investigative Management System (IMS). Prepare and write technical status reports that summarize the status of an ongoing enforcement case.
10%	Branch Support Activities: When requested, conduct case investigations handled primarily by other business units, including cases involving On-Road Vehicle Program, the 49-State Vehicle Program, the Off-Highway Recreational

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	Vehicle Program, the Dealership and Fleet Tampering Program, and the Tire Pressure Inflation Program. Run financial analysis through the ABEL model.
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% of Time	Marginal Functions
5%	Prepare and complete staff work, which includes serving as a resource of technical information. Prepare and deliver technical and informational presentations and review current regulations for enforceability, and other projects as assigned. Attend off-site meetings, training, and conferences. 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. You may be exposed to outdoor weather, dust, or noise. 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 stores, shops, warehouses, and dealerships. The work schedule is Monday through Friday. 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 10%
- ☐ 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.

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Supervisor Name:	Supervisor Signature:	Date:
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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.)*

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date:

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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

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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.

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- **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.