

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number: TBD	Classification Title: Air Pollution Specialist	Position Number: 673-210-3887-040
Incumbent Name: Vacant	Working Title: Enforcement Air Pollution Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Enforcement Division	Section/Unit: Permit Evaluation & Support Section	Reporting Location: Sacramento - Depot Park
Supervisor's Name: Courtney Graham	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 Permit Evaluation and Support Section (PESS) is responsible for providing a broad range of permit support services to air quality management and air pollution control districts (districts) throughout the State. PESS provides direct review of proposed air quality permits, emission reduction credits, district rules/regulations and policies, and supporting data to ensure that local permits, policies, and rules effectively support California's efforts to achieve and maintain State and federal air quality standards.

PESS rule review functions include implementation of the SB 288 program, or "anti-backsliding" provisions, as they pertain to District New Source Review (NSR) programs. PESS also provides oversight of air district permit programs as required by State law (California Health and Safety Code sections 41500 and 42500 et seq). Oversight of District programs may include District audits and program reviews. PESS provides technical expertise to CARB Divisions in support of analyses as necessary, including legislative proposals, proposed federal regulations, toxics programs, and enforcement actions within CalEPA. PESS is also responsible for enforcing other State regulations, including emission control and reporting requirements applicable to stationary sources, adopted pursuant to State law.

PESS administers the Distributed Generation (DG) Certification program (California Health and Safety Code Sections 94200-94214). Applications are received and evaluated, and Executive Orders are issued for certified equipment.

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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

Incumbents apply scientific methods and principles in the identification, study, and solution of air pollution problems. Incumbents support and evaluate permitting and rules programs across the state;; assess the impacts of new emission sources or changes to regulation of current emission sources; coordinate air pollution control programs with other public agencies; evaluate regulatory measures and implementation plans and procedures for air pollution control; evaluate compliance with air quality standards; and, prepare feasibility studies and compute cost effectiveness of proposed standards and control measures. Incumbents may also represent the CARB in various operations, speak before groups, answer inquiries, and prepare reports and correspondence. Incumbents are expected to be knowledgeable in New Source Review regulations, Emission Reduction Credit banking programs, source specific reasonably available control technology/best available retrofit control technology (RACT/BARCT) regulations, emission control technologies, and data analysis techniques. Staff in the section are expected to be able to work independently and as part of teams. Incumbents may work on projects that involve staff from other Sections and Branches within the Division.

% of Time	Essential Functions
35%	Advise and consult with Federal, State, and local agencies involved in air pollution stationary source permitting and control: Using scientific methods and principles, research federal, state, and local environmental regulations. Work through and with other agencies and divisions within CARB to obtain information necessary to address questions received from air districts, the public, and other government agencies. Review air district permits to ensure they are enforceable and accurately and comprehensively reflect engineering standards as well as applicable requirements of local, State and federal laws and regulations, including Best Available Control Technology requirements. Provide feedback to CARB management and then to air districts where documents reviewed do not meet legal standards. Coordinate the identification and sharing of best scientific and engineering and enforcement practices between air districts, enforcement, permitting, engineering staff and PESS staff. Review proposed and adopted rules to ensure requirements reflect legal and engineering standards; provide feedback to district staff on concerns, when necessary. Review technical comments and concerns provided by other CARB staff, when such comments are provided. Periodically participate in rulemaking workshops.
35%	Perform field and office duties related to air pollution programs; conduct investigations, inspections, and studies: Plan and conduct inspections of complex stationary sources of air pollution in coordination with staff from assigned air district(s). Perform field and office investigations for violations of federal, State

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	and local air pollution control laws and regulations. Review facility schematics and other scientific and permit based documentation to determine if air pollution control equipment is properly installed and sufficiently well maintained, to ensure compliance with local permitting requirements and engineering standards. Review technical reports and other types of information necessary to understand facility compliance status and history.
25%	Prepare scientific reports and documentation: Prepare investigation reports to document findings for each inspection conducted and thoroughly document investigations. Prepare training materials and training district staff based on inspection and investigation reports. Work with PESS management, assigned CARB attorney(s), and assigned air district staff to resolve cases through negotiated settlement or administrative/judicial proceedings. Act as an expert witness in Board or court actions. Maintain hard-copy and electronic case files. Prepare necessary memoranda, letters, settlement agreements and other documents necessary to effectively manage cases through all stages of case resolution process.

% of Time	Marginal Functions
5%	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 40 pounds.

Typical Working Conditions

The incumbent primarily works in a smoke-free environment of a single-story office building in an enclosed, non-windowed office cubicle. 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 20 percent

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- | |
|--|
| ☐ 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: Courtney Graham	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.