

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-450-3887-946
Incumbent Name: Vacant	Working Title: Air Pollution Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Industrial Strategies Division	Section/Unit: Fuels Specification Section	Reporting Location: Sacramento
Supervisor's Name: Patrick Houlihan	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 Fuels Specifications Section (FSS, or Section) within the Oil and Gas and GHG Mitigation Branch (OGGMB) develops and implements the regulations to authorize new fuel blends and fuel specifications in California. FSS evaluates and addresses emissions and potential impacts of increased participation in existing programs such as the Low Carbon Fuel Standard (LCFS) resulting from use of these fuels in the California market. FSS also provides technical support to all impacted parties involved in fuels production, distribution, and use. The Section provides support for other projects in OGGMB and other fuel-related programs across California Air Resources Board (CARB) divisions.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration; communication; customer engagement; digital fluency; diversity, equity, inclusion, and belonging; innovative mindset; interpersonal skills; and resilience.

Position Description

Working under the close supervision of the Air Resources Supervisor I (ARS I) and closely with a team of Air Pollution Specialists and Air Resources Engineers, the incumbent is responsible for assisting in rulemaking activities in the section. Including, writing documents related to the rulemaking, and working with other CARB groups to ensure adherence to deadlines,, assisting with public meetings and workshops as needed, developing, reviewing and sending notices related to the regulation, and keeping track of fuels-related news and data . Reviewing and updating CARB's Fuels and Gasoline webpages for accuracy and currentness. The responsibilities of this position may evolve as the program matures. This position my require Statewide travel up to 5%.

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% of Time	Essential Functions
35% - E	Using scientific knowledge and skills, performs compilation of data sources, which identify potential emissions and environmental impacts from transportation fuels evaluated for use in California. Analyzes and evaluates technical data to develop regulations for control of criteria pollutant and GHG emissions from these fuels. Determines the feasibility, cost-effectiveness, environmental and social economic impacts of control strategies and regulations. In addition, conducts surveys, develops presentations, fact sheets, and other educational materials.
25% - E	Use scientific knowledge and skills to analyze and synthesize emissions data and other information from peer-reviewed research papers and other sources of information on emissions from fuels. Independently develops and performs technical evaluations on the formation and type of emissions from fuels, and their impact on air quality and climate change. Plans and organizes technical research studies to develop technical data to support emissions analyses on various projects.
15% - E	Collects data to provide a basis for control measures and regulations. Reviews current technical literature and data to provide background and expertise for tasks described above. Prepares clear and accurate technical documents and reports related to the activities described above, which may be used for Board decisions.
10%-E	Coordinates and participates in meetings, workshops, telephone conferences with other governmental agencies, industry representatives, environmental groups and other interested parties related to criteria pollutant and GHG emission reduction programs. Communicates with interested parties, answer general inquiries, provide assistance to other sections, branches, or divisions.
10%-E	Reviews correspondence, technical reports, and other documentation in support of the tasks described above.

% of Time	Marginal Functions
5% - M	Occasional travel, field and site visits. Travel to attend conferences and give presentations.

Typical Physical Conditions/Demands

This position requires frequent sitting, standing, walking, bending, and reaching. Requires visual acuity to read and prepare documents and use a computer screen. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. Requires frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing. Moving objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise. May involve occasional travel to attend meetings or trainings. This position may be eligible for hybrid in-office work and in-state telework. The amount of telework is at the agency's discretion and is based on the California Air Resource Boards' (CARB) current telework policy.

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 or windowed office cubicle. The work schedule

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is generally Monday through Friday, and overtime may be required for occasional high priority deadlines. Travel may be required locally, within the state, or outside the state.

Special Requirements of Position (Check all that apply):

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| ☐ 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 <u> 5 </u> 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: Patrick Houlihan	Supervisor Signature:	Date: 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: Date

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Definitions of Competencies

Effective development of the identified Core Competencies fosters the advancement of the following Workforce Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity, Equity, Inclusion, and Belonging; 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.
- **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.