

Duty Statement – Workforce

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Duty Statement

☒ Current ☐ Proposed

RPA Number:	Classification Title: ART II	Position Number: 673-610-3873-955
Incumbent Name: Miles Hartman Backfill	Working Title:	Effective Date: 8/24/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Control Division	Section/Unit: Strategic Planning and Development	Reporting Location: Sacramento
Supervisor's Name: Elizabeth (Beth) White	Supervisor's Classification: ARS I	CBID: R11
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Strategic Planning and Development Section within the Heavy-Duty Diesel Strategies and Implementation Branch is responsible for implementing the Heavy-Duty Inspection and Maintenance (HD I/M) Regulation, now known as Clean Truck Check, to reduce greenhouse gas, criteria, and toxic air pollutant emissions from heavy-duty trucks. This includes managing emissions control technology evaluations of heavy-duty trucks, including vehicles with compliance issues and those suspected of potentially operating with tampered emissions control components. Further, this section is responsible for updating and implementing heavy-duty truck regulatory programs based on the state of emissions control technology to reduce multiple pollutants (potentially NOx, PM, CO2, black carbon) from the heavy-duty truck sector. As part of these efforts, the section works with federal, state, and local agencies, engine manufacturers, industry and environmental groups, and other stakeholders, as well as assists with other on-road and off-road heavy-duty regulations, advanced technology programs, and planning efforts.

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 supervision of an Air Resources Supervisor I, a Staff Air Pollution Specialist (SAPS), Air Pollution Specialists (APS) and Air Resources Engineers (ARE), the employee in this Air Resources Technician (ART) position will be responsible for duties related to the development and implementation of programs and regulations designed to reduce mobile source emissions statewide. The ART will assist in gathering data, developing, preparing, and finalizing rulemaking packages for

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California emissions standards for heavy-duty trucks. The ART's tasks may include researching various technologies and strategies, including gathering information on effectiveness and cost of various technologies, the practices of truck fleets and manufacturers, and the characteristics of programs aimed at reducing air pollution and improving fuel consumption. The ART may be asked to summarize data and information, perform calculations, write and edit correspondence and reports, as well as to answer questions from stakeholders affected by CARB's regulations and respond to information requests from the public. The ART may also be asked to support mining and analysis of California Department of Motor Vehicles data on a large scale or to provide compliance assistance to individual vehicle owners. Administrative tasks may include clerical work such as preparing handouts, arranging meeting logistics, and providing other administrative support to ARS IIs, ARS Is, SAPS, APSs, and AREs.

% of Time	Essential Functions
30%	Assist the APS/ARE/SAPS and ARS I and ARS II with administrative and clerical tasks such as formatting reports, preparing handouts, and arranging meeting logistics. Represent the program at outreach events to educate stakeholders on the regulation and answer questions on compliance requirements. Answer questions from stakeholders affected by CARB's regulations
25%	Assist the APS/ARE/SAPS with the assessment of heavy-duty vehicle regulatory programs. Research testing and reporting methods. Gather and summarize data and information, perform calculations, and write and edit correspondence and reports. Work closely with, and build professional relationships with, internal agency teams and external agencies to support the program's implementation.
20%	Assist the APS/ARE/SAPS in development and implementation of emissions standards for heavy-duty trucks and assessments of truck-related technologies. Research technologies and strategies, for example, by gathering information on effectiveness and cost of various technologies, the practices of truck fleets and manufacturers, and the characteristics of programs aimed at reducing air pollution and improving fuel consumption.
10%	Assist APS/ARE/SAPS in the Heavy-Duty Diesel Strategies and Implementation Branch with other projects as needed.

% of Time	Marginal Functions
5%	Other duties as required to support the work of the Heavy-Duty Diesel Strategies and Implementation Branch, including but not limited to, managing mailings, assisting at meetings and workshops, and assisting with various human resource-related projects.
5%	Perform technical work and testing of vehicle emissions equipment at field locations in California and respond to information requests from the public.

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. Lifting and

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carrying 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 Riverside, California, in an enclosed office cubicle. The work schedule is Monday through Friday. Travel may be required in California.

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 _1 - 2_____ 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: Elizabeth (Beth) White	Supervisor Signature:	Date: 8/24/2026
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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.