

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 1 of 7

Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resources Supervisor I	Position Number: 673-610-3762-025
Incumbent Name:	Working Title:	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Control Division	Section/Unit: Emerging Technologies and Incentives Section	Reporting Location: Sacramento/Riverside
Supervisor's Name: Nathan Dean	Supervisor's Classification: Air Resources Supervisor II	CBID: S09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☐ None ☒ Lead		

General Statement

The Innovative Heavy-Duty Incentives Branch implements heavy-duty incentive projects that equitably transform the transportation, agriculture, and freight sectors to the cleanest technologies possible, improve the well-being and quality of life for all Californians, and spur and support competitive markets. With open minds we use social, environmental, and economic justice as the guiding principles for our clean transportation policy.

The Emerging Technologies and Incentives Section (Section) is responsible for enabling and motivating every heavy-duty fleet to transform to the cleanest technologies possible by stimulating a supportive and competitive market through incentives. The Section oversees the Volkswagen (VW) Environmental Mitigation Trust, which provides about \$423 million for California to mitigate the excess nitrogen oxide (NOx) emissions caused by VW's use of illegal emissions testing defeat devices. The section also implements the Funding Agricultural Replacement Measures for Emission Reductions (FARMER) program which provides funding through local air districts for cleaner agricultural equipment to reduce emissions from the agricultural sector.

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

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 2 of 7

Under the direction of the Branch Chief, the Section Manager coordinates and supervises a Section of five staff in activities related to developing and implementing policies for the VW Environmental Mitigation Trust and the FARMER program. The section also assists staff throughout the Branch, Division, and Agency in developing and implementing incentive and regulatory strategies that center on carrying out the annual investments made in the California Air Resources Board's Funding Plan for Clean Transportation Incentives. Projects may be widely diverse and include research, training, and outreach activities. Some travel may be required.

% of Time	Essential Functions
30	Plan, organize, direct and evaluate activities of the Emerging Technologies and Incentives Section. This includes: making recommendations and decisions on staff assignments; developing norms for work products, monitoring work; evaluating staff performance; ensuring that staff has resources needed for work; creating a supportive work environment; dealing with conflicts; providing staff training and development; facilitation collaboration of staff within and external to the branch; working collaboratively with other branch managers; supporting the branch chief to achieve program objectives and act for the branch chief in their absence as directed.
20	Plan, organize and direct staff in developing emission reduction strategies for heavy-duty on- and off-road vehicle and equipment specifically through incentive programs designed to transform these sectors to zero emission. This includes ensuring complete research and technical analysis; ensuring public workshops, workgroups, and meetings provide a forum for information exchange and concept discussions; working with and respond to stakeholder questions and inquires in a timely manner; working with other divisions within the agency; reviewing technical analysis; developing policy recommendations; reviewing technical reports and regulatory documents; and ensuring all necessary deadlines are met.
20	Plan, organize and direct staff in the implementation of the VW Mitigation Trust and the FARMER Program. This includes: implementing existing and future legislative direction, overseeing outreach and coordination with other state and federal agencies, local air districts, manufacturers, nonprofit organizations, community based and grassroot organizations when applicable, to resolve technical, administrative, and policy issues related to projects. Travel to local air districts and other venues for workshops, workgroup meetings or other meetings to complete assignments associated all tasks.
20	Assist staff and other managers outside the Branch and Division in the development and implementation of the heavy-duty portions of CARB's Funding Plan for Clean Transportation Incentives. This includes playing an advisory role to assist in streamlined and smooth implementation of the various heavy-duty projects approved by the Board on an annual basis. Represent CARB in public conferences, external engagements, internal and external audits, program reviews and/or desk reviews to review or discuss CARBs accomplishments and lessons learned from investments in heavy-duty projects.

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 3 of 7

% of Time	Marginal Functions
10	Other duties as needed, including supervising Budget Change Proposal writing, responding to public inquiries, overseeing contracts, overseeing processing of invoices and payments, and reviewing reports. Travel may be required between Southern California and Sacramento offices as well as for public meetings.

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 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 on the 3rd 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 when the department is mission tasked. 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 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
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Employee Statement

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 4 of 7

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 5 of 7

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 6 of 7

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 7 of 7

- **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.