

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Office Technician (Typing)	Position Number: 673-910-1139-806
Incumbent Name:	Working Title: Office Technician	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Emissions Certification and Compliance Division	Section/Unit: Administrative Section	Reporting Location: Riverside
Supervisor's Name: Christine Iniguez-Jackson	Supervisor's Classification: Supervisor I	CBID: R04
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☐ Yes ☒ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Emissions Certification and Compliance Administrative Section (ECCAS) is responsible for the administration and budgetary aspects of the Emissions Certification and Compliance Division (ECCD). The section provides analytical support services in the areas of personnel budgets, accounting, contracts, travel, equipment, procurement, space planning, and other functions.

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 the general direction of the Supervisor I of ECCAS, the Office Technician (Typing) provides comprehensive clerical and administrative support to the Branch Chief and Managers of the In-Use Programs Branch and the On-Board Diagnostic Branch. The incumbent exercises a high degree of initiative and independence in performing assigned duties and ensures that administrative processes and office operations are organized, accurate, and efficiently routed. The position requires occasional contact with the public and internal and external stakeholders, including the handling of detailed and sensitive information. Responsibilities include the independent preparation and processing of correspondence requiring knowledge and application of applicable regulations, policies, and procedures. Strong judgment, discretion, and effective written and verbal communication skills are essential to successfully perform the duties of this position.

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% of Time	Essential Functions
35%	Type various documents from written drafts, compose and edit letters, memos, Board hearing documents, mail-outs and miscellaneous reports using established CARB policies and procedures; proofread, process, copy and distribute Branch documents as required. Schedule meetings and conference calls using Microsoft Outlook.
25%	Organize and maintain a filing system for memoranda, letters, reports and other documents using a computer system. Upload manufacturer authorization letters into the respective Branch electronic document management system and route copies to the appropriate internal and external individuals. Serve as the Division liaison for Public Records Act (PRA) requests by coordinating the receipt and routing of requests to appropriate staff, tracking response timelines, and monitoring progress to ensure compliance with statutory requirements and established deadlines. Collect, process and file monthly Fleet expense logs, mileage logs and tax forms.
20%	Process and distribute all incoming mail for ECCD. Independently monitor and track procurement shipments to anticipate delivery timelines, retrieve packages from the mailroom, and ensure timely distribution to appropriate staff. Maintain logs of incoming and outgoing assignments, monitor due dates, and follow up on outstanding or overdue items to ensure timely completion. Reproduce approved documents and distribute copies to relevant parties as necessary.
15%	Serve as the Division point of contact for Owl equipment and office supply check-out processes. Coordinate the issuance and return of equipment and supplies, maintain tracking records, and respond to staff inquiries regarding availability, procedures, and usage guidelines. Serve as a point of contact for the public, industry representatives, and other governmental agencies by providing accurate information regarding Division and Branch activities, including matters of a sensitive nature. Coordinate travel arrangements and prepare Travel Expense Claims for Branch personnel in accordance with applicable policies and procedures. Provide cross-coverage and administrative support to the Aftermarket Parts Certification and Audit Branch and the New Vehicle Engines Program Branch in the absence of, or as needed to support, the assigned Office Technician to ensure continuity of operations.

% of Time	Marginal Functions
5%	Create training guides and manuals. Other administrative support as required. Provide cross-training to staff with shared responsibilities to ensure adequate coverage during absences and maintain continuity of operations. Provide administrative support in personnel-related matters, including coordinating interview logistics, greeting and escorting candidates, and routing employment inquiries to the appropriate staff. Provide support for CARB-sponsored activities and initiatives, including ECCD All-Hands meetings, the California State Employees' Campaign, Bring Your Child to Work Day, and other division or department-wide events, as assigned.

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Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment. Requires prolonged periods of sitting at a desk and working on a computer. Involves frequent use of standard office equipment such as computers, phones, copiers, and printers. May require occasional lifting and carrying of materials weighing up to 25 pounds. Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

The majority of the work will take place in an open office setting in a cubicle environment. The Office Technician must have the ability to work in an office setting for up to 40 hours per week and remain at a workstation for extended periods while utilizing a personal computer, peripherals, and other office equipment with or without accommodation. The incumbent will be working in an office setting with both natural and artificial lighting. Strong interpersonal skills are required to interact effectively with consumers, the public, colleagues, and other stakeholders.

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 _____ 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

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*

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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/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.