

Duty Statement – Leadership

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Manager I	Position Number: 673-110-4969-XXX
Incumbent Name:	Working Title: EEO Officer	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Executive Office	Section/Unit: EEO	Reporting Location: Sac HQ
Supervisor's Name: Courtney P. Smith	Supervisor's Classification: CEA	CBID: M01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ Managerial ☐ Supervisory		

General Statement

The California Air Resources Board's (CARB) mission is to promote and protect public health, welfare, and ecological resources through the effective and efficient reduction of air pollutants while recognizing and considering the effects on the economy of the State. In support of this mission, the Executive Office (EO) is responsible for planning, organizing, and directing the activities of CARB, the Divisions within CARB, and the staff within those divisions. The Executive Office works closely with the Chair's Office and Board members, the California Environmental Protection Agency, the Governor's Office, other state agencies, the Legislature, and external stakeholders to carry out the mission of CARB.

CARB values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and the environment.

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.

Supervisors and managers are responsible for understanding and demonstrating the leadership competencies of business acumen, inspirational leadership, results-oriented, stewardship, talent management, and vision & strategic thinking.

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Position Description

Under general direction of the Principal Deputy Executive Officer and Executive Officer of the California Air Resources Board (CARB), the Manager I, Equal Employment Opportunity (EEO) Officer serves as Chief Advisor and Consultant to the Executive Officer of CARB and the Undersecretary for Environmental Protection of the California Environmental Protection Agency (CalEPA) on matters related to EEO. Incumbent oversees mission critical programs that align with the strategic goals of both organizations.

The EEO Officer will function as a managerial subject matter expert, having full authority to make management decisions on high-level and complex program issues. Incumbent will have an established reputation dealing with sensitive and confidential employee relation issues in the area of EEO and civil rights.

Incumbent is responsible for developing, coordinating, implementing and monitoring CARB's and the CalEPA Office of the Secretary's (OOS) internal investigations, EEO programs, and overseeing the Upward Mobility and Bilingual processes; providing direction and departmental oversight; and developing, implementing and coordinating CARB's and the OOS' Diversity and Inclusion initiatives.

Incumbent duties include reviewing and analyzing the impact or potential impact of new or amended legislation, rules, policies and procedures on EEO related matters including providing recommendations to the Executive Officer and Undersecretary and addressing related issues.

Incumbent must establish, maintain, and foster effective working relationships with internal and external stakeholders including Labor Relations, Training Office, Human Resources Office, Business Services, and Legal.

This position requires the ability to work under pressure to meet deadlines. The incumbent is required to have an extensive knowledge of various laws, rules, policies and procedures in the EEO and civil rights areas; work cooperatively with others; respond to emergency demands on short notice; exercise a high degree of initiative, independence of action, and originality; demonstrate tact and a high degree of good independent judgment; communicate effectively; easily adapt to changing priorities; and maintain consistent, regular, and predictable attendance.

% of Time	Essential Functions
35%	Equal Employment Opportunity Officer Manage, administer, and monitor EEO related programs and serve as an advisor and resource manager to the Executive Officer of CARB and the CalEPA Undersecretary regarding their respective EEO program matters; evaluate, update, and develop EEO policies in order to support a workplace free of harassment and discrimination and that fosters respect, inclusion and diversity based on policy, procedure, practice and applicable federal and state laws and rules. Promote, develop, and apply approaches to achieving and maintaining a diverse and positive workforce; provide alternatives and recommendations to Executive Management on implementation and compliance with laws, rules, and regulations

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	related to civil rights and EEO related policies, procedures, and practices; interpret and apply Title VI and Title VII of the Civil Rights Act of 1964, section 503 of the Rehabilitation Act, the California Fair Employment and House Act, and the Americans with Disabilities Act, including compliance with the California Building Code, Title 24 access regulations. Serve as a member on the CARB/CalEPA joint Disability Advisory Committee (DAC) and provide leadership and guidance to the DAC; report on DAC activities and initiatives to the Executive Officer and the Undersecretary. Direct and supervise a small team of technical and analytical staff in the implementation of EEO Office programs, investigations, training, and policy development. Train, lead, and mentor staff to achieve EEO Office goals and initiatives that ensures departmental compliance and a workforce free of discrimination and harassment.
25%	Complaint/Investigation Management Oversee, analyze, manage, and evaluate the EEO discrimination complaint tracking system for CARB and the OOS; report findings of departmental complaint activity and make recommendations on solutions and alternatives to the Executive Officer and the Undersecretary regarding their respective programs. Direct EEO staff to conduct objective and thorough investigations on potential EEO violations. Independently conduct the most sensitive investigations, prepare comprehensive investigative reports, and inform and advise the Executive Officer and the Undersecretary on all EEO investigation outcomes related to discrimination and harassment complaints for their respective programs. Coordinate and consult with internal and external legal counsel including the Department of Justice, Attorney General's Office, which may be necessary to respond to complaints of discrimination including complaints filed with Equal Employment Opportunity Commission (EEOC) and the Department of Fair Employment and Housing (DFEH).
10%	Upward Mobility Program Administrator/Limited Examination and Appointment Program Coordinator Serve as the Upward Mobility Program (UMP) Administrator and partner with CARB's and the OOS' Training Officers to provide consultation and guidance on their respective programs. Responsibilities include the formulation of policy and procedures. Ensures that UMP selection criteria and process is conducted in a fair and equitable manner and continually evaluates the programs for efficiency, improvement, alignment and EEO policies, CARB's and OOS' organizational mission, core values, and strategic goals. Oversees CARB's and the OOS' Limited Examination and Appointment Programs (LEAP). Facilitate and monitor the hiring of persons with disabilities through LEAP. Ensure that requirements of LEAP are met, and provide guidance and consultation to hiring managers and LEAP candidates.

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10%	Sexual Harassment Prevention/Respectful Workplace Training Conduct research, policy analysis and formulation related to sexual harassment prevention and workplace conditions, including the design, coordination and delivery of sexual harassment prevention and respectful workplace training, as directed by state laws, rules, and regulations. Ensure CARB's and OOS' sexual harassment prevention trainings meets all objectives outlined by the DFEH, is comprehensive, effective, and delivered timely and in compliance with applicable laws, rules and policies.
5%	Disability Accessibility Program Oversight Oversees and facilitates the CARB/CalEPA joint Disability Advisory Committee (DAC). Analyzes the impact or potential impact of new or amended legislation, rules, policies and procedures by ensuring employees with disabilities are accommodated appropriately. Works with human resources staff and DAC members to develop and implement projects to improve personnel practices and employment opportunities for persons with disabilities. Serves in an advisory capacity on the DAC to ensure departmental compliance with the Americans with Disabilities Act (ADA).
5%	Bilingual Program Oversight Provides guidance to CARB and the OOS in conducting biennial language survey every even year and, if applicable, the implementation plan every odd year, to ensure timely submission to CalHR to meet the requirements of the Dymally-Alatorre Bilingual Services Act.
5%	Fair Hiring Practice Oversight Manages the Competitive Rating Report (CRR) process and CRR forms. Ensures that all candidates are given equal employment opportunity and the overall interview/hiring process is thoroughly documented. Monitors CARB's and OOS' efforts with equal employment opportunities by ensuring that all CRR forms are in compliance with Government Code section 19705 and State Personnel Board, Rule 174.7.

% of Time	Marginal Functions
5%	Represents CARB and the OOS at external EEO related meetings. Performs other related duties as required.

Typical Physical Conditions/Demands

The incumbent works in a smoke-free environment of a high-rise/multi-floor office building in an indoor office or cubicle.

Typical Working Conditions

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.

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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 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