

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resources Engineer	Position Number: 673-510-3735-041
Incumbent Name:	Working Title:	Effective Date: 8/26/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: Not Applicable
Division/Office: Monitoring and Laboratory Division	Section/Unit: Regulatory Development Section / Regulatory Development & Program Support Branch	Reporting Location: Room 100 1900 14 th Street Sacramento, California 95811
Supervisor's Name: Louis Dinkler	Supervisor's Classification: Air Resources Supervisor I	CBID: R-09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Regulatory Development Section (RDS) resides within the Regulatory Development and Program Support Branch of the Monitoring and Laboratory Division (MLD). RDS is responsible for the development and amendment of various regulations within MLD's sphere of influence including Senate Bill 1137 (establishment of performance standards for continuously operating emission detection systems), vapor recovery regulations for gasoline marketing operations (gasoline dispensing facilities, bulk plants, terminals, and novel facilities), regulations for abrasive blasting materials, regulations for stationary source test methods, and emission standards for Small Off-Road Engines. In addition to rulemaking activity, RDS performs a wide variety of related duties including assisting the Vapor Recovery Testing and Evaluation Section and Source Testing and Verification Section.

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 supervision of the Air Resources Supervisor I, the employee evaluates and certifies vapor recovery systems; develops new or updates existing test methods for gasoline marketing operations and stationary sources; updates existing certification procedures; conducts emission testing of gasoline marketing operations and stationary sources to assess compliance with existing regulations

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or evaluate the effectiveness of a control device, develops new or updates existing test methods; observes and audits source tests conducted by contractors; and contributes to a wide variety of tasks in support of division's rule development process such as performing emission calculations, drafting technical support documents, gathering cost information, conducting economic analysis, and responding to public comments on technical topics and proposed regulations.

% of Time	Essential Functions
25%	Collaborate with the Vapor Recovery Testing and Evaluation Section and Source Testing and Verification Section in evaluating and testing equipment that control emissions from gasoline marketing operations and stationary sources. Duties include acting as the testing lead, which includes liaison with facility owner/operators and local district staff, supporting testing operations in pre-test site visits, preparing test protocols, reports and summaries, responding to questions, and briefing management and CARB staff.
20%	Support rulemaking activities, which include but are not limited to developing draft regulatory language, drafting standard operating and certification procedures and test methods, and preparing environmental assessments, economic analysis, technical support documents, and staff reports. This requires working with external stakeholders such as air districts, affected industry, the public, and internal stakeholders such as the Office of Legal Affairs, Office of Economic and Policy Analysis, and other CARB divisions. This also involves briefing division and executive management, CARB Board members, and members of the public on the need for the regulations, costs to affected industry, and identification of reasonable alternatives.
20%	Support various activities of the Regulatory Development and Program Support Branch such as 1) preparing documentation for the certification of vapor recovery systems for gasoline marketing operations, 2) determining if contractors can conduct compliance testing for CARB, 3) observing and auditing testing conducted by contractors by verifying if appropriate test methods and quality control/audit procedures are followed, 4) reviewing and commenting on test protocols/reports to ensure that appropriate test methods are employed to produce valid results, and 5) assisting, if needed, the abrasive blasting, independent contractor program, and hydrogen station testing program.
15%	Plan, design, and conduct field studies to evaluate the efficacies of control strategies for controlling criteria and toxic air pollutants from gasoline marketing operations and stationary sources. This includes preparing test protocols and reports by ensuring that results are valid and are based on agreed upon test protocols or methods.
10%	Calibrate and deploy monitoring instruments and data acquisition systems. Collect, review, manage, and analyze large data sets. Perform hands-on tasks such as fabrication of test fixtures for field and laboratory use. Prepare technical support documents, memos, spreadsheets, emission calculations, presentations, and/or written summaries to explain the results.

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% of Time	Marginal Functions
10%	Perform other duties as required such as procuring new equipment or instruments, moving and setting-up testing equipment, disseminating information on certified vapor recovery systems or components, updating the vapor recovery program and stationary source test method webpage, representing CARB in meetings with stakeholders and public, conducting training on the vapor recovery program, and assisting other branches, divisions, or board programs.

Typical Physical Conditions/Demands

This position may require the employee to work an irregular work schedule (working overtime, working on holidays, or weekend), alter his or her work schedule to accommodate rulemaking, certification, and testing schedules. The position may require in-state overnight travel up to 25% of the time base, which can be greater depending on the project. The supervisor will provide as much advance notice as possible to allow the employee sufficient time to prepare for the shift change.

This position requires the employee to take and pass training courses (including periodic refresher courses) in first-aid/CPR, heat illness prevention, defensive driver, field safety, and fall protection and enroll in DMV Pull Notice Program and maintain a “good” driver status. This position requires the employee to climb ladders and work at elevated heights and to work outdoors in proximity (including potential exposure) to emissions, fumes, heat, mechanical hazards, and vehicle traffic that are typically present at gasoline marketing operations and industrial facilities. While working in the field, the employee may be required to wear personal protective equipment including but not limited to, a hard hat, safety glasses, hearing protection, flame resistant coveralls, reflective vest, and safety shoes.

Typical Working Conditions

- Requires working in the office, which requires standing or sitting for extended periods
- Standard office environment (artificial lighting, controlled temperature, etc.)
- Daily use of a laptop computer, office equipment, and/or cell phone

Due to the MLD’s matrix management organizational structure, the employee is expected to work collaboratively with multi-disciplinary teams (including taking directions from other supervisors within the division), the composition of each team will vary by project. Due to the wide variety of rulemaking projects that RDS will be engaged upon, the incumbent will be expected to take on new tasks that frequently require creativity, problem solving, and a genuine willingness to learn new skills.

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. |

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- ☐ 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 25% of time base
- ☐ Bilingual Fluency needed in _____(language)
- ☒ Other- Must be able to move/transport items weighing up to 50 pounds, with or without reasonable accommodation.

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: Louis Dinkler	Supervisor Signature: <i>Louis Dinkler</i>	Date: 8/26/2026
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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: Date
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