

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Analyst I	Position Number: 673-110-5157-707
Incumbent Name:	Working Title: Regulations Coordinator	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: Board Administration and Regulation Coordination Unit	Reporting Location: Sac HQ
Supervisor's Name: Jennifer Simpson	Supervisor's Classification: Supervisor I	CBID: R01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Board Administration & Regulatory Coordination Unit (BARCU) is primarily responsible for overseeing the administration of Board Hearings and their operation in conformance with regulatory requirements and Board policies and procedures and ensuring that all Board regulatory activities are in compliance with the requirements of the Administrative Procedure Act (APA). BARCU is also responsible for the administration of Board functions that support Board Hearings. Decisiveness, discretion, attention to detail, communication with the public, and thorough handling of all public records is necessary to ensure that Board policy has been properly enunciated and that there has been full compliance with all substantive and procedural requirements.

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.

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Position Description

Under supervision of the BARCU Manager, the Regulations Coordinator carries out responsibilities under the Administrative Procedure Act (APA) for the promulgation of regulations. It is the responsibility of the incumbent in this position to ensure that all regulations approved and adopted by the Board comply with the requirements of the Office of Administrative Law (OAL) and other applicable State statutes.

The adoption of regulations is a complex process which requires substantial attention to legal detail. It is a process which stretches over several months or years and involves the development and thorough review of factual and legal information to ensure the Board policy has been properly enunciated and that there has been full compliance with all substantive and procedural requirements. The Regulations Coordinator's primary responsibility is the development and maintenance of the administrative and procedural requirements and preparation of documentation necessary to support the promulgation of regulations. The Regulations Coordinator should be professional and have strong organizational, communication and verbal presentation skills and a strong attention to detail. The Regulations Coordinator must demonstrate the ability to: work with good judgment; develop solutions to meet evolving statutory and policy requirements, work effectively and cooperatively within a diverse working environment, including the public and other government agencies; communicate clearly and be able to give clear direction; take initiative, be pro-active; work effectively under pressure to meet short deadlines and last-minute changes in direction. Excellent customer service skills, punctuality, and good attendance are required.

Travel is required.

% of Time	Essential Functions
30%	Under supervision of the BARCU manager, assist in the review of rulemaking activities to ensure compliance with the APA and other applicable federal and state laws; assist with developing and recommending California Air Resources Board (CARB) regulatory policies; prepare written materials in conjunction with CARB policies and procedures for complying with the APA; coordinate rulemaking processes; research and prepare written materials necessary to the promulgation of regulatory packages; analyze and develop responses to public inquiries on the nature and status of proposed and adopted regulations, and advise CARB staff on best practices for APA compliance.
20%	Serve as liaison with OAL on the technical review of statutory criteria applicable to rulemaking; analyze statutes and other sources of law to ensure that rulemakings meet the requirements of law; assist with reviewing, editing, and developing strategies and proposals to correctly identify problem areas of each component of rulemaking records to ensure conformance with the requirements of the APA, the Health and Safety Code, other applicable statutes, and the federal Clean Air Act.
10%	Assist with the development of rulemaking timelines consistent with the requirements of the APA and ensure that applicable timelines are complied with by CARB staff. Coordinate the review of initial and final regulatory documents with staff of 12 CARB divisions, the Executive Office, the California Environmental

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	Protection Agency (CalEPA), and the Department of Finance (DOF), and prepare appropriate transmittal documents. Consult with OAL, DOF, and CalEPA on rulemaking procedures and practices.
10%	Prepare and review technical materials necessary to respond to issues associated with the development of non-regulatory Board items, such as meeting notices, Board resolutions, CARB guidance documents, staff reports, correspondence, internal memoranda, and other reports. Review statutes enacted by the Legislature to determine their impact on CARB regulatory policies and procedures under the APA and advise and recommend necessary changes to internal program staff to implement and effectuate the required changes.
10%	Assist with and participate in the CARB Rulemaking training. Determine and identify areas of instructional need, develop an instructional training plan, prepare training materials, coordinate and provide verbal presentation to CARB division staff on the Rulemaking process, procedures, and practices.
10%	Develop and manage posting of regulatory documents on CARB's website, in accordance with Government Code section 11125, and maintain and update all regulatory activities in conformance with statutory development requiring electronic availability of regulatory documents.

% of Time	Marginal Functions
5%	Attend CARB's monthly Board meetings throughout the State. Assist in overseeing operations of the hearing; document written comments received from the public.
5%	Assist attorneys with research and review proposed State and federal regulations to determine impact on CARB's processes and practices. Make recommendations on how best to respond to or minimize those impacts. Update and maintain the Regulations Coordinator Desk Manual as needed.

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.

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)

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- ☐ 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:
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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.