

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-920-3887-025
Incumbent Name: Vacant	Working Title: Climate Investments Data Specialist	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Sustainable Transportation and Communities Division	Section/Unit: Climate Investments Policy Section	Reporting Location: Sacramento HQ
Supervisor's Name: Alex Stockton	Supervisor's Classification: Air Resources Supervisor I	CBID: R09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Climate Investments Policy Section (Section) is part of the Climate Investments Branch (CIB), which works to advance policies and investments that address climate change, advance equity, and support quality of life for all people in California, with a primary focus on the implementation of California Climate Investments. In carrying out this mission, CIB develops tools and resources to inform climate-related policies and investments, as well as collaborates broadly with a diverse set of partners to combat climate change. The Section is responsible for developing and implementing overarching guidance and policies for the implementation of California Climate Investments programs that ensure expenditures meet statutory requirements, provide transparency on expected outcomes, maximize benefits to priority populations, and communicate the benefits of investments. In coordination with State and external partners, the Section works proactively to refine program implementation and identify opportunities to support and expand interconnected climate, environmental, economic, and equity goals within State government and beyond.

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 the supervision of the Section Manager, the Air Pollution Specialist (APS) applies analytical methods and technical tools to support California Climate Investments by improving how data is collected, analyzed, and communicated. The APS enhances web-based reporting systems; conducts detailed analyses of submitted program data to ensure accuracy, consistency, and alignment with statutory and program requirements; and develops clear, accessible materials that communicate investment outcomes and benefits to diverse audiences. The position works closely with internal teams and State agency partners to interpret reported data, identify gaps, strengthen transparency, and support development of guidelines, policy recommendations, and reporting processes. The APS prepares narratives, visualizations, and communication products such as reports, infographics, and interactive tools that explain program performance and public benefits. The role also includes outreach, presentations, and discussion with administering agency staff, community-based organizations, technical experts, and other stakeholders to clarify policy guidance, respond to inquiries, and support program implementation. Strong analytical skills, sound judgment, and the ability to convey complex information clearly are essential.

% of Time	Essential Functions
35%	Use analytic software Structured Query Language (SQL), Python, JavaScript) and Geographic Information Systems (GIS), along with Excel tools (formulas, data queries, pivot tables), to support database management and the development of data pipelines and processes that improve data accessibility, transparency, and accountability for reporting to CARB by agencies administering California Climate Investments programs. Identify opportunities to enhance public-facing transparency and reporting. Analyze data submitted through the online reporting system to ensure consistency, accuracy, and alignment with program requirements. Collaborate internally and with external agencies and stakeholders to understand program implementation and evolving data needs. Develop and propose solutions to improve data availability, ease of access, and system usability, including enhancements to Application Programming Interfaces (APIs) or web-app reporting workflows. Communicate effectively with both technical and non-technical users regarding data collection, reporting procedures, and system functionality.
30%	Report on the outcomes and benefits to a variety of audiences through the development of several different media, including annual reports, infographics, interactive data visualization platforms, and narratives. Work internally and with State agency partners to use collected data to effectively communicate how California Climate Investments and other climate programs fit into other CARB, legislative, and State priorities. Evaluate technical merits of proposed expenditures, project proposals, agency solicitation materials, and reported program and project outcomes. Identify data gaps or weaknesses and recommend potential solutions to ensure consistency with implementing legislation, CARB's guidance, and other guidance materials.
25%	Use written and verbal communication skills to clearly, concisely, and effectively conduct outreach, present on policy guidance and recommendations, respond to inquiries, convene and facilitate large workgroups or discussions, and represent CARB at conferences and meetings with various audiences. Audiences include legislators, internal and external agency partners, potential grantees, community-

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	based organizations, technical experts, industry groups, environmental groups, and the public, as well as other CARB divisions, the Executive Office, the Chair's Office, the Board, and CalEPA. Build a productive working relationship with key partners and coordinate internally and externally to develop and implement new and existing program guidelines and requirements for agencies administering California Climate Investments programs. Propose creative solutions that meet stakeholder needs and align with existing resources and statutory requirements. Be flexible and adaptable to communications strategies that span technical and non-technical audiences. Develop and use graphics, charts, and presentations as appropriate. Travel may be required.
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% of Time	Marginal Functions
10%	Carry out special projects assigned by Section, Branch, and Division management. Strengthen relationships, knowledge, and effectiveness across sections and branches through participation in regular meetings and events. Assist the section manager in planning, organizing, and implementing section efforts.

Typical Physical Conditions/Demands

Daily use of a personal computer, office equipment, and/or telephone.

Typical Working Conditions

Position located in a high-rise building. Telework is available up to one day per week—standard office environment (for example, artificial lighting, controlled temperature, etc.).

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 <u>10</u> 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
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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.