

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number: TBD	Classification Title: Air Resources Technician II	Position Number: 673-210-3873-709
Incumbent Name: Vacant	Working Title: Enforcement Air Resources Technician II	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Enforcement Division	Section/Unit: Statewide Truck & Bus Enforcement Section	Reporting Location: Sacramento - Depot Park
Supervisor's Name: Adam Gomez	Supervisor's Classification: Air Resources Supervisor I	CBID: R11
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☐ Yes ☒ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Diesel Programs Enforcement Branch (DPEB) is responsible for enforcement of California's on and off-road diesel regulations and programs. Examples include the Statewide Truck and Bus, Off-Road Equipment, and Transport Refrigeration Unit Regulations, and the Periodic Smoke Inspection, Verified Diesel Emissions Control Strategies (VDECS), and Heavy-Duty Vehicle Inspection Programs.

The Statewide Truck and Bus Enforcement Section (STBES) is responsible for enforcing those regulations by inspecting and investigating vehicles and equipment to verify compliance. Staff conduct field investigations and comprehensive audits of regulated entities to determine compliance, issue violations and attempt to resolve those violations through a mutual settlement process. Inspections and investigations may originate from complaints or data derived from output. In addition, STBES is primarily responsible for development of processes, guidelines, and oversight of streamlined enforcement efforts.

The programmatic responsibilities of STBES will evolve over time as current programs mature and new programs are implemented.

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 close supervision of the Air Resources Supervisor I (ARS I), the Air Resources Technician II (ART II) will gather, tabulate, and analyze a variety of air resources and vehicle emissions data; compile and distribute local, State, and Federal air quality regulations; assist in preparing summaries of regulations; assist in investigations of complaints concerning air pollution emissions; assist in field investigations of air pollution emission sources; collect field samples and data; prepare segments of reports and correspondence; and provide general support on technical and compliance issues with associated regulations.

% of Time	Essential Functions
30%	Assist with the streamlined enforcement process for the Truck and Bus regulation, Periodic Smoke Inspection Program (PSIP), and the Heavy-Duty Vehicle Inspection and Maintenance (HD I/M) regulation including sending out notices of non-compliance letters, assisting with enforcement activities, which entails assist technical staff in performing audits of both public and confidential records relating to diesel-powered trucks and buses operating on the state's roadways, and tracking enforcement actions.
30%	Provide support on technical and compliance issues associated with TRU Airborne Toxic Control Measures and the Air Resource Board Equipment Registration (ARBER) System Program, which supports the TRU Regulation. Assist the public and stakeholders with TRU Regulations and ARBER-related questions. Assist program staff with the implementation of the 2022 TRU regulation amendments by assisting with owner and facility registrations requirements and compliance label issuance.
20%	Assist technical staff on fleet investigations, inspections in the field, suggest enforcement actions where violations are found to technical staff, assisting in the resolution of these cases, including providing support in cases that are referred for litigation.
15%	Assist staff in the more complex aspects of reviewing documents relating to diesel enforcement programs. Assist technical staff in performing audits of both public and confidential records relating to diesel-powered trucks and buses and Transport Refrigeration Units (TRU) operating on the state's roadways by gathering, computing, analyzing, and compiling data and records into searchable spreadsheets and databases while presenting findings to management and/or lead staff.

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% of Time	Marginal Functions
5%	Other duties: Conduct research and prepare the more difficult segments of technical reports, correspondence, and documentation relating to air pollution. Assist with special project assignments. May perform other duties within the scope of the classification as required.

Typical Physical Conditions/Demands

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. May require lifting or moving materials weighing up to 25 pounds. You may be exposed to outdoor weather, dust, or noise. Duties require use of protective hearing equipment and annual hearing examinations.

Typical Working Conditions

The incumbent primarily works in a smoke-free environment of a single-story office building in an enclosed, non-windowed office cubicle. The incumbent may conduct inspections at ports, warehouses, weigh-stations, or roadsides. The position requires working at elevated heights or near fast moving machinery or traffic. Duties require use of hearing protection and annual hearing examinations. The work schedule is Monday through Friday. Occasional evening and weekend work may be necessary when the department is mission tasked. Travel, including overnight travel, may be required locally and within the state.

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 25 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
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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.