

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resources Technician II	Position: 673-710-3873-965
Incumbent Name: Vacant	Working Title: Air Resources Technician II	Effective Date: TBD
Tenure: Limited-Term	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Air Quality Planning and Science Division	Section/Unit: On-Road Light-Duty Analysis Section	Reporting Location: Sacramento/Riverside
Supervisor's Name: Satya Sardar	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 On-Road Light Duty Analysis Section (ORLDAS) in the Mobile Source Analysis Branch (MSAB) within the Air Quality Planning and Science Division (AQPSD) assesses on-road light-duty (LD) vehicle activity and emissions to develop fundamental emissions inventory estimates and models. Major projects include continued development and refinement of CARB's official emissions inventory model (EMFAC) for mobile sources, supporting emission inventory estimates for regulations, assisting in enforcement cases, and collaborating with the emissions modeling community. The Section is also responsible for development of new programming platforms upon which the next generation of EMFAC models will be based.

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 direction of the Section Manager, the incumbent will collect and analyze data to support the development and improvement of methodologies, emissions estimates, and documentation for use in EMFAC model updates, regulations, attainment plans, and other CARB programs. The position requires close interaction and teamwork with Section and Branch staff. Specific tasks may include gathering, tabulating, and analyzing a variety of vehicle activity and emissions data, assisting in developing emissions inventory methodologies, and preparing documentation and reports. Specific duties include:

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% of Time	Essential Functions
30%-E	Gathering, tabulating, and analyzing data based on surveys, tests, studies, and academic literature. This may include developing and leading test programs and programming in one or more platforms such as MySQL, VBA for Access, Visual Basic, Python or other scripting languages as well as writing scripts to manipulate or produce Access or Excel datasets.
30%-E	Assisting in development of emission inventory methodologies based upon data analysis. This may include computer coding for emissions model development. Use statistical and data analysis techniques to perform quality assurance on emissions model inputs and results. Apply knowledge of analytical skills using some combination of spreadsheets, database development, structured programming language, or similar.
15%-E	Assisting in analyzing and preparing written reports based on activity and emissions data, data analysis, method development, and model development. This may include oral presentations to section and branch members and CARB management.
10%-E	Performing other duties as may be necessary to meet the needs of the On-Road Light-Duty Analysis Section and/or Mobile Source Analysis Branch. These duties may include responding to requests and inquiries and providing support to Section and Branch staff as needed.
10%-E	Meet with clients, contractors, and stakeholders to discuss emission estimation methodologies and results. Participate in public workshops. Develop and deliver oral presentations as needed. Assist Section manager in planning, organizing, and implementing programs.

% of Time	Marginal Functions
5%-M	Respond to requests and inquiries. Coordinate with and provide consultation to private and governmental agencies on emissions development work. Perform other duties as may be necessary to meet the needs of the On-Road Light Duty Analysis Section. Occasional travel may be required.

Typical Physical Conditions/Demands

This position requires frequent sitting and standing. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation.

Typical Working Conditions

The position works in a climate-controlled, smoke-free environment in Riverside. It involves prolonged periods of sitting at a desk and working on a computer. Noise levels are typically low to moderate. It may require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing. It may involve occasional travel to attend meetings or training. Hybrid telework availability is according to agency policy and may be subject to change over time.

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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 5 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: Satya Sardar	Supervisor Signature:	Date: 9/15/2026
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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: 9/15/2026

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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.