

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 1 of 4

Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resources Engineer	Position Number: 673-450-3735-011
Incumbent Name: Vacant	Working Title: Air Resources Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: Transportation and Fuels Branch	Reporting Location: Sacramento HQ
Supervisor's Name: Jeffery Coronado	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 Fuel Projects Evaluation Section (FPES) is responsible for providing a broad range of credit application support services to all project-based crediting in the Low Carbon Fuels Standard (LCFS) program and actions associated with carbon intensity reductions in conventional petroleum fuels supply chains. This includes processing applications for the refinery investment credits, renewable hydrogen used to make conventional fuels, innovative crude projects, low complexity/low-energy-use refinery credits; and providing support on certification and monitoring of fuel pathways involving co-processing of low carbon intensity (CI) feedstock and dairy digester projects producing renewable natural gas for transportation use. Expertise in the section extends to CI calculation of conventional fuel supply chains using tools such as the Oil Production Greenhouse Gas Emissions Estimator (OPGEE).

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 Air Resources Supervisor I, the Air Resources Engineer (ARE) applies engineering expertise to lead the review, evaluation, and certification of dairy and swine manure-based fuel pathway applications under the Low Carbon Fuel Standard (LCFS). The ARE conducts technical assessments of digester systems, upgrading technologies, lifecycle data, and carbon intensity (CI) calculations, ensuring pathway submissions meet LCFS regulatory and methodological requirements. In addition to manure-based renewable natural gas work, the ARE

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 2 of 4

evaluates a wide range of fuel pathway and project-based crediting applications across FPES's portfolio, including petroleum-related projects, innovative crude pathways, refinery investment projects, renewable hydrogen used in conventional fuel production, and low-complexity/low-energy-use refinery credits.

The ARE may represent CARB at meetings, workshops, hearings, and public forums; prepare technical reports, briefing materials, and correspondence for management; and respond to inquiries related to LCFS pathway evaluations and project-based crediting. Occasional travel of up to five percent (5%) may be required for site visits, meetings, and workshops.

% of Time	Essential Functions
30%	Using engineering principles and scientific methods, serves as one of the lead reviewers for dairy and swine manure-based fuel pathway applications, including carbon intensity (CI) calculations and certification activities. Evaluates life cycle inventory data, conducts technical assessments of digester system design and operation, upgrading facilities, and ensures pathway submissions meet LCFS regulatory and methodological requirements. Works collaboratively with applicants, third-party verifiers, universities, national labs, and other stakeholders to resolve technical issues, maintain consistency in pathway evaluations, and support continuous improvement of CARB's tools and guidance related to manure-based renewable natural gas pathways.
25%	Using engineering principles and scientific methods, reviews and evaluates greenhouse gas (GHG) emission reduction applications for dairy and swine manure-based renewable natural gas pathways. Assesses pathway documentation, digester system performance, and supporting data to ensure compliance with LCFS requirements. Provides guidance to applicants on developing accurate CI calculations, methane capture quantification, performing review for validation and verification approaches, offering case-by-case technical support to ensure high-quality, consistent, and transparent pathway submissions.
20%	Using engineering principles and scientific methods, reviews and evaluates applications for petroleum-related projects as well as fuel pathway and project-based crediting applications, including refinery investment projects, innovative crude projects, renewable hydrogen used in conventional fuel production, low-complexity/low-energy-use refinery credits, and dairy and swine biomethane pathways. Consults with academics, researchers, industry experts, and applicants to develop and refine robust technical protocols for evaluating both conventional and innovative projects. This work includes developing analytical methodologies to support quantification of fuel volumes, greenhouse gas (GHG) emissions, project performance metrics, and carbon intensity calculations used throughout LCFS pathway review and certification
	Prepares correspondence, briefing and issue papers to inform senior

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 3 of 4

15%	management of activities related to dairy biomethane pathways, petroleum project applications, co-processing, etc. Represents CARB in meetings, workshops, and hearings and interacts with stakeholders to maintain positive and productive relationships. This may include making presentations and/or providing other program related information at public forums.
% of Time	Marginal Functions
10%	Responds to special requests and performs other duties as required to support the activities of the section, branch, and division.

Typical Physical Conditions/Demands

Requires prolonged periods of sitting at a desk and working on a computer.
Involves frequent use of standard office equipment such as computers, phones, copiers, and printers.
Requires frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.
Requires visual acuity to read and prepare documents and use a computer screen.
May involve occasional travel to attend meetings or trainings.

Typical Working Conditions

Work is performed in a smoke-free, climate-controlled office environment in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday.
Involves prolonged periods of sitting at a desk and working on a computer.
Noise levels are typically low to moderate.

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:	Supervisor Signature:	Date: Date
------------------	-----------------------	---------------

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 4 of 4

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
--	--	------