

## Duty Statement – Workforce

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### Duty Statement

☐ Current ☒ Proposed

|                                                                                                      |                                                                                                                             |                                                                                                        |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| RPA Number:                                                                                          | Classification Title:<br>Air Pollution Specialist                                                                           | Position Number:<br>673-310-3887-946                                                                   |
| Incumbent Name:                                                                                      | Working Title:<br>Air Pollution Specialist                                                                                  | Effective Date:<br>Click or tap to enter a date.                                                       |
| Tenure:<br>Limited-Term                                                                              | Time Base:<br>Full-Time                                                                                                     | Intermittent Hours Per Month:                                                                          |
| Division/Office:<br>Research Division                                                                | Section/Unit:<br>F-Gas Reduction Strategy<br>Section                                                                        | Reporting Location:<br>Sacramento                                                                      |
| Supervisor's Name:<br>Aanchal Kohli                                                                  | Supervisor's Classification:<br>Air Resources Supervisor I                                                                  | CBID:<br>R09                                                                                           |
| Confidential Designation:<br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Designated Position for Conflict<br>of Interest:<br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Position Telework Eligible:<br><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Supervision Exercised:<br><input checked="" type="checkbox"/> None <input type="checkbox"/> Lead     |                                                                                                                             |                                                                                                        |

### General Statement

#### MISSION OF SECTION:

The Fluorinated Gas (F-gas) Reduction Strategy Section leads California's effort to cut emissions of F-gases, particularly hydrofluorocarbons (HFCs), which are powerful greenhouse gases. Our mission is to design and implement effective regulatory and incentive programs that align with and achieve the goals in the State's climate laws, including AB 32, SB 32, SB 1383, SB 1013, SB 1206, and AB 1279.

F-gases and HFCs, used mainly as refrigerants in cooling systems, have extremely high global warming potential (GWP). To tackle this challenge, we:

- Develop and implement rules, programs, and incentives to phase out high global warming potential F-gases and promote climate-friendly alternatives.
- Collaborate with state, federal, and local partners to create cohesive and effective policies.
- Conduct research, technology assessments, and public outreach to support innovation and transparency.

Our work is critical to meeting California's short- and long-term carbon reduction goals and driving the transition to cleaner, more sustainable cooling technologies.

#### CONCEPT OF POSITION:

Under close supervision (Range A), supervision (Range B), and general supervision (Range C) by the Section Manager, the incumbent provides administrative, operational, and programmatic support to the Fluorinated Gas Refrigerant Incentive Program (FRIP) in alignment with regulatory

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requirements. The incumbent also supports the broader duties and mission of the Section related to the successful administration of FRIP.

The incumbent should possess excellent communication and writing skills, be able to work on a dynamic team and support program operations. The incumbent is expected to have experience in working with public, follow good customer service practices and possess a willingness to learn and execute tasks to meet the overall goals of the program.

### 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

| % of Time | Essential Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35%       | Incentive Program Development: The incumbent supports the design and development of voluntary (Hydrofluorocarbons) HFC-reduction initiatives under the F-gas Reduction Incentive Program (FRIP) across refrigeration, air conditioning, and other HFC sectors. Responsibilities include helping develop and manage incentive programs, conducting technical and economic analyses, participating in workshops, and outreach events. The incumbent will support the development of program materials and guidance documents. |
| 35%       | Program Administration and Implementation: The incumbent assists with FRIP's day-to-day operational activities, including processing applications, reviewing claims, tracking project progress, and coordinating workflow for running the program efficiently and timely.                                                                                                                                                                                                                                                   |
| 20%       | Collaboration & Stakeholder Engagement: The incumbent engages retailers, contractors, and program partners to gather project updates, clarify requirements, and provide responsive customer service. Responsibilities include preparing materials for workshops, calls, and coordination meetings, documenting follow-up actions, and fostering relationships that encourage adoption of climate-friendly technologies. Travel may be required.                                                                             |

| % of Time | Marginal Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10%       | The incumbent will maintain awareness of advancements in climate science and assist in evaluating technical findings for their potential application in voluntary programs. This role may require occasional travel to attend industry conferences and workshops. The incumbent will also participate in collaboration with industry stakeholders to support program development, information sharing, and continuous improvement of voluntary HFC-reduction initiatives. |

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### Typical Physical Conditions/Demands

- Position located in a high-rise building.
- Requires being stationary, consistent with office work, for extended periods.
- Standard office environment (artificial lighting, controlled temperature, etc.).
- Daily use of a personal computer, office equipment, and/or telephone.

### Typical Working Conditions

This position may be eligible for hybrid in-office work and in-state telework. The amount of telework is at the agency's discretion and is based on the California Air Resource Boards' (CARB) current telework policy. While the CARB may support telework, some in-person attendance is also required.

The positions at the CARB may be eligible for telework with in-person attendance based on the operational needs of the position under Government Code 14200 for eligible applicants residing in California, subject to the candidate meeting telework eligibility criteria outlined in the CalEPA telework policy and/or future program need. Employees not residing in California are not eligible for telework. Regardless of hybrid telework eligibility, all employees may be required to report to the position's designated headquarters location at their own expense, as indicated on their duty statement.

Effective July 1, 2025, the California Department of Human Resources (CalHR) implemented the Personal Leave Program 2025 (PLP 2025). PLP 2025 directs that each employee shall receive a 3 percent reduction in pay in exchange for 5 hours PLP 2025 leave credits, monthly. The salary range(s) included in the job advertisement do not reflect the 3 percent reduction in pay.

### 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 10 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:<br>Date |
|------------------|-----------------------|---------------|

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**Employee Statement**

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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? |
|-------------------------------------------------------------------------------------------|

|                                                          |
|----------------------------------------------------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No |
|----------------------------------------------------------|

|                |                     |       |
|----------------|---------------------|-------|
| Employee Name: | Employee Signature: | Date: |
|----------------|---------------------|-------|

|  |  |      |
|--|--|------|
|  |  | Date |
|--|--|------|

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### Definitions/Instructions

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**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

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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.