

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-910-3887-062
Incumbent Name:	Working Title: Air Pollution Specialist	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Emissions Certification and Compliance Division	Section/Unit: Heavy-Duty In-Use Compliance Section	Reporting Location: Riverside
Supervisor's Name: Xiangyi Li	Supervisor's Classification: Air Resources Supervisor I	CBID: B09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Heavy-Duty In-Use Compliance Section (HDIUCS) within the In-Use Programs Branch (IUPB) is primarily responsible for managing and administering the heavy-duty on-road and off-road in-use compliance testing programs in the Emissions Certification and Compliance Division (ECCD). These programs are essential to protect public health by helping to guarantee that the stringent heavy-duty on-road and off-road engine emission standards are met in-use. This will be done by implementing the Heavy-Duty In-Use Compliance Program, developing and implementing the Off-Road In-Use Compliance Program, expanding heavy-duty on-road and off-road testing capabilities, overseeing the manufacturer-run Heavy-Duty In-Use Testing Program, conducting laboratory audit of emission laboratory equipment, conducting in-use compliance investigations that can lead to corrective actions (i.e. recall), supporting CARB enforcement staff in litigation or enforcement actions, and supporting CARB rulemaking activities related to in-use compliance requirements. Specifically, the section provides in-use compliance testing, evaluation, and investigation support to affected engines, collects and maintains reported emissions data, identifies possible emissions component defects or emissions noncompliance issues such as unapproved auxiliary emission control devices or defeat devices that can lead to corrective actions by the manufacturer. The reporting location for this position is CARB So Cal Headquarters office: 4001 Iowa Avenue, Riverside, CA 92507.

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 general supervision of the manager of the Heavy-Duty In-Use Compliance Section, this position is responsible for performing the duties outlined below:

% of Time	Essential Functions
40%	In-Use Compliance Testing Programs (On-Road and Off-Road) Independently develop, coordinate, and implement heavy-duty in-use compliance testing programs for on-road and off-road vehicles and engines. Tasks include: • Vehicle/equipment procurement: work directly with manufacturers/fleets/equipment owners to procure test vehicles; conduct telephone questionnaires to qualify program vehicles; screen candidate vehicles; verify proper operation and maintenance; direct restorative maintenance as needed. • Vehicle/equipment testing: develop and update test plans; follow Standard Operating Procedures (SOP) and update them as needed; conduct emissions and field testing using dynamometers and/or Portable Emissions Measurement Systems (PEMS); oversee engine removal, dyno setup, testing procedures, data review, and analysis. • Instrumentation and Engine Control Unit (ECU) interface: develop and maintain control systems, instrumentation, and ECU-interface customization using LabView or similar tools; improve contractor coordination for on-road and off-road testing. • In-use investigations: investigate performance issues; evaluate emission-control effectiveness; analyze emissions data; prepare technical reports; present results to manufacturers and management; coordinate corrective actions with manufacturers. • Final report review: analyze in-use emissions testing reports and test equipment using engineering, scientific, statistical, and mathematical principles.
20%	Heavy-Duty In-Use Testing Program (HDIUT) and Lab Audits • Receive, organize, and analyze HDIUT data submitted by manufacturers ○ Conduct discussions with manufacturers to confirm data integrity and regulatory compliance. ○ Process in-use compliance test reports. ○ Develop and implement procedures, guidance, and protocols for heavy-duty in-use compliance testing. • Travel as needed to audit manufacturer emission test facilities/laboratories and verify equipment maintenance records.

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	○ Ensure manufacturers/contractors apply proper emissions test procedures and schedules.
15%	Corrective Actions and Recalls Review and process corrective actions and recalls associated with in-use compliance failures, catastrophic failures, or safety-related issues. Assist with administrative processing of recall actions.
10%	Enforcement Support Assist CARB enforcement staff with litigation or settlement actions related to in-use compliance investigations for heavy-duty on-road and off-road engines, vehicles, and equipment.
10%	Rulemaking and Interagency Coordination Support CARB rulemaking efforts; represent CARB/IUPB at meetings; coordinate with other CARB divisions and external agencies; analyze data; present findings; support regulatory modifications related to in-use compliance requirements.

% of Time	Marginal Functions
5%	Research and Other Duties Research and review in-use compliance information, certification data, and other technical materials. Respond to inquiries via email and telephone; support management when needed; assist with special assignments and referrals.

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. Occasionally, you may be exposed to outdoor weather, dust, or noise. Personal protective equipment (PPE), such as safety footwear and glasses, is needed for hazardous work conditions which include vehicle/equipment emissions testing, emission control components inspection, vehicle/equipment maintenance activity, in-field work, transportation and set-up of gas cylinders for laboratory audits, etc. Use of PPE is required due to working in the lab or field under the conditions listed above. Use of hearing protection is required, and annual hearing examinations may be required.

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Typical Working Conditions

The incumbent works in a smoke-free environment at CARB So Cal Headquarters office in Riverside in an enclosed, non-windowed office cubicle. Travel outside of normal work hours may be required, including overnight or multi-day trips. Depending on the activity or event, travel may involve flying or driving a car or truck. In certain situations, work outside of regular hours or overtime may also be necessary. Up to 10% travel is expected for this position.

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)
PPE such as safety footwear and glasses, is needed for hazardous work conditions which include vehicle/equipment emissions testing, emission control components inspection, vehicle/equipment maintenance activity, in-field work, transportation and set-up of gas cylinders for laboratory audits, etc. Use of PPE is required due to working in the lab or field under the conditions listed above.
- ☒ 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- Use of hearing protection is required, and annual hearing examinations may be required.

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?

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☐ Yes ☐ No		
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.