

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 1 of 6

Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title:	Position Number: 673-610-3762-015
Incumbent Name:	Working Title:	Effective Date: 9/1/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Laboratory Division	Section/Unit: EMIB/CTOS	Reporting Location: Sacramento
Supervisor's Name: Nicholas Nairn-Birch	Supervisor's Classification: ARS I	CBID: S09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Equitable Mobility Incentives Branch (EMIB), develops and implements incentive projects that equitably transform the light-duty, passenger transportation sector – providing vehicle purchase options and supporting community-based mobility options – to improve the well-being and quality of life for all Californians. EMIB is responsible for overseeing the Clean Vehicle Rebate Program, financing assistance for low-income consumers' vehicle purchases, Clean Cars 4 All, California E-Bike Incentive Project, and Sustainable Community-Based Transportation Equity Mobility Projects. The Clean Transportation Outreach Section (CTOS), is responsible for the design and implementation of community engagement and outreach strategies related to the California Air Resources Board's (CARB) clean transportation equity and other incentive and regulatory programs, and for implementing other efforts to maximize access to and benefits from Low Carbon Transportation Investments and other clean transportation funding for priority populations. As part of this effort and pursuant to Senate Bill (SB) 350, CTOS works to develop opportunities, including increased planning and capacity-building support, equitable outreach and community engagement, and streamlined application tools and assistance, to overcome barriers for clean transportation and mobility options for impacted communities. CTOS also engages with communities and other stakeholders to identify issues and priorities related to awareness, ability, and willingness of the target audience to fully access options and benefits of these clean transportation programs.

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.

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 2 of 6

Position Description

% of Time	Essential Functions
25%	Direct staff to provide assistance and advice as it pertains to Low Carbon Transportation (LCT) funding and projects to socially and economically disadvantaged communities. Work with environmental justice and disadvantaged communities, both organizations and residents, to provide guidance on accessing Low Carbon investment funds by giving presentations, creating outreach materials, and participating in community meetings. Work closely with community based organizations to obtain advice and establish partnerships.
20%	Plan, organize, and direct the activities of the Section. This includes: developing strategic implementation plans; making recommendations and decisions on staff assignments; developing norms for work products; setting metrics and monitoring work; evaluating staff performance; providing resources needed for work; creating a supportive work environment; resolving conflicts; overseeing grants and grant activities; providing staff training and development; facilitating collaboration of CTOS staff within and external to the branch to create and support effective teams for a variety of projects; work collaboratively with other section managers; and support the Branch Chief to develop and achieve program objectives.
20%	Implement education and outreach strategies geared toward low-income individuals that allow them to understand and access clean transportation and mobility options. Coordinate with other state agencies who are also working with low-income, environmental justice and disadvantaged communities to provide a unified effort to reduce barriers and increase access to zero- and near-zero emission transportation options.
15%	Manage activities related to the promotion and awareness of light-duty incentive programs in coordination with local air quality districts, LCT grant administrators and grant recipients, to support and expand outreach activities.
10%	Oversee the implementation of SB 350 Barriers Study priority recommendations, including the implementation of the Outreach Roadmap, coordination of community transportation needs assessment and technical assistance/capacity building for clean mobility projects, the one-stop-shop pilot project and grant, and various other metrics and workforce development efforts. Make recommendations for improving various equity programs and maximizing the State's investment.
10%	Other duties as needed, including supervising Budget Change Proposal writing, responding to public inquiries, overseeing contracts, overseeing the processing of invoices and payments, and reviewing reports.

Typical Physical Conditions/Demands

Typical Working Conditions

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 3 of 6

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 20 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: Nicholas Nairn-Birch	Supervisor Signature: <i>Nicholas Nairn-Birch</i>	Date: 9/1/2023
--	--	-------------------

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

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 4 of 6

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

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 5 of 6

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.

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 6 of 6

- **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.