

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-930-3887-008
Incumbent Name: Vacant	Working Title: Air Pollution Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Laboratory Division	Section/Unit: Measurement Assessment and Research Section	Reporting Location: Sacramento
Supervisor's Name: Vacant	Supervisor's Classification: Air Resource 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 Measurement Assessment and Research Section (MARS) operates the Mobile Source Emissions Testing Facility in Sacramento, equipped with a heavy-duty chassis dynamometer, advanced laboratory analyzers, Portable Emissions Measurement Systems (PEMS), and the Portable Emissions Acquisition System (PEAQs) to produce high-quality, legally defensible emissions data. MARS's mission is to support the development of heavy-duty on-road and off-road vehicle regulations, strengthen emissions inventories, inform enforcement actions, advance the Clean Truck Check program, and drive research initiatives. Through surveillance testing of in-use on-road and off-road heavy-duty vehicles and equipment, MARS provides critical insights into real-world emissions performance and regulatory effectiveness. MARS also serves as a platform for evaluating and demonstrating new test approaches, advancing innovative methods for measuring in-use emissions, and improving testing capabilities. Working collaboratively with CARB mobile source workgroups, MARS develops and executes test plans, conducts comprehensive emissions testing, and delivers robust data analyses to guide policy decisions and protect air quality. These efforts provide the scientific foundation to achieve reductions in criteria pollutants, greenhouse gases, and toxic air contaminants from the heavy-duty sector.

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 supervision of an Air Resources Supervisor I, this incumbent performs complex technical work related to the measurement and characterization of in-use emissions from heavy-duty (HD) on-road and off-road vehicles and equipment. The incumbent conducts laboratory and on-road emissions testing using heavy-duty chassis dynamometers and portable emissions measurement systems (PEMS), develops and executes test plans, applies analytical and computational methods to process and interpret large emissions datasets, prepares technical reports and presentations, and works independently and collaboratively in laboratory and field settings to support CARB's mission to protect air quality.

% of Time	Essential Functions
35%	Under the direction of an Air Resources Supervisor I, the incumbent performs scientific analyses of emissions data collected from laboratory and on-road testing. Ensures data quality and integrity through quality assurance/quality control (QA/QC) procedures and adherence to standard operating procedures (SOPs) and applicable Code of Federal Regulations (CFR) requirements. Maintains organized records of data, calibration logs, and equipment operation to ensure reproducibility and reliability.
25%	Develops, validates, and deploys advanced sampling systems for measuring in-use heavy-duty vehicle emissions. Initiates and executes field test plans. Sets up and operates chassis dynamometers and advanced sampling systems—including, but not limited to, on-board diagnostic systems (OBD), global positioning systems (GPS), gaseous measurement instruments, and particulate measurement instruments. Evaluates test procedures for technical feasibility as part of test execution. Ensures proper calibration and operation to maintain reliable, accurate, and reproducible data.
15%	Applies advanced scientific principles to guide the selection of instrumentation and improve sampling system design and operation. Works collaboratively with engineers and scientists to maintain state-of-the-art measurement platforms and resolve technical challenges.
10%	Prepares technical reports, presentations, briefing papers, and peer-reviewed publications. Reviews relevant scientific literature, test protocols, and technical reports to support program activities and ensure scientifically sound methods.
5%	Attends training sessions, including required safety, regulatory, and technical trainings, and applies guidance on SOPs, instrument operation, data QA/QC, and safety practices to ensure consistent, high-quality work across the Section.

% of Time	Marginal Functions
5%	Anticipates and coordinates supplies, services, and contracts needed for Section operations.
5%	Assists CARB divisions in reviewing local, state, and federal statutes and regulations, including CFR compliance.

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Typical Physical Conditions/Demands

This position requires frequent sitting, standing, walking, bending, and reaching. It also requires frequent use of the hands, wrists, and fingers for keyboarding, equipment operation, and document handling. Lifting and carrying heavy objects may occasionally be necessary. The incumbent may be exposed to outdoor weather conditions, dust, or noise. Work may occur at elevated heights or in proximity to fast-moving machinery or traffic.

Typical Working Conditions

The incumbent performs a combination of laboratory, office, and field work, which may include riding in test vehicles to collect on-road emissions data. Work is primarily conducted in smoke-free laboratory and office environments. The standard work schedule is Monday through Friday, with occasional travel required locally and within the state.

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:	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*

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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

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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.