

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Office Technician (General)	Position Number: 673-110-1138-003
Incumbent Name:	Working Title:	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Executive Office	Section/Unit: Legal Office	Reporting Location: Sac HQ
Supervisor's Name: Dana Grubaugh	Supervisor's Classification: Assistant Chief Counsel	CBID: R04
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☐ Yes ☒ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The California Air Resources Board (CARB) is a global leader in protecting air quality, fighting climate change, and furthering environmental justice. CARB's Executive Office plans, organizes, and directs the activities of staff to further the Board's mission to protect and preserve California's air quality while considering the effects on the State's economy. The Legal Office is part of the Executive Office. Its mission is to provide the highest quality legal advice and representation to the Board and staff to support programmatic efforts to improve air quality to protect public health and the environment and to ensure that all legal obligations of CARB are met in carrying out these efforts. The Legal Office provides legal support to the agency on a variety of complex topics related to the control of air pollution (criteria pollutants, toxic air contaminants, and greenhouse gases), including, but not limited to: adoption, interpretation, implementation, and enforcement of State and federal environmental and administrative laws and regulations, litigation in conjunction with the Attorney General's Office, personnel matters, contracts, grants, conflicts of interest, hearing procedures, and proposed legislation. The Legal Office maintains the primary responsibility for assisting CARB staff in the development of regulations and the documentation necessary to support their adoption.

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 general supervision of an Assistant Chief Counsel, the incumbent works directly with multiple attorneys, the Chief Counsel, Deputy Counsel, and other Assistant Chief Counsels as well as various staff. The Legal Office maintains primary responsibility to ensure compliance with statutory requirements necessary for adoption of regulations and litigation, and assists the Attorney General's Office with the defense and enforcement of regulations and other litigation matters.

The incumbent will perform a wide variety of administrative assignments as a major portion of the position and perform related office work required in the preparation and processing of a variety of legal documents; and does other clerical work as required.

% of Time	Essential Functions
35%	Prepare, process, and route (including carefully proofreading and making electronically accessible) a wide variety of legal documents, including but not limited to legal correspondence, petitions, pleadings, briefs, motions, legislation, and legal opinions; process inter-office and inter-agency memoranda and letters; maintain follow-up records relating to legal matters in process; track Board item materials and legal correspondence using the Legal Tracking System and SharePoint; gather and assemble documents for attorney cases; and receive personal service for CARB.
20%	Perform a wide variety of administrative duties: schedule and arrange meetings for attorneys; make travel arrangements and process travel claims using Concur and CalATERS; serve as point of contact for IT services for legal staff; assist in troubleshooting computers, programs, and office equipment; process and log all incoming settlement and miscellaneous checks, collect corresponding documents for accounting, and deliver checks to accounting; receive and screen a variety of telephone calls and visitors and answer a wide variety of inquiries and refer them to appropriate attorney or staff; serve as the division coordinator for telephone services, cubicle reconstructions, and office setups, including communicating plans and layouts to contractors; as needed, train affected staff with existing processes and procedures.
20%	Assist with overall processing and management of legal records within the Legal Office's electronic files on network drives and in SharePoint, and in the file records room and State Records Center, including reviewing, updating, maintaining existing system and cataloging all records designated for storage, and assist with receiving and processing requests under the Public Records Act.
10%	Write, maintain, and update the Legal Office Admin Desk Procedure Manual and new employee Welcome Binders; maintain and update new hire welcome packet information including necessary policies, procedures and trainings.
5%	Organize and maintain the electronic versions of the Legal Office legal opinions so attorneys can provide consistent and complete advice to CARB division staff and to the local air districts.

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% of Time	Marginal Functions
5%	Assist the Legal Office Coordinator with the Executive Office (EO) Annual Training Plan and track and maintain log of mandatory trainings for Legal Office staff; assist in developing and maintaining the training plan; coordinate with EO supervisors and leads on CARB's new training request policy; work closely with the Training Unit staff to manage the training requests.
5%	Attend CARB's monthly Board meetings in Sacramento and throughout the state as needed; assist the Board Clerks in overseeing operations of the hearings; provide back-up assistance to the Board Administration and Regulatory Coordination Unit as needed. Occasional travel may be required. May act as a backup Assistant to the Chief Counsel and the Deputy Counsel. Perform other duties within the scope of the classification as directed by the Chief Counsel, Deputy Counsel, and an Assistant Chief Counsel.

Typical Physical Conditions/Demands

The incumbent works in a smoke-free environment of a high-rise/multi-floor office building in an indoor office or cubicle.

Typical Working Conditions

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.

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 _____ percentage
- ☐ Bilingual Fluency needed in _____ (language)
- ☐ Other-

Supervisor Statement

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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? ☐ 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.