

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-710-3887-xxx
Incumbent Name: Vacant	Working Title: Economist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Air Quality Planning and Science Division	Section/Unit: Office of Economic Policy & Analysis	Reporting Location: Sacramento
Supervisor's Name: Anthony Oliver	Supervisor's Classification: Air Resources 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

Mission of Section

The mission of the Office of Economic Policy & Analysis (OEPA) is to carry out the financial and economic analyses and extramural research contracts of the California Air Resources Board (CARB) and to assist the boards, departments, and the California Environmental Protection Agency (CalEPA) in their tasks as they relate to the impacts of their regulations on individuals, businesses, and the economy.

Concept of Position

Economic analyses of proposed air quality standards and control measures, and manage research and database contracts. OEPA's core responsibility is to ensure that the economic impact analyses for all of CARB's proposed regulations meet the statutory requirements set forth in the Administrative Procedures Act and to perform technical economic analysis that is included in each Standardized Regulatory Impact Assessment. In addition, OEPA economists use insights from economic theory and research to advise CARB regulatory and planning teams in regulatory and policy design, and may assist other CARB division by providing economic insight on extramural and internal research efforts. The position requires close interaction and teamwork across other CARB divisions and requires management of multiple projects with strict deadlines.

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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
30%	Provide guidance to CARB regulatory teams on the planning and completion of the economic analyses for CARB proposed regulations (Standardized Regulatory Impact Assessment and Form 399). Meet with multiple regulatory teams on a regular basis. Advise on best practices for collection of cost and benefit data to be used in economic modeling. Advise CARB regulatory teams on the application of economic theory to inform policy design. Review draft economic analyses to ensure accuracy, precision, and clarity of presentation. With supervision, ensure that results are communicated effectively and thoroughly to CARB staff and management, the regulated community, the Department of Finance, and CalEPA.
30%	Identify and collect data, apply economic principals and concepts, and create economic models to analyze direct regulatory impacts on California businesses, individuals, and state and local government entities. Run input-output, econometric, general equilibrium, or regional economic models to analyze, predict, or project future impacts of regulations on the California economy, including impacts on state output, employment, investment, and gross state product. Coordinate with external modeling experts to stay current on optimal modeling strategies and techniques. Present results of analyses, verbally and in writing, to regulatory team staff and management and in public workshops.
15%	Evaluate current regulatory economics processes and advise management on methods to better reflect all potential benefits and costs, incorporate new insights from economic research, or incorporate best practices of regulatory economic analysis. Independently stay abreast of, and brief management on, environmental, energy, and enforcement economic research that is pertinent to CARB. Stay abreast of changes in regulatory economic requirements.
10%	Assist CARB divisions by providing economic insight on non-regulatory projects such as: comment letters on relevant federal rulemakings, review of extramural research reports, authoring of legislative reports, and financial analysis.
10%	Independently investigate, plan, design, and manage research projects or contracts. Research projects may include analysis of California regulations and policies, incorporating econometric methods and economic data with CARB inventory tools, and applying economic theory to advise on CARB policy design. Contracts may include database and model subscriptions.

% of Time	Marginal Functions
5%	Attend, organize, and/or participate in and make presentations at various meetings and hearings.

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Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment. It requires prolonged periods of sitting at a desk and working on a computer. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. It requires visual acuity to read and prepare documents and use a computer screen. It involves frequent use of standard office equipment such as computers, phones, copiers, and printers. It may require occasional lifting and carrying of materials weighing up to 25 pounds.

Typical Working Conditions

The position works in a climate-controlled, smoke-free environment of a high-rise office building in downtown Sacramento in a non-windowed office cubicle. It involves prolonged periods of sitting at a desk and working on a computer. Noise levels are typically low to moderate. It may require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing. It may involve occasional travel to attend meetings or trainings. Hybrid telework availability is according to agency policy and may be subject to change over time. The work schedule is Monday through Friday.

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 5 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: Anthony Oliver	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*.

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** 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.