

Duty Statement – Workforce

ASD/HRB-12 (Rev. 10/2025) Page 1 of 7

Duty Statement

☐ Current ☒ Proposed		
RPA Number:	Classification Title: Air Resources Engineer	Position Number: 673-450-3735-033
Incumbent Name: Vacant	Working Title: Geologic Carbon Storage Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: Greenhouse Gas Measures Section	Reporting Location: CalEPA Headquarters, Sacramento
Supervisor's Name: Gavin Hoch	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

The 2008 Scoping Plan and subsequent updates to the Scoping Plan have identified carbon capture and sequestration (CCS) as an important strategy to reduce greenhouse gas emissions and attain California's climate goals. In 2018, the California Air Resources Board (CARB) adopted a CCS Protocol for sequestration of injected carbon dioxide in deep geologic reservoirs. The Greenhouse Gas Measures Section (GGMS) is responsible for implementing the CCS Protocol, and more broadly, the development and implementation of regulations and protocols for carbon capture, utilization, and storage (CCUS). GGMS staff review and evaluate applications for Permanence Certification of CCS projects under the CCS Protocol. GGMS staff also monitor certified, operating CCS projects for compliance with the CCS Protocol.

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

Under the general direction of the Air Resources Supervisor I (ARS I) and using engineering principles, the Air Resources Engineer (ARE) provides technical engineering analysis related to CCS projects. The ARE conducts research, analyzes data, and reviews reports and applications to gain a working knowledge of CCS projects, and, along with other staff, informs management on project

Duty Statement – Workforce

ASD/HRB-12 (Rev. 10/2025) Page 2 of 7

attributes. The incumbent applies knowledge in engineering, geology, geophysics, reservoir engineering, well engineering, risk assessment and risk management, and/or related disciplines to support the review of applications for Permanence Certification under CARB's CCS Protocol for geologic sequestration and to support the development, implementation, and refinement of CCUS regulations, protocols, and guidance materials.

The ARE works closely with multidisciplinary CARB teams, CalEPA boards and departments, federal and local agencies, regulated industries, and other stakeholders. The ARE coordinates with program staff and develops expertise in CARB's climate and fuels regulations, including the Senate Bill 905 CCUS program, Nature-Based Strategies program, Cap and Invest program, Low Carbon Fuel Standard program, and Mandatory Reporting Regulation. Occasional travel (up to 5%) may be required for site visits, stakeholder meetings, workshops, and conferences.

% of Time	Essential Functions
35%	Applies engineering principles to review and evaluate applications for Sequestration Site Certification and CCS Project Certification under CARB's CCS Protocol. Assesses all aspects of CCS projects, including but not limited to: well design and materials, well construction, testing, and operation, well plugging and abandonment, well corrective action, geologic formation suitability, reservoir capacity, seal integrity, reservoir modeling, monitoring plans, financial responsibility, emergency and remedial response plans, and long-term storage risk. Meets with project developers to discuss their application.
30%	Conducts research and independently develops technical engineering evaluations and studies to determine the feasibility, cost-effectiveness, environmental impacts, and socio-economic impacts of strategies for emissions reductions and policies related to carbon capture and sequestration. Conducts review, monitoring, and evaluation of active CCS projects. Drafts internal and public facing documents.
20%	Contributes to the development and amendment of regulations, control measures, protocols, technical support documents, and project evaluation strategies and tools; conduct workshops and consultation meetings with industry, other governmental agencies, and the public to solicit information required to develop stationary source control measures and technical reports. Prepares correspondence, briefing materials, presentations, issue papers, and fact sheets related to regulations, control measures, protocols, and other policies.
10%	Represents CARB in meetings, workshops, and hearings. This may include making presentations or providing other program-related information.

% of Time	Marginal Functions
5%	Communicates with stakeholders, answers general inquiries, provides assistance to other sections, branches, or divisions. Occasional travel, field and site visits.

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. Lifting and

Duty Statement – Workforce

ASD/HRB-12 (Rev. 10/2025) Page 3 of 7

carrying objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

The incumbent works in a smoke-free environment on the 6th floor of a high-rise office building in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Travel may be required locally and within and outside of 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 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: Gavin Hoch	Supervisor Signature:	Date: Date
-----------------------------	-----------------------	---------------

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

Duty Statement – Workforce

Employee Name:	Employee Signature:	Date: Date
----------------	---------------------	---------------

Duty Statement – Workforce

ASD/HRB-12 (Rev. 10/2025) Page 5 of 7

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., 673-810-5142-001)

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 -

https://www.calhr.ca.gov/Pay%20Scales%20Library/PS_Sec_15.pdf

Confidential Designation – Refer to the program needs, and job duties required

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.

Core Competencies – Select [appropriate proficiency level](#) for the classification. May select up to 3 competencies that require a higher proficiency level than is standard for the classification, based on the duties of the position. 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,

Duty Statement – Workforce

ASD/HRB-12 (Rev. 10/2025) Page 6 of 7

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 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-leadership 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 Workforce Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity, Equity, Inclusion, and Belonging; 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.

Duty Statement – Workforce

ASD/HRB-12 (Rev. 10/2025) Page 7 of 7

- **Digital Fluency** – Use technology effectively in the performance of one’s job, including integrating and accepting new technology when appropriate.
- **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.