Duty Statement

☐ Current ☒ Proposed

RPA Number: TBD	Classification Title: Air Resources Engineer	Position Number: 673-210-3735-004
Incumbent Name: Vacant	Working Title: Enforcement PERP Air Resources Engineer	Effective Date: 9/18/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Enforcement Division	Section/Unit: Portable Equipment Operations Section	Reporting Location: Sacramento – Depot Park
Supervisor's Name: Kelly Weatherford	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 Portable Equipment Operations Section (PEOS) is responsible for the upfront component of implementing and enforcing CARB's Portable Equipment Registration Program (PERP), PERP Regulation, and Airborne Toxic Control Measure for Diesel Particulate Matter from Portable Engines Rated at 50 Horsepower and Greater (Portable Engine ATCM). Implementation of PERP involves the evaluation of PERP registration applications, which includes but is not limited to fee and eligibility determinations; calculating engine and equipment unit emissions; determining and calculating process limitations as necessary to meet regulatory emission limits; determining all applicable requirements and operational conditions for portable engine and equipment unit registrations; development and transmittal of registration materials to the regulated community; and extensive interaction with the public, new applicants, existing registrants, and local air district engineering and enforcement personnel.

Implementation and enforcement of the Portable Engine ATCM includes the development of tools for use by the regulated community to calculate diesel engine fleet emissions on a continuing basis; development of tools to calculate trends in diesel emission reductions and compliance of portable diesel engine fleets with upcoming Portable Engine ATCM standards; development of tools to assist industry with the evaluation of future fleet compliance options; development of tools to determine completeness and accuracy of submitted compliance reports; development of database resources to log and track submitted Portable Engine ATCM fleet compliance reports; performing research of U.S. EPA, CARB, and diesel engine manufacturer resources to obtain emission data related to portable diesel engine fleet compliance; and assisting the public, regulated community, and local air district staff with Portable Engine ATCM questions and fleet calculations.

The PEOS assists the Citations and Registration Enforcement Branch (CREB) with other projects and programs related to developing, implementing, and enforcing air pollution rules and regulations to reduce emissions of criteria and toxic air pollutants from a wide variety of sources. In addition to the responsibility of the PEOS to assist with field evaluation and investigation of portable engines and equipment units for which the owner/operators have submitted application(s) for registration, this field element also includes providing direct assistance to other projects and programs in the CREB as well as the local air districts regarding implementation of their unpermitted source programs. The responsibilities of the PEOS will adapt over time as current programs mature, and new programs are implemented.

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 of the PEOS, the Air Resources Engineer (ARE) is responsible for assisting with the implementation, administration, and enforcement of the PERP, the PERP Regulation, and Portable Engine ATCM. The ARE applies engineering methods and principles in the identification, study, and solution of related air pollution challenges. The ARE also applies engineering methods and principles in development and implementation of program and information technology (IT) related processes and solutions for maximum operational efficiency of the PERP. The ARE is also responsible for coordinating air pollution control programs with other public agencies (e.g., local air districts, California Public Utilities Commission, California Energy Commission) and represent the CARB in various joint operations, speak before groups, answer inquiries, and prepare correspondence. This class also includes specialization in several areas including environmental inspections and investigations.

% of Time	Essential Functions
35%	Apply engineering methods and principles to make recommendations for and determine whether engines or equipment units qualify for PERP registration and develop and determine appropriate operating conditions. Evaluate applications for completeness regarding portable engines and equipment units submitted for PERP registration that may result in occasional field assignments.
20%	Investigate, research, and analyze portable engines and equipment units for compliance with the PERP Regulation and Portable Diesel Engine ATCM. Prepare, review, and update environmental investigations, and provide recommendations for compliance plans for businesses to comply with the PERP Regulation and Portable Engine ATCM. Apply engineering methods and principles to assess the impacts of criteria pollutants and toxic air contaminants in the State, including portable engines, and develop control strategies and guidelines to reduce these impacts. Collaborate with local air district and CARB engineers,

	attorneys, scientists, specialists, and other experts in law and business to address compliance challenges.
15%	Assist and support CREB, ED, and/or other CARB divisions with the development and implementation of regulatory strategies involving the PERP Regulation and/or Portable Engine ATCM. These tasks may include but not be limited to assisting in developing and updating solutions for processing and IT procedures in the PERP to increase the efficiency of the program, assistance with IT data management system solutions, and notifications and/or presentations regarding PERP and/or portable equipment. Train and work with staff to implement the streamlined procedures.
10%	Assist local air districts, governmental agencies, the public, and affected industries on inquiries and information requests about the PERP Regulation and Portable Engine ATCM.
10%	Prepare and complete staff work including, but not limited to researching and writing technical reports, status reports, and briefing papers as it relates to emission sources in the State and CARB programs. Review proposed Federal, State, and local air district regulations as they apply to stationary, mobile, and portable sources of emissions and assess its impact to CARB programs. Attend environmental task force meetings.

% of Time	Marginal Functions
5%	Conduct investigatory activities and provide technical support to CREB, ED, and/or other CARB Divisions for the development of suggested control measures and technical guidance documents, regulation and field enforcement, special investigations, inspections, and task force activities as needed, especially when engineering expertise is required. Research air pollution issues. Attend workshops, hearings, and meetings. May require some travel.
5%	Prepare other required reports and correspondence, as well as providing information for other related administrative duties (i.e., contracts), which fall under the scope of this classification. Assist and support to other sections/branches within ED, as needed. May perform other duties within the scope of the classification as required.

Typical Physical Conditions/Demands

This position requires frequent sitting or standing at a desk. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. May require occasional lifting or moving light materials weighing up to 20 pounds.

Typical Working Conditions

The incumbent primarily works in a smoke-free environment of a single-story office building in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Travel may be required.

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: Kelly Weatherford	Supervisor Signature:	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		
Employee Name:	Employee Signature:	Date:

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

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.

- **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.