

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 6/5/24
Classification: Air Pollution Specialist	Position #: 673-610-3887-061
Division/Office: Mobile Source Control Division	CBID: R09
Section: Advanced Emission Control Strategies Section	
Supervisor Name: David Chen	Supervisor Classification: Air Resources Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

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Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION:

The mission of the Advanced Emission Control Strategies Section is to reduce emissions of criteria pollutants, greenhouse gases, and toxics from off-road equipment and heavy-duty vehicles through the development of regulatory measures that accelerate the deployment of zero- and near zero-emission technology.

CONCEPT OF POSITION:

Under the general supervision of the Air Resources Supervisor I, this position is responsible for carrying out the duties and responsibilities outlined below. Some travel may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
50-E	Develop mobile source regulatory measures that are technically feasible, are cost effective, and maximize emission reductions. Take into account policy directives; technical and scientific knowledge; operations, emissions, and cost data; equity considerations; and other information gained through literature review, research, and engagement with internal and external groups. Prepare deliverables for regulatory proposal packages, such as staff reports, Standardized Regulatory Impact Assessment (SRIA) documents, environmental assessments, proposed regulatory text, technical support documents, Board presentations, and briefing materials. Brief management and other internal stakeholders regularly, making recommendations, and adjusting process and approach based on directives and other feedback.
20-E	As part of the regulatory development process, plan, prepare for, and conduct public workshops, workgroup meetings, and individual meetings with stakeholders, industry experts, and other entities to provide information and solicit feedback. As applicable, develop agendas, announcements, presentations, and other materials to facilitate and optimize the effectiveness of such discussions.
20-E	Assess technical feasibility and cost effectiveness of mobile source regulatory proposals using technical and scientific knowledge and in-depth analyses of operations data, emission data, cost data, and other technical information identified in literature, available through internal and external partners, and/or provided by manufacturers, fleets, and other stakeholders. As necessary, develop/perform activities to fill identified data gaps, such as industry surveys, studies, research projects, etc.
5-M	Provide guidance to other CARB units to support the implementation of advanced technology regulations and incentive-based programs.

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5-M	Perform other duties as required such as responding to public inquiries, assisting other Branch members in running public workshops, representing CARB and/or MSCD at public meetings, attending relevant training courses, etc. All assignments are to be consistent with the overall mission of the section, the Mobile Source Regulatory Development Branch, and the Mobile Source Control Division.
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