

**DUTY STATEMENT**

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|---|---|
| Employee Name: Vacant                       | Current Date: 6/3/24                                  |
| Classification: Air Resources Technician II | Position #: 673-610-3873-XXX                          |
| Division/Office: Mobile Source Control      | CBID: R11   |
| Section: Off-Road Implementation            |   |
| Supervisor Name: Octavio Haro               | Supervisor Classification: Air Resources Supervisor I |

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| 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: NA

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: NA

MISSION OF SECTION:

The mission of the Off-Road Implementation Section (ORIS) is to achieve emission reductions from the off-road sector through implementation of the In-Use Off-Road Diesel-Fueled Fleets and the Off-Road Large Spark-Ignition Engine Fleet Regulations (Off-Road Regulations). The Section accomplishes this through direct fleet assistance, regulatory expertise, outreach, training, and development of reporting and compliance assistance tools. The Section is responsible for coordinating within CARB and other stakeholders to achieve high compliance rates. The section develops and maintains the Diesel Off-Road Online Reporting System (DOORS), the reporting tool for the Off-Road Regulations and implements the DOORS hotline, which is a dedicated compliance assistance effort specific for these regulations. Additionally, the Section is responsible for supporting rule development and other policy considerations to achieve additional emission reductions from the off-road sector to carry out the mission of CARB. The Section also supports development of other regulations, plans, and technical assessments, as needed.

CONCEPT OF POSITION:

Under close supervision of the Off-Road Implementation Section Supervisor, the Air Resources Technician II performs the more complex and difficult paraprofessional air pollution and vehicle emissions control work as follows: provide compliance assistance with the Off-Road Regulations; execute data quality projects; use regulatory language to respond to more complex constituent questions and calculate fleet compliance of more complex fleets; assist with regulatory amendments; assist in the development of new and maintenance of existing compliance assistance tools; assist section staff in engaging with external stakeholders; assist in Enforcement Division coordination; and support the work of the branch.

Some travel may be required.

| <u>% OF TIME</u> | <u>RESPONSIBILITIES OF POSITION</u>  |
|------------------|--|
| 35%-E            | Assist fleets in understanding the Off-Road Regulations requirements and help them determine how to comply. This includes answering calls and emails to the DOORS hotline (phone) and DOORS email account, respectively, and providing fleets with accurate, detailed information regarding the Off-Road Regulations reporting and performance requirements. Provide personalized, detailed instructions via phone, fax, email and in person to fleets who need assistance using DOORS, the online reporting tool. Process forms submitted for regulatory compliance purposes. |

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| 20%-E | Execute review of DOORS data to maintain data quality. Gather, review and analyze reported data for anomalies and gaps. Prepare correspondence to fleet owners to verify and correct reported data  |
| 15%-E | Research, support, and assist section staff with more complex assignments as needed. May include research of regulatory language in response to more complex constituent questions, calculate fleet compliance; and maintenance of databases and input for call logs.   |
| 15%-E | Assist section staff in creating new and maintaining the Off-Road Regulations reporting and compliance tools which may include updating and creating user documentation, guidance documents, and forms; and performing DOORS testing. These materials will reflect ongoing regulatory implementation and implementation of approved amendments. |
| 5%-E  | Facilitate section staff efforts in assisting other state agencies, air districts, engine manufacturers, and affected stakeholders with ongoing implementation issues and changes. Some site visits, including traveling, may be required.  |
| 5%-M  | Assist Enforcement Division staff by gathering data regarding fleets that may not be compliant with the Off-Road Regulations requirements.  |
| 5%-M  | Perform other duties related to the work within the Mobile Source Regulatory Development Branch, such as responding to correspondence and preparing presentations, as required.   |
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