

DUTY STATEMENT

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Employee Name: Vacant	Current Date: September 2023
Classification: Vehicle Program Specialist	Position #: 673-210-0663-001
Division/Office: Enforcement	CBID: E09
Section: Enforcement Division Office	
Supervisor Name: Heather Quiros	Supervisor Classification: Division Chief, CEA

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

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

Total number of positions in Section/Branch/Office for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

Indicate the number of positions by classification that this position LEADS: 0

MISSION OF SECTION: The Enforcement Division seeks to protect public health and the environment by maximizing reductions in emissions of air contaminants through the fair and consistent and comprehensive enforcement of statutory and regulatory requirements for sources of all air pollution under CARB jurisdiction.

CONCEPT OF POSITION: Under the general direction of the Division Chief, serve as the Board's staff expert on mobile source emissions, emission control technologies, and programs designed to reduce emissions from mobile sources with a specific focus on compliance and enforcement; to interact with other enforcement division experts to ensure effective integration and coordination of programs; to meet as directed by management with various government agencies, businesses, environmental organizations, and other stakeholders to seek ways to improve the effectiveness and reduce the cost of the program; to formulate, direct, and report evaluations of the program.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Serves as the Enforcement Division's staff expert on mobile source emissions, emission control technologies, and programs designed to reduce emissions from mobile sources with a specific focus on compliance and enforcement. Identifies ways to increase the effectiveness, emission reductions, and reduce the cost of rule enforcement. Formulates and recommends policies and program revisions and seeks their effective implementation according to Enforcement Division priorities.
25% - E	Plans, directs, and reviews the division's data management projects and analyses of technical data from vehicles and engines (on- and off-road), and reviews academic research and programmatic data from certification, in-use compliance, on-board diagnostics, and emissions measurement programs to help determine impacts to enforcement and regulatory programs.
25% - E	Evaluates the effectiveness and economic impact of existing Enforcement Division programs related to mobile sources, including diesel programs, smog check, and aftermarket parts for cars, trucks, motorcycles and other vehicles/equipment. Formulates policy and recommendations to improve these programs, based on the evaluation results. Prepares reports, presentations, and other material as directed.

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10% - E	Serves as the Enforcement Division's liaison to other CARB divisions, other governmental agencies, and businesses, as assigned by the Division Chief. Works with other CARB divisions to identify opportunities for program improvements. Assures that requests by other CARB divisions for support, including cost effectiveness analysis and contract management, are met in a thorough and timely manner. Works to achieve a cooperative relationship between CARB divisions.
10% - E	Supports the improvement of regulatory development procedures to integrate enforcement concepts into regulatory and incentive program design.
5% - M	Provides policy advice for other CARB motor vehicle programs as directed, and other duties as required that fall under the scope of the Vehicle Program Specialist classification.