

**DUTY STATEMENT**

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Employee Name: VACANT	Current Date: October 2023
Classification: Air Resources Technician II	Position #: 673-400-3873-947
Division/Office: Transportation and Toxics	CBID: R11
Section: Drayage Implementation Section	
Supervisor Name: Skott Wall	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:

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N/A

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

N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

N/A

MISSION OF DIVISION: The Transportation and Toxics Division (TTD) is responsible for regulatory and non-regulatory activities to: reduce air toxics, criteria air pollution, and greenhouse gases from freight transportation (including implementation of existing rules, development of new rules and plans, and administration of incentive programs); characterize the health risk from toxic air contaminants; and develop and implement regulatory measures and other programs to reduce the localized health risk from air toxics. The impacts of poor air quality are disproportionately felt by disadvantaged communities and race is the single largest predictor of whether someone will be adversely impacted by air pollution. Thus, TTD aims to prioritize elevated health risks in disadvantaged communities to ensure that we are more equitably serving all Californians and is committed to advancing racial equity and practicing effective community outreach and engagement. This requires supporting policies that fairly address environmental and socioeconomic inequities throughout the State and is supported by meaningfully engaging with air quality partners, especially in low income and communities of color. Air Quality Partners include community members, environmental justice advocates and organizations, community-based organizations, air districts, regulated entities, and other impacted individuals.

MISSION OF SECTION: The Drayage Implementation Section supports the Freight Technology Advancement Branch's mission to reduce emissions of air toxics, criteria pollutants, and greenhouse gases from freight transportation through the implementation of CARB sustainable freight initiatives. Activities, conducted in concert with other branches and divisions, to support this mission include: coordinating and conducting stakeholder outreach and training, implementing regulations and strategies, providing technical support to stakeholders on regulatory requirements, and developing and managing data collection systems that support freight regulations. This section currently implements the drayage truck regulatory requirements from the Advanced Clean Fleets Regulation (ACF), and supports the Truck Regulation Upload, Compliance, and Reporting System (TRUCRS).

CONCEPT OF POSITION: Under supervision of an Air Resources Supervisor I (ARS I) and Air Pollution Specialists (APS), the Air Resources Technician (ART) II is responsible for duties related to the development and implementation of programs and regulations designed to reduce emissions from freight transportation sources statewide. The ART II responds to inquiries from internal and external stakeholders concerning regulatory compliance issues and use of TRUCRS. The ART II gathers, enters, maintains, and provides reporting for regulatory compliance-related information from internal and external stakeholders. The ART II may be asked to summarize data and information, perform calculations, write and edit correspondence and reports, and develop and document standard operating procedures. The ART II is also responsible for the more complex and difficult paraprofessional air pollution and vehicles emissions control work.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
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45%-E	Respond to technical phone calls, e-mails, and letters concerning regulatory compliance issues. Gather, enter, maintain and provide reporting for regulatory compliance-related information using TRUCRS. Develop and maintain courteous, professional relationships with internal coworkers and management, and all external stakeholders, while providing excellent customer service to all parties.
20%-E	Assist other section staff on special projects associated with programs for reductions in greenhouse gas emissions and criteria pollutants, diesel-emissions reduction programs, and other programs, as required. Review spreadsheets and databases to implement solutions to process data and improve data quality.
15%-E	Assist section staff in data-gathering activities related to the development or implementation of control measures and provide summaries and analysis of the data. Help in developing and coordinating public outreach efforts relative to the development and implementation of control measures. Prepare routine correspondence and technical support documents in response to public requests for information or assistance, or in response to statutory program requirements.
15%-E	Provide general support on technical and compliance issues associated with drayage truck regulatory requirements and TRUCRS-related questions. Travel may be required to participate in public workshops, stakeholder engagements, or other meetings or events, as needed. Assist with website updates and document remediation to meet Americans with Disabilities Act (ADA) requirements.
5%-M	Perform other duties related to occasionally assisting other sections or branches within the division by providing policy, written, or technical support for special projects to meet division objectives. Work on special projects and perform other duties within the scope of the classification, as required.