

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: 10/18/2023
Classification: Air Resources Supervisor I	Position #:673-610-3762-013
Division/Office: MSCD	CBID: 09
Section: In-Use Control Measures	
Supervisor Name: Tony Brasil	Supervisor Classification: Air Resources Supervisor II

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

DUTY STATEMENT

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: 0

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

10

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

1 ARE, 4 APS, 4 ART II, 1 ART I

MISSION OF SECTION: The In-Use Control Measures Section is responsible for adopting new regulations, amending existing regulation and implementing regulations primarily focused on addressing medium and heavy-duty vehicle emissions. New regulations and amendments are primarily focused on accelerating adoption of zero-emission medium and heavy-duty vehicles including the recently Advanced Clean Fleets, Advanced Clean Trucks and the proposed Zero-Emission Trucks measure. These regulations are intended to reduce criteria pollutant emissions and greenhouse gas emissions from over one million in-use trucks and buses that operate in California.

CONCEPT OF POSITION: Under close supervision and direction of the On-Road Compliance Assistance Section manager, the incumbent performs a variety of duties as follows:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40%	Work with staff to provide expert support on developing and amending regulations. Manage workflow and oversee development of technical analysis and various reports, forms and documents needed to adopt regulatory amendments. Lead efforts to work across multiple divisions to coordinate and establish policy, interpret regulatory language, and conduct analysis of proposed legislation. Lead efforts to coordinate, prepare, and conduct workshops, public meetings, and other events, and assist in coordinating and updating web pages, outreach materials and guidance documents.
30%	Oversee efforts to ensure the section is able to effectively assist the public by researching and assessing reported fleet information for accuracy used to determine compliance with CARB's rules and regulations on medium and heavy-duty vehicles and provide support in implementing adopted regulations consistent with legislation including the Road Repair and Accountability act of 2017 (SB1).

DUTY STATEMENT

	Tasks include, but are not limited to answering and responding to phone calls, emails, and providing in person assistance to the public, industry representatives, air districts, etc.
10%	Oversee evaluations, calculations, and engineering analyses of technical information, cost analyses, and reported data. Review calculations and analyses for accuracy, and support testing and validate of compliance tools and reporting systems as needed.
10%	Oversee workload to provide assistance as needed to support Branch or Division activities by working with agency staff in developing and preparing correspondence, briefing / issue papers, speeches, presentations, spreadsheets, reports, and letters. Be well versed on emission control strategies used to comply with medium and heavy-duty diesel mobile source regulations.
10%	Other duties as required, including participating in meetings, coordinating with other sections, branches, or divisions as needed to meet division goals and priorities. Support Mobile Source Division policies and administrative processes. Interact with Division management and the Executive Office to keep management informed and to seek decisions on policy direction.