

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 11/15/2023
Classification: Staff Air Pollution Specialist	Position #: 673-610-3875-976
Division/Office: MSCD	CBID: 9
Section: Division Office	
Supervisor Name: Analisa Bevan	Supervisor Classification: Assistant Division Chief

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

Supervisor: <i>Analisa Bevan</i>	Date:
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I have read this duty statement and agree that it represents the duties I am assigned.

Employee:	Date:
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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 type="checkbox"/> None	<input checked="" 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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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: 2

MISSION OF SECTION: Reporting to one of MSCD's Assistant Division Chiefs, the Zero Emission Infrastructure Team ensures actions are taken within and external to CARB that result in sufficient zero emission infrastructure to fuel the rapidly growing market of zero emission light-, medium-, heavy-duty and off-road vehicles and equipment.

CONCEPT OF POSITION: Under the supervision of CARB's Zero Emission Infrastructure Specialist, this position will work closely with the signing agencies to the Zero Emission Infrastructure Joint Agency Statement of Intent including the California Energy Commission, California Public Utilities Commission, California Transportation Commission and the Governor's Office of Economic Development (GOBiz) to ensure regular communication, coordinate programs, facilitate joint stakeholder engagement, and cross-agency project reviews. This position will work at a highly independent level representing CARB and a variety of zero emission vehicle regulatory programs.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Coordination of data sharing and analysis between Joint Statement of Intent partner agencies, including establishing vehicle inventory and regulatory forecasting data sharing protocols, coordinating agency report reviews and establishing joint agency data gathering projects.
15% - E	Work with partner agencies to ensure equity is a consideration in infrastructure related state programs.
25% - E	Lead Infrastructure Team support of regulatory development projects, including establishment of guidelines for regulatory teams when zero emission infrastructure is a factor in regulation development and regulatory provisions.
20% - E	Preparing and delivering briefing materials for program staff and executive management including briefing documents and PowerPoint presentations. Representing CARB infrastructure activities in public forums and presenting information linking CARB's vehicle and equipment programs to fueling infrastructure needs.
15% - M	Other duties as required including responding to correspondence, travel for stakeholder meetings and technology tours, preparing and presenting presentations for public and stakeholder outreach events.

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