

DUTY STATEMENT

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Employee Name: vacant	Current Date: 01/10/2024
Classification: Staff Air Pollution Specialist	Position #: 673-610-3875-976
Division/Office: MSCD	CBID: R09
Section: Division Office	
Supervisor Name: Jack Kitowski	Supervisor Classification: Division Chief

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 type="checkbox"/> None	<input checked="" 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: 0

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**: 3 to 5 Staff Air Pollution Specialists, Air Resources Engineers, Air Pollution Specialists, Air Resources Technicians, or student assistants.

MISSION OF SECTION: The Mobile Source Control Division (MSCD) develops regulations and incentive programs to reduce emissions of smog-forming pollutants, greenhouse gases, and toxics from on-road and off-road mobile sources. The focus of MSCD is primarily on heavy-duty engines, vehicles, and equipment. Strategies focus on reducing emissions from the in-use fleet, and on development and commercialization of advanced near-zero and zero-emissions technologies.

CONCEPT OF POSITION: The primary responsibility of this position is policy expert when assisting the California Air Resources Board (CARB), Executive Office, and MSCD Division Chief in communicating information about MSCD policies to a variety of audiences (e.g. media, legislature, international, public, etc.), through written documents, presentations, press releases, websites, and other means. These programs are a vital component for reducing criteria pollutants, toxic air pollutants, and greenhouse gases by promoting the use of advanced and zero-emission technology vehicles/equipment, accelerating turn over the fleet to cleaner technologies, and increasing access to clean transportation for low-income households, disadvantaged communities, and low-income communities. In an expert role, the position is responsible for supporting MSCD's and CARB's efforts to ensure that all MSCD regulatory programs are implemented in a coordinated manner to further CARB's mission and goals. This includes programs such as the Advanced Clean Fleets, Low NOx Omnibus, Advanced Clean Trucks, Heavy-Duty Inspection and Maintenance, Zero-Emission Shuttle Bus, Off-Road, and Innovative Clean Transit regulations as well as future regulations (e.g. Off-Road amendments, Forklift, etc).

The position works closely with the MSCD Division Chief, Assistant Division Chief, branch chiefs, managers, technical staff, and other CARB divisions to provide policy and technical recommendations on regulatory program design and implementation. The position will also prepare communications regarding technical and policy analyses, reports, and other materials across the broad spectrum of MSCD's work. The position will represent MSCD on regulatory program-related policy matters with the Executive Office and other CARB divisions. The position will complement division work, representing CARB with international, federal, State, tribal, and local government agencies to spur collaboration and ensure coordination. The position is also responsible for working directly with the Executive Office on special projects with minimal direction from MSCD Division Office.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Communicate MSCD policies to a variety of audiences (e.g. media, legislature, international, public, etc.), through written documents, presentations, press releases, websites, and other means.
20% - E	Serve as a technical advisor to rule making teams within the Division by providing policy and technical recommendations on regulatory program design and implementation.
15% - E	Prepare, review, and edit policy and technical reports, briefing papers, presentations, speeches, budget change proposals, Legislative testimony on MSCD programs and policies.
15% - E	Represent CARB with international, federal, State, tribal, and local government agencies to promote MSCD's regulatory policies and encourage coordination and collaboration. Travel will be required to meet some of these duties.
10% - E	Represent MSCD on regulatory program-related policy matters with the Executive Office and other CARB divisions.
5% - M	Other duties as required such as special assignments from the Executive Office