Employee Name: VACANT  
Current Date: December 2023

Classification: Air Resources Technician II  
Position #: 673-400-3873-XXX

Division/Office: Transportation and Toxics  
CBID: R11

Section: Freight Transport Implementation

Supervisor Name: Alyssa Green  
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

- None
- Lead Person
- Supervisor
- Team Leader
MISSION OF SECTION:

The Freight Transport Implementation Section supports the Freight Transport 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 including implementing regulations and strategies, coordinating and conducting stakeholder outreach and training, providing technical support to stakeholders on regulatory requirements, and developing and managing data collection systems that support freight regulations. This section currently implements the transport refrigeration unit (TRU) regulation, the CARB Equipment Registration (ARBER) program and hotline, as well as contributes to the development and implementation of a new CARB online system to support freight regulations.

CONCEPT OF POSITION:

Under close supervision of the Air Resources Supervisor I (ARS I), the Air Resources Technician (ART) II is responsible for responding to inquiries from internal and external stakeholders concerning the Air Resources Board Equipment Registration system (ARBER) and related regulatory compliance issues. The ART II gathers and maintains regulatory compliance-related information from internal and external stakeholders and enters it into ARBER. The ART II is also responsible for the more complex and difficult paraprofessional air pollution and vehicles emissions control work.

<table>
<thead>
<tr>
<th>% OF TIME</th>
<th>RESPONSIBILITIES OF POSITION</th>
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<tbody>
<tr>
<td>35%-E</td>
<td>Respond to technical phone calls, e-mails, and letters concerning the Air Resources Board Equipment Registration system (ARBER) or related regulatory compliance issues, particularly for the Transport Refrigeration Unit (TRU) Regulation. Enter regulatory compliance-related information into ARBER and maintain. Develop and maintain courteous, professional relationships with internal coworkers and management, and all external stakeholders, while providing excellent customer service to all parties.</td>
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### Duty Statement

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
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<tr>
<td><strong>30%-E</strong></td>
<td>Assist Air Pollution Specialists (APS) and Air Resources Engineers (ARE) on special projects associated with programs for reductions in greenhouse gas emissions and criteria pollutants, diesel-emissions reduction programs, and other programs, as required. Evaluate and analyze associated data and develop and implement solutions to process data and improve data quality.</td>
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<tr>
<td><strong>15%-E</strong></td>
<td>Perform the more complex calculations and analyses using spreadsheets or databases and enter data into spreadsheets and databases. Assist APS and ARE in data-gathering activities related to the development or implementation of control measures and provide summaries and analysis of the data. Assist APS and ARE 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, such as the implementation of TRU Regulation.</td>
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<tr>
<td><strong>15%-E</strong></td>
<td>Provide general support on technical and compliance issues associated with TRU Airborne Toxic Control Measures and the ARBER Program, which supports the TRU Regulation. Assist the public and stakeholders with TRU and ARBER-related questions. Assist with website updates and document remediation to meet Americans with Disabilities Act (ADA) requirements. Travel may be required to participate in public workshops, stakeholder engagements, or other meetings or events, as needed.</td>
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<td><strong>5%-M</strong></td>
<td>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.</td>
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