

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 1/8/24
Classification: Air Pollution Specialist	Position #: 673-610-3887-047
Division/Office: MSCD	CBID: R09
Section: Compliance Assistance and Outreach Section	
Supervisor Name: Bruce Tuter	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: N/A

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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 SECTION: The Mobile Source Compliance and Outreach Section is responsible for implementation and outreach for strategies to reduce emissions from in-use heavy duty diesel mobile sources. These sources include trucks, regional and long-haul trucks, and other on-road mobile sources.

CONCEPT OF POSITION: Under close (Range A) or general (Range B or C) supervision of the manager of the Mobile Source Compliance and Outreach Section, the incumbent performs Air Pollution Specialist work at the Range A, B, or C level. The position is responsible for various tasks, typically related to medium- and heavy-duty mobile sources. These tasks may include outreach and education for fleets and other stakeholders, regulatory development, intra-agency coordination, and coordination with outside entities. This position may require up to 25% travel. The specific duties of the position are as follows:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25%-E	Apply scientific methods and principles to provide technical assistance to industries affected by mobile source regulations. Have a working knowledge of internal combustion and zero-emission technologies, including vehicle, support infrastructure, and other applicable aspects of this technology. Apply this knowledge of both diesel, and zero-emission technologies to develop creative, innovative approaches to disseminate this information to the regulated community. Develop compliance assistance and educational tools for the regulated community. This includes translating scientific/regulatory information into simple and easy to understand terms to be used in these tools. These tools include presentations, postcards, websites such as TruckStop, compliance calculators, frequently asked questions, advisories, databases, seminars, webinars, phone conversations and written documents.
25%-E	Perform planning and policy support for MSCD. This may include development of regulations and legislation, coordination of division-wide efforts, understanding policy implications of MSCD and ARB programs, and coordination with other ARB programs and outside stakeholders to advance or support MSCD programs.
20% - E	Communicate and work with external entities to develop policies and tools to assist the regulated community and provide community benefits. These entities may include industry groups, environmental and environmental justice groups and other NGOs, and local, State, and federal agencies.
15%-E	Liaise with mobile source regulatory and incentive programs to ensure the timely flow of information to regulated entities and within ARB, and to support consistency in messaging this information.
15%-M	Other duties as required, which may include preparation of correspondence, presentations, speeches, and reports acting as lead for

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	the section when the Supervisor is absent and other duties in support of the section.
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