

DUTY STATEMENT

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Employee Name:	Current Date: 03/22/24
Classification: Air Resources Supervisor I	Position #: 673-610-3762-015
Division/Office: MSCD/EMIB	CBID: 09
Section: Clean Transportation Outreach Section	
Supervisor Name: Lisa Macumber	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:
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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 type="checkbox"/> Lead Person
<input checked="" 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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Up to 8 APSs and up to 1 SAPS

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

9

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

0

MISSION OF SECTION:

The Equitable Mobility Incentives Branch (EMIB), develops and implements incentive projects that equitably transform the light-duty, passenger transportation sector – providing vehicle purchase options and supporting community-based mobility options – to improve the well-being and quality of life for all Californians. EMIB is responsible for overseeing the Clean Vehicle Rebate Program, financing assistance for low-income consumers' vehicle purchases, Clean Cars 4 All, California E-Bike Incentive Project, and Sustainable Community-Based Transportation Equity Mobility Projects. The Clean Transportation Outreach Section, or CTOS, is responsible for the design and implementation of outreach related to CARB's low carbon/clean transportation incentive programs, and to maximize benefits of the Low Carbon Transportation Investment funding to disadvantaged communities. As part of this effort, this section works to develop opportunities to overcome barriers for clean transportation and mobility options for low-income residents and those living in low-income and disadvantaged communities as required by SB 350. The Section also engages with the community and other stakeholders to identify issues and priorities related to awareness, ability, and willingness of the target audience to fully access options and use these programs.

CONCEPT OF POSITION:

Under general direction of the Air Resources Supervisor II, the incumbent will be responsible for the overall management of CTOS. Specific duties include:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25%	Direct staff to provide assistance and advice as it pertains to Low Carbon Transportation (LCT) funding and projects to socially and economically disadvantaged communities. Work with environmental justice and disadvantaged communities, both organizations and residents, to provide guidance on accessing Low Carbon investment funds by giving presentations, creating outreach materials, and participating in community meetings. Work closely with community based organizations to obtain advice and establish partnerships.
20%	Plan, organize, and direct the activities of the Section. This includes: developing strategic implementation plans; making recommendations and decisions on staff assignments; developing norms for work products; setting metrics and monitoring work; evaluating staff performance; providing

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	resources needed for work; creating a supportive work environment; resolving conflicts; overseeing grants and grant activities; providing staff training and development; facilitating collaboration of CTOS staff within and external to the branch to create and support effective teams for a variety of projects; work collaboratively with other section managers; and support the Branch Chief to develop and achieve program objectives.
20%	Implement education and outreach strategies geared toward low-income individuals that allow them to understand and access clean transportation and mobility options. Coordinate with other state agencies who are also working with low-income, environmental justice and disadvantaged communities to provide a unified effort to reduce barriers and increase access to zero- and near-zero emission transportation options.
15%	Manage activities related to the promotion and awareness of light-duty incentive programs in coordination with local air quality districts, LCT grant administrators and grant recipients, to support and expand outreach activities.
10%	Oversee the implementation of SB 350 Barriers Study priority recommendations, including the implementation of the Outreach Roadmap, coordination of community transportation needs assessment and technical assistance/capacity building for clean mobility projects, the one-stop-shop pilot project and grant, and various other metrics and workforce development efforts. Make recommendations for improving various equity programs and maximizing the State's investment.
10%	Other duties as needed, including supervising Budget Change Proposal writing, responding to public inquiries, overseeing contracts, overseeing the processing of invoices and payments, and reviewing reports.