

DUTY STATEMENT

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Employee Name: Vacant	Current Date: May 2024
Classification: Air Pollution Specialist	Position #:673-210-3887-083
Division/Office: Enforcement Division	CBID: R09
Section: Specialized Fleet Enforcement Section	
Supervisor Name: Udokanma (Udo) Ofoha	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): Operate and deploy PEAQs Mobile Deployment Platform and will occasionally lift objects up to 50 lbs.
- 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

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

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 Diesel Programs Enforcement Branch (DPEB) is responsible for enforcement of California's on and off-road diesel regulations and programs. Examples include the Statewide Truck and Bus, Off-Road Equipment, and Transport Refrigeration Unit Regulations, and the Periodic Smoke Inspection, Verified Diesel Emissions Control Strategies (VDECS), and Heavy Duty Vehicle Inspection Programs.

The Specialized Fleet Enforcement Section (SFES) is responsible for enforcing those regulations by inspecting and investigating vehicles and equipment to verify compliance. Staff conduct field investigations and comprehensive audits of regulated entities to determine compliance, issue violations, and attempt to resolve those violations through a mutual settlement process. Inspections and investigations may originate from complaints or data derived output. In addition, SFES is primarily responsible for development and implementation of on-board diagnostics (OBD) and tampering policies, Heavy Duty Inspection and Maintenance (HD I/M) and inspection procedures.

The programmatic responsibilities of SFES will evolve over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: Under the direction of the Air Resources Supervisor I (ARS I), the Air Pollution Specialist (APS) will conduct background research on owners of regulated equipment and make initial compliance decisions. For those suspected of being non-compliant, the APS will conduct a comprehensive audit, and may conduct an inspection, of the owner's equipment for compliance with applicable regulations and issue a Notice of Violation if violations are proven. The APS will also administer settlement conferences with violators in attempt to reach a mutually agreeable settlement agreement. If unable to settle, the APS will package the case for referral to CARB legal counsel.

Travel will be required.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Investigations: Conduct investigations of complaints, tips, and leads concerning potentially noncompliant vehicles and fleets. Conduct interviews with complainants, informants, witnesses, suspected violators, and other individuals who may possess case-related information. Review files and other types of information. Collect, analyze, and catalog evidence to determine compliance with CARB regulations and programs. Conduct surveillance, take photographs, and utilize other applicable techniques. Coordinate with other agencies as required. Assist in search/inspection warrants. Conduct field inspections and case investigation activities handled primarily by other Enforcement Sections or Branches when requested.
35% - E	Inspections: Conduct inspections of truck and bus fleets subject to the Periodic Smoke Inspection Program (PSIP), the Statewide Truck and Bus Regulation, the Transport Refrigeration Unit Regulation, and other diesel rules under the purview of the Division as needed. Obtain samples and create testing procedures. Properly maintain complete and accurate records of inspections and samples.
25% - E	Case Administration: Document findings. Analyze collected data and test reports. Enforce compliance with air quality standards by preparing inspection and investigative reports that will ultimately lead to corrective action, settlement, or referral. Properly maintain evidence and case files. Review case files to determine accuracy and completeness. Brief management and legal staff on findings. Prepare and complete staff work, which includes, but is not limited to conducting analysis of data and records, maintaining case tracking systems including continuous assessment thereof, updating webpages, and writing technical and status reports. Assist with case prosecution and settlement negotiations.
10% - E	Serve as a resource of technical information about heavy-duty diesel regulations to the affected industry; other government employees and the public; prepare and deliver technical and informational presentations and review current and proposed regulations for enforceability.
5% - M	Other duties: Prepare other required reports, correspondence, assist with Division projects, attend on and off-site trainings and audio/visual presentations. May perform other duties related to and under the scope of the classification.