

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: 4/25/2024
Classification: Staff Air Pollution Specialist	Position #: 673-610-3875-018
Division/Office: Mobile Source Control Division	CBID: 9
Section: Off-Road Implementation Section	
Supervisor Name: Octavio Haro	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 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: N/A

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: This position serves as lead person for rulemaking and technical analysis projects with teams of 2-4 staff.

MISSION OF SECTION:

The mission of the Off-road Implementation Section (ORIS) is to achieve emission reductions from the off-road sector through implementation of the In-Use Off-Road Diesel-Fueled Fleets and the Off-Road Large Spark-Ignition Engine Fleet Regulations (Off-Road Regulations). The Section accomplishes this through direct fleet assistance, regulatory expertise, outreach, training, and development of reporting and compliance assistance tools. The Section is responsible for coordinating within CARB and other stakeholders to achieve high compliance rates. The section develops and maintains the Diesel Off-Road Online Reporting System (DOORS), the reporting tool for the Off-Road Regulations and implements the DOORS hotline, which is a dedicated compliance assistance effort specific for these regulations. Additionally, the Section is responsible for supporting rule development and other policy considerations to achieve additional emission reductions from the off-road sector to carry out the mission of CARB. The Section works closely with the Advanced Emission Control Strategies Section to help reduce emissions from off-road equipment through the development of regulatory measures that accelerate the deployment of zero- and near zero-emission technology. The Section also supports development of other regulations, plans, and technical assessments, as needed.

CONCEPT OF POSITION:

Under minimal direction of the Air Resources Supervisor I, this Staff Air Pollution Specialist serves as a technical lead and subject matter expert in the development of, analysis of, and implementation of innovative off-road zero-emission regulations to advance the California Air Resources Board's (CARB) mission of protecting public health and the environment. Through a combination of independent research, analysis, and internal and external collaboration, the Staff Air Pollution Specialist coordinates and contributes to regulatory programs and runs projects. Some travel is required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30-E	Develop mobile source regulatory measures that are technically feasible, are cost effective, and maximize emission reductions. Take into account policy directives; technical and scientific knowledge; operations, emissions, and cost data; equity considerations; and other information gained through literature review, research, and engagement with internal and external groups. Prepare deliverables for regulatory proposal packages, such as staff reports, Standardized Regulatory Impact Assessment (SRIA) documents, environmental assessments, proposed regulatory text,

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	technical support documents, Board presentations, and briefing materials. Brief management and other internal stakeholders regularly, making recommendations, and adjusting process and approach based on directives and other feedback.
30-E	Assess cost, technical feasibility and cost effectiveness of mobile source regulatory proposals using technical and scientific knowledge and in-depth analyses of operations data, emission data, cost data, and other technical information identified in literature, available through internal and external partners, and/or provided by manufacturers, fleets, and other stakeholders. As necessary, develop/perform activities to fill identified data gaps, such as industry surveys, studies, research projects, etc.
15-E	Lead efforts to identify, analyze, and resolve complex technical, legal, and regulatory issues associated with off-road zero-emission regulations. Collaborate with legal counsel, other regulatory agencies, industry experts, and other internal and external stakeholders to develop innovative policy solutions and regulatory frameworks to overcome barriers and accelerate the transition to zero-emission technologies in off-road applications. Advise other staff and management on relevant technical and policy challenges.
15-E	Forge strategic partnerships with industry stakeholders, environmental organizations, and government agencies to facilitate collaboration and information exchange. Lead multi-stakeholder working groups and workshops to solicit input, build consensus, and address concerns related to off-road zero-emission regulations. Serve as a primary point of contact for external inquiries, media requests, and legislative inquiries pertaining to off-road air pollution control measures. As applicable, develop agendas, announcements, presentations, and other materials to facilitate and optimize the effectiveness of such collaboration.
5-M	Provide guidance to other CARB units to support the development and implementation of advanced technology regulations and incentive-based programs.
5-M	Perform other duties as required such as responding to public inquiries, assisting other Branch members in running public workshops, representing CARB and/or MSCD at public meetings, attending relevant training courses, etc. All assignments are to be consistent with the overall mission of the section, the Mobile Source Regulatory Development Branch, and the Mobile Source Control Division.