DUTY STATEMENT

Employee Name: Vacant                      Current Date: May, 2024

Classification: Air Resources Supervisor II                      Position #: 673-920-3763-003

Division/Office: Sustainable Transportation and Communities Division                      CBID: SO9

Section: Advanced Clean Cars Branch

Supervisor Name: Jennifer Gress                      Supervisor Classification: Division Chief (CEA)

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
☒ Supervisor
☐ Lead Person
☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 4 Air Resource Supervisor I positions.
Total number of positions in Section/Branch/Office for which this position is responsible: 24.

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The mission of Advanced Clean Cars Branch (ACCB) is to foster a sustainable market for zero and ultra-clean emission light-duty vehicle technologies through regulations and market-supporting polices. Responsibilities of the branch include evaluating and developing regulations, as well as supporting the commercialization of advanced technologies, infrastructure development, public awareness and education, and technology demonstrations.

Specifically, the branch is home to four closely aligned sections. The Light Duty Vehicle Regulations Section develops, implements, and conducts technology assessments for the Zero Emission Vehicle (ZEV) Regulation, which establishes minimum requirements for ZEVs and requires an increasing percentage of new vehicle sales to be zero emissions. The Low Emission Vehicle Regulations Section sets emission standards and associated requirements to reduce criteria pollutants and greenhouse gas (GHG) emissions from internal combustion engine vehicles through the Low Emission Vehicle (LEV) regulations, and coordinates with the U.S. Environmental Protection Agency on national vehicle standards. The ZEV Infrastructure Section is responsible for developing and implementing policies to support passenger vehicle electrification markets in conventional and new mobility applications, including projects involving technical, environmental, and economic assessments of ZEV technologies and electric charging and hydrogen station networks. The ZEV Market Advancement Section is responsible for developing, coordinating, and implementing market support initiatives and supporting collaboration with other jurisdictions, private industry, and stakeholder groups to facilitate ZEV adoption and achieve 100 percent ZEV sales by 2035.

CONCEPT OF POSITION: Under direction of the Chief of the Sustainable Transportation and Communities Division, this position supervises the work and activities of these four sections using sound management, scientific, and analytical principles, and practices to foster strong teams that support the development of effective policies, plans, strategies, and projects. Occasional travel may be required.

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<th>% OF TIME</th>
<th>RESPONSIBILITIES OF POSITION</th>
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<td>30% - E</td>
<td>Perform supervisory administrative activities and foster a positive, respectful, inclusive, and diverse work culture. Plan, prioritize, and manage branch resources and personnel to ensure programmatic objectives are met and work products are high quality, meet intended objectives, and are completed in a timely manner. Recruit, hire, and mentor section managers, including the timely completion of performance appraisals, and proactively advance the professional development of managers and staff. Oversee and support managers on personnel issues, including performance management and conflict resolution and ensure compliance with California Air Resources Board (CARB) and division policies and procedures. Oversee contracts, budgets, procurement, training, and travel. Coordinate and supervise section and branch near- and long-term planning. Provide a safe work environment and</td>
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<tr>
<td>25% - E</td>
<td>Provide strategic direction to the branch’s regulatory work to reduce emissions from light-duty passenger transportation, including the development and implementation of the Low Emission Vehicle criteria and greenhouse gas regulations, the Zero Emission Vehicle regulations, and the Clean Mile Standard regulation. Provide strategic direction regarding the evaluation and coordination of federal regulations promulgated by the U.S. Environmental Protection Agency and National Highway Traffic Safety Administration. Support the Legal Office in actions to defend State and national clean car programs.</td>
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<td>20% - E</td>
<td>Provide strategic direction to the branch’s work on complementary programs to support the commercialization and use of ZEVs, including the development and implementation of public outreach and education materials, leading multi-jurisdiction partnerships to grow the ZEV market, leading international engagement for the branch, and supporting the build-out of charging and fueling infrastructure for ZEVs. Branch activities to support charging and fueling infrastructure include evaluating and drafting reports assessing the hydrogen fueling network, overseeing implementation of the Electrify America ZEV infrastructure plans, implementing the Electric Vehicle Supply Equipment Standards Regulation, and developing building code proposals for electric vehicle charging, among others. Occasional travel may be required.</td>
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<td>20% - E</td>
<td>Provide Division management and Executive Office recommendations on policy and technical matters to advance the branch’s objectives. Coordinate and represent the branch’s activities with other divisions throughout CARB; the Governor’s Office; Legislature; other State agencies; federal agencies including the U.S. Environmental Protection Agency, the National Highway Traffic Safety Administration, and U.S. Department of Energy; partnerships such as the Northeast States for Coordinated Air and United States Climate Alliance; and key stakeholders such auto manufacturers, non-governmental organizations, and other advocates and members of the public. Deliver briefings, testimony, speeches, presentations, and other oral and written communications to a wide range of audiences.</td>
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<td>5% - M</td>
<td>Oversee or perform other assignments as needed, including completing required trainings; participating in division-wide initiatives such as the development and implementation of the division’s Racial Equity Action Plan; responding to public inquiries; commenting on legislation; drafting budget change proposals; and developing briefing materials and other oral and written communications appropriate for a wide range of audiences.</td>
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