

**DUTY STATEMENT**

**DUTY STATEMENT**

Employee Name: Vacant	Current Date: 5/17/2024
Classification: Supervisor I	Position #:673-610-3762-947
Division/Office: MSCD/TACT	CBID: 09
Section: Compliance Support Section	
Supervisor Name: Tony Brasil	Supervisor Classification: Supervisor II

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 type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

**DUTY STATEMENT**

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

- 1 Staff Air Pollution Specialist
- 2 Air Resources Engineers
- 2 Air Pollution Specialists
- 4 Air Resources Technicians

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:

MISSION OF SECTION: The Section is responsible for implementing the Advanced Clean Fleets regulation and is focused on the regulation sections that apply to high priority fleets and state and local government vehicles. The regulation is designed to reduce emissions from existing on-road medium- and heavy-duty vehicles, off-road yard trucks and light-duty mail and package delivery vehicles. The section works with fleet owners to educate and assist them to report and comply with the requirements of the regulation and in evaluating the merits of claims for exemptions. The regulation affects thousands of fleet owners with more than 1,000,000 trucks operating in California.

CONCEPT OF POSITION: Under the general direction of the Chief of the Transportation and Clean Technology Branch, the incumbent is responsible for carrying out the duties and responsibilities outlined as follows:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% E	Plan, organize and direct the technical staff of the In-Use Control Measures Section to facilitate the achievement of the Air Resources Board's goals to reduce particulate pollution from existing diesel-powered mobile sources.
25% E	Lead and manage the section in performing high level training and educational materials, coordinating and developing enforcement cases, and making policy recommendations regarding interpretations of regulations.
20% E	Manage the preparation of clear and concise technical documents based on analysis and data evaluation, and in determining the appropriateness of exemption requests, vehicle qualifications for regulatory provisions, and safety determination.
15% E	E Manage the development of methods for calculating emissions, emission reductions, control efficiencies, and cost of control technologies
15% E	Assist in developing of modifications to existing control measures to reduce emissions from new and existing mobile heavy duty in-use engines.

