

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 05/14/2024
Classification: Air Resources Supervisor I	Position #: 673-920-3762-013
Division/Office: Sustainable Transportation and Communities Div / Advanced Clean Cars Branch	CBID: S09
Section: ZEV Market Advancement Section (MAS)	
Supervisor Name: Michael McCarthy	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:

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

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

3 Air Pollution Specialists, and 1 Air Resources Engineer, 1 AGPA

Total number of positions in Section/Branch/Office for which this position is responsible: 5

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 the Advanced Clean Cars Branch (ACCB) within the Sustainable Transportation and Communities Division is to foster a sustainable market for zero- and ultra-clean emission light-duty vehicle technologies through regulations and market-supporting policies. The zero emissions vehicle (ZEV) Market Advancement Section is responsible for developing, coordinating, and implementing market support initiatives, conducting an ongoing assessment of the ZEV market, and supporting collaboration with other jurisdictions, private industry, and stakeholder groups to facilitate ZEV adoption. The section is also responsible for leading the ZEV Equity Task Force to bring together leaders in zero-emission transportation such as environmental justice advocates, automakers, state government, and other key organizations to develop strategies to expand access to ZEVs and zero-emission mobility in low-income and disadvantaged communities throughout the state.

Section projects include several activities aimed at encouraging the sale and use of passenger ZEVs across California to support the aggressive target of 100% ZEV sales by 2035. Multiple projects support ZEV consumer education and awareness, including direct consumer engagement through online information, as well as support for external awareness programs. The section leads multiple partnerships with other state, local, and international governments in efforts to share best practices and to learn about the needs of ZEV buyers in the market, with a strong emphasis on equity and environmental justice. In support of the ZEV regulations, the section is also responsible for a market assessment to ensure sufficient development to achieve California's long term goals.

CONCEPT OF POSITION: Under direction of an Air Resources Supervisor II (ARS II), the Air Resources Supervisor I (ARS I) will mentor staff and direct staff work products, including but not limited to those identified below. The ARS I will oversee staff team interaction with government agency partners, non-profit organization partnerships, industry stakeholders, as well as research contracts, and will lead external engagement and relationship development on ZEV market support policies. An important part of the ARS I role will be project management and adherence to project timelines. The ARS I will coordinate closely with the other sections in the branch and other California Air Resources Board (CARB) divisions and State agencies to support vehicle regulatory programs and supporting programs that advance the ZEV market.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Supervise staff teams developing and implementing ZEV consumer awareness, marketing, and education programs and materials for ZEV technologies and conducting market assessments, including making

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	assignments, setting deadlines, and reviewing work products to ensure assignments are of high quality and completed in a timely manner. Collaborate with supervisors in other divisions, and support staff coordination, on ZEV incentive programs and overall messaging to ensure alignment across CARB. Promote staff development by mentoring staff and supporting their career growth, conducting regular performance appraisals, identifying skills gaps and supporting training as appropriate.
25%-E	Supervise staff and help lead the ZEV Equity Task Force to conduct workgroup meetings several times per year with environmental justice advocates, automakers, state government, and other key organizations to devise strategies to overcome barriers encountered and collectively share information on statewide initiatives and projects in support of expediting the deployment of ZEVs and charging infrastructure in low-income and disadvantaged communities throughout the state.
20%-E	Support staff teams leading California, multi-state, and international ZEV partnership activities, including reviewing internal and public documents, identifying best practices of ZEV market policy actions in other jurisdictions, and sharing CARB activities with external partnerships.
15%-E	Lead external engagement, including presenting at external events and developing relationships with other government agencies and private stakeholders related to ZEV market advancement program activities. Review external reports most relevant to section work to inform external engagement. Respond to public inquiries.
10%-M	Undertake administrative duties to effectively oversee the section. Conduct regular section planning, including the appropriate assignment of duties and allocation of resources to meet section responsibilities. Ensure adherence to CARB policies and procedures. Develop, evaluate, and, as necessary, implement budget, legislative, research, and other contract proposals.