

DUTY STATEMENT

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Employee Name:	Current Date: 3/26/24
Classification: SAPS	Position #:673-910-3875-xxx
Division/Office: ECCD	CBID: 9
Section: ADORS	
Supervisor Name: Yong Yu	Supervisor Classification: ARSI

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 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:

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:

MISSION OF SECTION: The Aftermarket Diesel and Off-Road Section is responsible for evaluating performance parts, general aftermarket parts, retrofit systems, and vehicle conversions to ensure that they have no negative impact of vehicle/engine emissions. The evaluation process involves technical assessment, design, and monitoring of test programs and analysis of emission test data. The section recommends approval of parts and conversions that comply with the procedures, allowing manufacturers to sell their products in California. The section also issues experimental permits and conducts special studies related to emissions of aftermarket parts, including but not limited to audit and confirmatory testing. The section is frequently involved with and/or lead on various rulemakings involving several different aftermarket procedures as well as enforcement case development and support. The section assists with and supports several databases and webpages associated with the various programs associated with the Branch.

CONCEPT OF POSITION: Under the direction of the Section Manager (Air Resources Supervisor I), the Staff Air Pollution Specialist (SAPS) serves as an independent technical and regulatory specialist in motor vehicle, including aftertreatment and aftermarket parts, regulation and policy activities including rulemaking assignments, emission control technology assessments, and legislative proposals. The SAPS has responsibility for projects having sensitivity and complexity, usually dealing with controversial issues that are critical to the Board's basic mission. Assignments may require the development of broad policy and legislative proposals, and regulatory changes that have long range impact.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
20% E	As a technical and regulatory specialist, prepare documents for internal and external use for program and regulatory development, including technical feasibility studies, regulations, and economic impact assessments. Prepare and lead technical and policy presentations and briefings. Provide advice and direction, and assist the regulatory development staff, in updating the various regulations as needed. Coordinate rulemaking activities and provide input and advice on regulatory language and regulatory changes. Conduct engineering review and evaluation of complicated applications for Vehicle Code section 27156 exemption of devices which alter or modify a vehicle's or engine's emission control system. This process entails engineering assessment and analysis of device operation and emission data to determine the potential impact of a device on vehicle

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	performance; on-board diagnostic II system function, emissions, and durability. Occasional travel may be required to observe testing of manufacturer test vehicle(s) or other activities related to processing of an application.
15% E	Research and investigate: aftermarket technologies, impacts of changing emissions standards on section and branch processes, testing applicability, Represent California Air Resources Board (CARB) as an aftermarket technical and policy expert, and lead stakeholder discussions to investigate and develop future aftermarket concepts and regulatory requirements.
15% E	As a CARB expert in motor vehicle regulations, regulatory and policy development, evaluate and shape policy regarding aftermarket parts. This responsibility involves interfacing with engineers and other representatives from within CARB, as well as the aftermarket industry, vehicle manufacturers, U.S. EPA, and performing highly technical analyses on provided information to assist in policy decisions.
10% E	As aftermarket technical and regulatory specialist assess changes in regulations, engine and aftertreatment development, and related policies as far as the impact on CARB aftermarket programs. Develop policy recommendations, and prepare reports, presentations, briefings, and other related materials regarding this, including recommendations for changes to sections and branch processes and regulations.
10% E	As aftermarket technical and regulatory specialist provide assistance to other programs and other internal and external stakeholders regarding aftermarket programs and products, and address inquiries from Board members, legislature, U.S. EPA. Act as an advocate for the various aftermarket programs.
10% E	Assist and provide input for the development of, and modifications to, section and Branch standard operating procedures, and document and application tracking processes. Design and manage confirmatory and audit test programs, and provide support for several databases. Provide expertise on quality control and quality assurance practices.
10% E	As an aftermarket and regulatory program expert, mentor newer staff on how to navigate the various programs requirements. This involves providing guidance to other staff for the review and approval of manufacturers' applications, interfacing with engineers and other representatives from vehicle and aftermarket manufacturers and industry groups, performing analyses on information provided; assisting in making decisions on the acceptability of manufacturers' designs and testing proposals by applying the relevant regulations and using sound principles of science, statistics; and writing approval letters documenting the status of the systems. Travel (in-State, out-of-State, and internationally) as required to perform the duties of this position and represent CARB.
10% M	Perform other aftermarket-related duties as required. Work on special projects and perform other duties within the scope of the classification, as required.