

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: 05/29/2024
Classification: Air Pollution Specialist	Position #: 673-610-3887-062
Division/Office: MSCD	CBID: 09
Section: Clean Transportation Outreach Section	
Supervisor Name: Nicholas Nairn-Birch	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 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 Clean Transportation Outreach Section (CTOS), in the Mobile Source Control Division (MSCD), is responsible for the design and implementation of community engagement and outreach strategies related to the California Air Resources Board's (CARB) clean transportation equity and other incentive and regulatory programs, and for implementing other efforts to maximize access to and benefits from Low Carbon Transportation Investments and other clean transportation funding for priority populations. As part of this effort and pursuant to Senate Bill (SB) 350, CTOS works to develop opportunities, including increased planning and capacity-building support, equitable outreach and community engagement, and streamlined application tools and assistance, to overcome barriers for clean transportation and mobility options for impacted communities. CTOS also engages with communities and other stakeholders to identify issues and priorities related to awareness, ability, and willingness of the target audience to fully access options and benefits of these clean transportation programs.

CONCEPT OF POSITION:

Under close (Range A) or general (Range B or C) supervision of the manager of the Clean Transportation Outreach Section, the incumbent will be responsible for coordinating outreach, facilitating community engagement, and developing and implementing critical outreach, technical assistance and capacity-building efforts for California's priority populations. The position supports implementation of recommendations included in CARB's SB 350 Low-Income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-Income Residents (Barriers Report) and the annual Low-Carbon Transportation Investments Funding Plan. The position will serve as the staff lead for Access Clean California, a multi-faceted outreach grant project that works with community-based organizations to help coordinate and conduct outreach across multiple clean transportation incentive programs in low-income and disadvantaged communities. The position will also be responsible for leading development of CARB's Clean Transportation Equity Incentives Symposium, a large public event held each spring that brings together incentive program administrators, outreach partners, community-based organizations, and other stakeholders.

In close collaboration with MSCD staff, the Section's regional outreach liaisons, and other stakeholders the position is responsible for assisting in the development and implementation of a comprehensive outreach, community engagement and capacity-building approach, to include funding and support for priority populations and community-based organizations to prioritize equity and facilitate increased access to clean transportation information and mobility opportunities. This includes capacity-building for outreach and community engagement, identification of community transportation priorities and gaps, facilitating community input on CARB programs, and other

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community-engagement activities related to adoption of zero and near-zero transit and clean mobility options, particularly for the State’s most impacted communities.

Statewide travel may be required up to 20% for meetings, conferences and stakeholder outreach, which may also include overnight and weekend travel.

<u><b>% OF TIME</b></u>	<u><b>RESPONSIBILITIES OF POSITION</b></u>
30%-E	Lead management of the Access Clean California grant to streamline access to and coordinate outreach for CARB’s suite of consumer-focused, clean transportation incentive programs.
15%-E	Assist with the implementation of SB 350 Barriers Study recommendations and development and implementation of other programs in the division, including support for the annual Funding Plan for Clean Transportation Incentives. Help identify relevant community-based organizations, environmental justice groups, and other stakeholders, to share outreach and technical assistance plans, and obtain their input to meet our equity goals and meet clean transportation incentive funding targets.
15%-E	In coordination with the Section’s regional outreach liaisons, branch colleagues and CARB staff in other equity-focused programs, such as the OCAP and OEJTB offices, develop, implement, monitor and evaluate a comprehensive community engagement, outreach and capacity-building grant and pilot project aimed to support under-represented priority populations and community-based organizations. Develop and manage equitable clean transportation outreach and community engagement incentive grants.
15%-E	Perform technical work related to effective and equitable outreach and community engagement on CARB’s clean transportation regulatory and incentive programs, including collecting and analyzing data related to community knowledge of clean transportation, participation, and uptake in CARB’s programs, identifying gaps in outreach and program uptake, and developing strategies to fill gaps. This may be accomplished through community surveys, reviewing existing literature, analyzing incentive program funding data and developing comprehensive workplans. Once the analysis is complete, staff must be able to communicate the results of the analysis clearly and accurately to management and stakeholder both verbally and in writing. Prepare clear and accurate technical reports, issue papers, correspondence, and presentations, which are often used for executive and Board decisions.
10%-E	Lead the development and planning for CARB’s annual Clean Transportation Equity Incentives Symposium.
5%-E	Coordinate with various entities, including State, regional and local agencies and the public, on programs related to SB 350 activities, Low-Carbon Transportation Investments, and other CARB clean transportation regulatory efforts. Work to increase coordination among state and local agencies to involve community organizations in addressing the clean transportation needs of communities.
5%-E	Represent CARB at statewide conferences and meetings with government agencies, industry groups, environmental organizations, and the public. Independently advocate CARB’s views in meetings with stakeholders and, where possible, build consensus positions. Represent the Branch and the Division in meetings with other CARB divisions and other State agencies.
5%-M	Other duties to support the activities and programs of the CTOS section. Duties may include acting as section lead when the section manager is unavailable, representing the Compliance Assistance

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	and Outreach Branch at special outreach events, or management of low carbon transportation investment grants or contracts.
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