

DUTY STATEMENT

DUTY STATEMENT

Employee Name:	Current Date:
Classification: Air Resources Engineer	Position #:673-910-3735-103
Division/Office: Emissions Certification and Compliance	CBID: R09
Section: On-Road Light-Duty Certification	
Supervisor Name: Bradley Thorne	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: N/A

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The On-Road Light-Duty Certification Section (ONRLDCS) is responsible for the annual certification and post certification auditing of new passenger cars, light-duty trucks (pickup [P/U] trucks, sport-utility vehicles [SUV], minivans), medium duty vehicles (large P/U trucks, SUV, and vans), motorcycles, and off-highway recreational vehicles (e.g., dirt bikes, all-terrain vehicles, sand cars).

Certification involves evaluating manufacturer durability test plans, alternate emission test procedures, test vehicle selections, test data, strategy and operation of emission control systems and auxiliary emission control devices, and production running changes and field fixes. As applicable, confirmatory testing of manufacturer's certification test vehicles is conducted before certification is granted. Executive Orders are issued to certify compliant designs. Post-certification auditing ensures the compliance of newly produced vehicles, and manufacturer's compliance with phase-in and fleet-average requirements. ONRLDCS staff provides compliance assistance to manufacturers in the implementation of CARB certification requirements, assistance to the public for general and specific certification information, and assistance to other CARB programs such as testing, enforcement, and regulatory development by providing certification data/information analysis.

CONCEPT OF POSITION: Under supervision of the section manager, the position evaluates manufacturer's applications for certification, conducts confirmatory testing of manufacturer's certification test vehicles, conducts new vehicle compliance testing of manufacturer's production vehicles, performs auditing for manufacturer's compliance with fleet average and phase-in requirements, and maintains the certification database. The position provides staff support to ARB regulatory and enforcement activities, provides compliance assistance to manufacturers, and acts as a liaison to the public concerning ARB certification program. Travel may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40%-E	Review manufacturer's applications containing durability and emission test results including use of carry-over and carry-across data based on similarity of engineering designs; engineering design and drawings of emission control systems (ECS) and auxiliary emission control devices (AECD) together with their strategy and operation controls; engineering reports of ECS breakdowns during durability testing containing root-cause analysis and proposed engineering solutions for production; label design for format, contents, durability; and emissions warranty. Upon determining compliance, draft certification Executive Orders for ECCD Chief's signature.

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35%-E	Meet with manufacturer representatives to discuss the engineering design of new emission control technologies and issues related to durability and emissions testing. Review manufacturer's proposed durability and emission test plans for conformance with good engineering practice, including proposed scheduled maintenance to ensure that test data are valid and representative of in-use performance, and statistical procedures to identify and remove "outlier" test data.
15%-E	Review manufacturer's proposed changes to certified vehicles to ensure continued compliance. Conduct certification confirmatory testing and new production vehicle compliance testing. Review manufacturer's production reports to determine compliance with phase-in and fleet-average requirements.
5%-E	Maintain and update the Section's certification database. Provide technical support to industry stakeholders on using electronic certification and document management systems. Work on teams to keep website documents up to date. Travel may be required.
5%-M	Provide compliance and information assistance to other CARB programs, and the public. Work on special projects and perform other duties within the scope of the classification, as required.