

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 6/6/24
Classification: Air Pollution Specialist	Position #:673-610-3887-XXX
Division/Office: Mobile Source Control	CBID: R09
Section: Off-Road Implementation	
Supervisor Name: Octavio Haro	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

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

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: NA

MISSION OF SECTION:

The mission of the Off-Road Implementation Section (ORIS) is to achieve emission reductions from the off-road sector through implementation of the In-Use Off-Road Diesel-Fueled Fleets Regulation (Off-Road Regulation). The Section accomplishes this through direct fleet assistance, regulatory expertise, outreach, training, and development of reporting and compliance assistance tools. The Section is responsible for coordinating within CARB and other stakeholders to achieve high compliance rates. The section develops and maintains the Diesel Off-Road Online Reporting System (DOORS), the reporting tool for the Off-Road Regulation and implements the DOORS hotline, which is a dedicated compliance assistance effort specific for these regulations. Additionally, the Section is responsible for supporting rule development and other policy considerations to achieve additional emission reductions from the off-road sector to carry out the mission of CARB. The Section also supports development of other regulations, plans, and technical assessments, as needed.

CONCEPT OF POSITION:

Under general supervision of the Air Resources Supervisor I, the incumbent performs Air Pollution Specialist work as follows: coordinates implementation of the amendments to the In-Use Off-Road Diesel-Fueled Fleets Regulation (Off-Road Amendments). This involves conducting training on the amendments, processing reporting information and preparing referrals for enforcement. The incumbent will also lead outreach efforts and development of recognition programs. Some travel may be required

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
20%-E	Lead the coordinated staff effort to implement recently adopted Off-Road Amendments. This includes coordinating efforts between teams working on outreach to regulated entities and communities; DOORS hotline staff; internal and external training efforts; incentive programs; and updates to the DOORS reporting tool. Track progress across teams and ensure efforts are coordinated and timely. Work with each team to ensure consistent messaging and implementation approach. Prepare correspondence and written materials related to these duties.

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20%-E	Develop mobile source regulatory measures that are technically feasible, are cost effective, and maximize emission reductions. Take into account policy directives; technical and scientific knowledge; operations, emissions, and cost data; equity considerations; and other information gained through literature review, research, and engagement with internal and external groups. Prepare deliverables for regulatory proposal packages, such as staff reports, Standardized Regulatory Impact Assessment (SRIA) documents, environmental assessments, proposed regulatory text, technical support documents, Board presentations, and briefing materials.
15%-E	Answer complex questions from affected fleets and other interested stakeholders. Analyze and assess statewide fleet compliance including evaluating and determining appropriate use of the flexibility provisions of the Off-Road Regulations. Assist fleets in understanding the regulation's requirements and analyze compliance plans related to their compliance with the Off-Road Regulations. Prepare correspondence and written materials related to these duties.
15%-E	Assist section staff in creating new and maintaining the Off-Road Regulations reporting, compliance and outreach documents which may include updating and creating user documentation, guidance documents, and forms; and performing DOORS testing. These materials will reflect ongoing regulatory implementation and implementation of approved amendments.
15%-E	Facilitate section staff efforts in assisting other state agencies, air districts, engine manufacturers, and affected stakeholders with ongoing implementation issues and changes. Some site visits, including traveling, may be required.
5%-E	Assist Enforcement Division staff by gathering data regarding fleets that may not be compliant with the Off-Road Regulations requirements.
5%-M	Perform other duties related to the work within the Mobile Source Regulatory Development Branch, such as responding to correspondence and preparing presentations, as required.

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5%-M	Assist in DOORS data management (e.g. QA/QC, public queries, etc.) and review Public Record Act requests to ensure they meet legal requirements.
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