

DUTY STATEMENT

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Employee Name: Vacant	Current Date: May 2024
Classification: Air Resources Technician I	Position #: 673-210-3872-XXX
Division/Office: Enforcement Division	CBID: R11
Section: Citations and Hotline Section	
Supervisor Name: Alfonso Arambula	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

DUTY STATEMENT

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 Citations and Hotline Section (CHS) is responsible for enforcing CARB regulations designed to reduce emissions and improve air quality by reissuing citations and Notices of Violation previously issued to non-compliant vehicle and equipment operators by field enforcement staff, but to the vehicle's or equipment's owner, and for cashiering penalty payments, validating and processing proofs of correction and performing delinquent collection functions, including (1) preparing and filing claims in Small Claims Court, (2) obtaining Superior Court judgments and filing real and personal property liens, (3) requesting vehicle or equipment registration holds from the Department of Motor Vehicles (DMV), (4) requesting vehicle or equipment impounds from the California Highway Patrol, (5) requesting state income tax offsets from the Franchise Tax Board, and (6) writing and calling the vehicle's owner or operator to encourage them to complete corrective actions and pay penalty assessments.

CHS is also responsible for (1) processing cargo tank registrations, (2) responding to and following up on complaints received via the online Smoking Vehicle Complaint form and, (3) performing enforcement related practices regarding non-payment of fees from operators.

The responsibilities of CHS will evolve over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: Under the close supervision of the Air Resources Supervisor I (ARS I) and closely with a team of Air Pollution Specialists, the incumbent is responsible for performing paraprofessional duties. The incumbent will gather, tabulate, and analyze a variety of air resources and vehicle emissions data; compile and distribute local, State and Federal air quality regulations; assist in preparing summaries of regulations; assist in investigations of complaints concerning air pollution emissions; assist in field investigations of air pollution emission sources; assist in preparing legal documents for CARB's legal office; and prepare segments of reports, presentations, and correspondence.

This is an entry-level and working-level position. Incumbents are assigned the less complex and difficult paraprofessional air pollution and vehicle emissions control work. The major portion of the functions inherent in the position does not include the more responsible, varied, and difficult assignments performed by the full journey ART II.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Under close supervision, assist Air Resources Technician IIs and Air Pollution Specialists in reviewing and processing the less complex citation packages for consistency with regulations, required registrations, and demonstrations of compliance, including evaluating appropriate emission control technology types. Assist technical staff in performing compliance

DUTY STATEMENT

	assistance with emission control regulation; including, but not limited to, the CARB's Diesel Emissions Reduction Plan. Compliance assistance includes the gathering, entering, analyzing and, compiling data and records and, where appropriate, present findings to management or lead-staff. Respond and provide instruction to the regulated industries regarding violations.
25% - E	Assist in developing and using comprehensive knowledge of motor vehicle emissions reduction regulations to assist technical staff. This includes responding to complaints, tips, and leads, concerning incidents of non-compliance by the regulated industries.
10% - E	Assist Air Resources Technician IIs and Air Pollution Specialists with the processing and accounting of Cargo Tank Certifications. Respond and provide instruction to the regulated industries regarding Cargo Tank Certifications.
10% - E	Assist Air Resources Technician IIs and Air Pollution Specialists in the review and interpretation of air quality data, air pollution regulation requirements, and use basic statistical and mathematical computational techniques to identify potential trends in compliance. Assist technical staff in interpreting compliance trends to help focus and direct future inspections and investigations and make process improvements. Assist technical staff by providing recommendation on enforcement actions where violations are found.
10% - E	Assist Air Resources Technician IIs and Air Pollution Specialists with the less complex field inspections and case investigation activities handled primarily by other sections within the division. While observing certain inspections, the incumbent will be working at elevated heights or near fast moving machinery or traffic.
10% - E	Conduct research and prepare segments of technical reports, correspondence, and documentation relating to air pollution. Assist with special project assignments and other related duties as required which fall under the scope of this classification.
5 % - M	Assist technical staff in providing guidance and instruction to new staff for processing citation packages, processing complaints, and processing Cargo Tank Certifications. Attend all required stakeholder meetings, trainings, and conferences. Perform other duties within the scope of the classification.