

DUTY STATEMENT

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Employee Name:	Current Date: June 2024
Classification: Student Assistant (Engineering and Architectural Sciences)	Position #:673-910-4871-945
Division/Office: Emissions Certification and Compliance Division	CBID: R11
Section: In-Use Compliance Section	
Supervisor Name: Marko Jeftic	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 In-Use Compliance Section (IUCS) is responsible for managing and administering the in-use compliance testing activities in the Emissions Certification and Compliance Division (ECCD) that include the light-duty and medium-duty In-Use Verification Program (IUVP) and In-Use Confirmatory Program (IUCP). The purpose of these programs is to acquire and analyze in-use emissions data and identify possible noncompliance issues that vehicle manufacturers may have with California's light-duty and medium-duty vehicle emission standards and test procedures, which can lead to possible corrective actions (e.g., recall) or enforcement actions against the manufacturer. The section is also involved in inspecting and auditing manufacturer facilities and laboratories to ensure that proper test procedures are followed for IUVP and IUCP test programs.

CONCEPT OF POSITION:

Under the close supervision of an Air Resources Supervisor I, the Student Assistant will be responsible for duties related to the implementation of IUVP and IUCP activities. The Student Assistant will provide support in maintaining the on-line IUVP database, tracking IUVP failures, archiving IUVP waiver requests, and assisting Air Pollution Specialists and Air Resource Engineers in carrying out their duties related to vehicle testing, data analysis, and other tasks as outlined below:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Collaborate with section staff to help implement and monitor IUVP and IUCP compliance activities. Assist with reviewing manufacturer's test data and requests submitted by manufacturers. Support data management of information submitted from stakeholders, such as helping archive IUVP waiver requests, logging IUVP failures, and organizing section databases.
25% - E	Support staff with test data processing. Help compute and analyze test data. Utilize Microsoft Excel, Word, and PowerPoint to analyze data, create summary slides, and generate test reports. Review test reports generated by other staff.
20% - E	Support IUCS emissions testing programs by helping staff with vehicle testing activities at CARB's Riverside headquarters. Assist with test plan

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	development, vehicle test data collection and data logging. Help with dynamometer and PEMS vehicle testing as needed.
10% - E	Attend section meetings, branch/division meetings, one-on-one check-ins, and manufacturer meetings as required. Complete trainings required by CARB policies and/or related to job duties.
10% - M	Assist staff with special projects, including other branches within ECCD.
5% - M	Perform sundry tasks to support the section's activities.