

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: 07/01/2024
Classification: Air Resources Supervisor II	Position #: 673-400-3763-003
Division/Office: Transportation & Toxics Division	CBID: S09
Section: Freight Transport Branch	
Supervisor Name: Heather Arias	Supervisor Classification: Division Chief

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 type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" 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:

3 Air Resources Supervisor I  
1 Staff Air Pollution Specialist

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

Approximately 26 direct and indirect reports in the branch.

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF DIVISION:

The Transportation and Toxics Division (TTD) is responsible for regulatory and non-regulatory activities to: reduce air toxics, criteria air pollution, and greenhouse gases from freight transportation (including implementation of existing rules, development of new rules and plans, and administration of incentive programs); characterize the health risk from toxic air contaminants; and develop and implement regulatory measures and other programs to reduce the localized health risk from air toxics. The impacts of poor air quality are disproportionately felt by disadvantaged communities and race is the single largest predictor of whether someone will be adversely impacted by air pollution. Thus, TTD aims to prioritize elevated health risks in disadvantaged communities to ensure that we are more equitably serving all Californians and is committed to advancing racial equity and practicing effective community outreach and engagement. This requires supporting policies that fairly address environmental and socioeconomic inequities throughout the State and is supported by meaningfully engaging with air quality partners, especially in low income and communities of color. Air Quality Partners include community members, environmental justice advocates and organizations, community-based organizations, air districts, regulated entities, and other impacted individuals.

MISSION OF SECTION:

The mission of the Freight Transport Branch (FTB) is to work with communities, public health advocates, industry, and government stakeholders to develop an equitable and sustainable freight system that provides for clean, efficient, and competitive freight operations for all Californians. The Branch develops and implements a broad program that includes regulations and policies designed to minimize community health impacts from freight facilities, with a particular focus on seaports and railyards. The branch currently implements the Transport Refrigeration Unit (TRU) regulation. Additional regulations focusing on the transition to zero-emission (ZE) non-truck TRUs and cargo handling equipment (CHE) are under development. The Branch also coordinates and supports local air district facility-based measures, port initiatives, and federal emissions standards. The Branch's Policy, Operations, and Implementation sections provide support to meet California's goals.

CONCEPT OF POSITION:

Under direction of the Division Chief, Air Resources Supervisor II will manage the Freight Transport Branch (FTB) which focuses on implementing CARB's TRU and CHE emission reduction programs. The position will also: guide FTB in developing and implementing technically sound recommendations to support programs and achieve emission reductions; develop relationships with all stakeholders;

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review and ensure timely delivery of effective documents; represent CARB at various events and meetings; and collaborate across all divisions, programs, and levels of staff within CARB. Travel within California as needed.

<u><b>% OF TIME</b></u>	<u><b>RESPONSIBILITIES OF POSITION</b></u>
35%-E	Guide the Branch’s efforts to develop and implement emission reduction strategies associated with Transport Refrigeration Units (TRU) operations throughout California, including the transition to a system that relies on zero emission technology to move cargo in and through California. Tasks include: implementing the 2022 TRU regulations and associated enforceable agreements and incentives; developing amendments to the 2022 TRU regulation; reviewing and commenting on proposed TRU facility projects and California Environmental Quality Act documents; providing recommendations on technology and operational practices to reduce community exposure from TRU operation emissions; analyzing and interpreting data on emissions and health impacts to develop policy recommendations; and facilitating and coordinating with other branches and divisions within CARB to complete TRU emission analyses.
20%-E	Guide the Branch’s efforts to develop and implement emission reduction strategies associated with Cargo Handling Equipment (CHE) operations throughout California, including the transition to a system that relies on zero emission technology to move cargo in and through California. Tasks include: developing and implementing CHE regulations, enforceable agreements, and incentives; reviewing and commenting on proposed CHE facility projects and California Environmental Quality Act documents; providing recommendations on technology and operational practices to reduce community exposure from CHE operation emissions; analyzing and interpreting data on emissions and health impacts to develop policy recommendations; and facilitating and coordinating with other branches and divisions within CARB to complete locomotive emission analyses.
20%-E	Review, edit and recommend approval policy and technical reports, memos, letters, and presentations to inform and persuade decision-makers. Ensure all written and oral communications from the Branch reflect Board and Division policies and meet quality expectations. Represent CARB on committees and work groups within the Administration and with: local air districts; federal agencies; industry groups; and affected communities. Build positive relationships internally and with community, government, and industry representatives. Develop consensus where possible. Present and defend CARB proposals in workshops, hearings, and other forums. Keep the Division Chief and Assistant Division Chief apprised of issues in the areas of Branch responsibility and recommend strategic actions to resolve those issues. Work with the Division Chief and Assistant Division Chief to formulate policies and procedures, implement Board personnel policies, prepare and advocate budget proposals, review and revise legislative proposals, and complete high-profile special projects. Maintain professional, courteous relationships with internal co-workers and management, and all external stakeholders.
20%-E	Actively practices the following and ensures FTB as a whole: consistently evaluates projects, policies, programs, regulations, and decisions to identify and address racial inequity, including inequitable processes and impacts. Uses racial equity tools, strategies, and techniques to develop, implement, and update project-specific equity action plans for all work products. Uses community engagement tools, strategies, and techniques to develop, implement, and update project-specific community outreach and engagement plans. Meaningfully

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	<p>engages with air quality partners from diverse backgrounds and communities by developing and maintaining relationships, communicating effectively, participating in meetings as needed, and being available as a resource to help partners navigate technical processes and meaningfully participate in CARB processes. Uses an equity-centered approach with all TTD work. This involves consistently using data to evaluate and develop work products that incorporate technical analyses, air quality policy, and racial and socioeconomic equity. Ensures consistency, accountability, and progress in incorporating equity into CARB work products. Builds and maintains relationships and trust with air quality partners to support the advancement of equitable outcomes and processes. Applies and adopts environmental justice principles for community engagement and outreach. Assist in efforts to reduce silos and increase collaboration throughout CARB. Provides updates to CARB management and staff on initiatives and best practices that promote diversity, equity, inclusion, and belonging. Maintains alignment with emerging best practices. Maintains contact with communities and representatives in regions of the State that have the most significant exposure to air pollutants, including, but not limited to, areas that have communities with minority populations, communities with low-income populations, or both. Travel within California as needed.</p>
5%-M	<p>Perform other duties to support CARB needs including representing the Division on internal and external panels to meet personnel, budgeting, contracting, safety, technical, and policy objectives.</p>