

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 6/12/24
Classification: Air Resources Technician II	Position #: 673-310-3873-7XX
Division/Office: MSCD	CBID: N/A
Section: In-Use Control Measures Section	
Supervisor Name: Paul Arneja	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 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:

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The primary mission of the In-Use Control Measures Section is to develop regulatory strategies and emission control measures to support the reduction of harmful criteria and greenhouse gas emissions from medium and heavy duty on-road mobile sources. This includes assisting with the ongoing implementation of the Advanced Clean Fleets and Advanced Clean Trucks regulations. In addition, the Section is currently responsible for the development of future regulatory strategies to accelerate the deployment of zero-emission technologies into medium and heavy duty trucks and buses in California.

CONCEPT OF POSITION: This Air Resources Technician II is the full journey level position and the incumbent is assigned the more complex and difficult paraprofessional air pollution and vehicle emissions control work. Under close supervision of the Air Resources Supervisor I, the Air Resources Technician II will assist Air Pollution Specialists and Air Resource Engineers in carrying out their duties related to technology research and cost assessments; emissions inventory computations; database inputs, queries, and report generation; technical report writing; and providing general assistance for the regulated communities. Specifically, the incumbent performs journey-level technical work with duties as follows:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%	Assist Air Pollution Specialists and Air Resource Engineers in performing and reviewing scientific/statistical evaluations and surveys of medium and heavy duty on-road vehicle technologies; compiling and analyzing emission data; assessing the availability and feasibility of advanced vehicle propulsion technologies to reduce emissions; and estimating the costs associated with the installation and maintenance of advanced zero emission technologies.
30%	Work with Air Pollutions Specialists and Air Resource Engineers in preparing correspondence, briefing and issue papers, speeches, and reports. Coordinate and prepare workshops, meetings, and other events.
25%	Work with Air Pollutions Specialists and Air Resource Engineers to provide support for technical and economic analyses for heavy duty vehicles. Gather, tabulate, and analyze vehicle emissions inventories from various vehicle categories, weight classes, vocations, and duty cycles.
10%	Assist in preparing and distributing program summaries and fact sheets; track and respond to public calls and E-mails; provide assistance to the regulated community with compliance options and compliance status and prepare correspondence as needed. Update Frequently Asked Questions and other material provided on program web pages. Design, maintain and update the program website.

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5%	Other duties as required, such as photocopying, filing, and providing administrative assistance to the manager and section.