

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: 4/22/24
Classification: Office Technician	Position #:673-610-1139-975
Division/Office: Mobile Source Control Division/Mobile Source Regulatory Development Branch	CBID: 4
Section:	
Supervisor Name: Kim Heroy-Rogalski	Supervisor Classification: ARS II

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date: 4/22/24

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:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: 0

MISSION OF SECTION: The Mobile Source Regulatory Development (MSRD) Branch of the Mobile Source Control Division is responsible for the development of statewide mobile source programs and regulations to reduce greenhouse gas (GHG) and criteria pollutant emissions from on-road and off-road heavy-duty engines and vehicles. The MSRD Branch consists of four sections, namely, the Off-Road Implementation Section, Advanced Emission Control Strategies Section, On-Road Heavy Duty Diesel Section, and Off-Road Control Section.

CONCEPT OF POSITION: Under the direction of the Branch Chief, this position will provide administrative support to the MSRD Branch.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Under supervision of the Branch Chief, provide secretarial support to the Branch Chief: routinely receive, handle and screen incoming telephone calls and voice mail and visitors, exercising considerable judgment in providing factual/technical information in response to numerous inquiries; review and prioritize incoming correspondence to determine disposition and routing (research and attach related reference material as appropriate); schedule meetings; review and edit all correspondence and documents for the Branch Chief's signature and route to the Division Office when necessary; independently compose correspondence as directed by the Branch Chief (i.e., meeting notifications and agenda, standard informational replies, memos, timesheets, travel expense claims, training forms and any other administrative forms); make travel arrangements and prepare expense reports; maintain branch file/assignment tracking system; establish office procedures and periodically update as needed; process and assist in routing of Board documents; and maintain confidential and administrative files.
15%-E	Provide secretarial support to Section Managers and staff of the Branch: review and edit staff work for proper format, organization, grammar usage, completeness of content and conformance to Executive Office/board procedural standards; independently prioritize workload; track and follow-up on Branch assignments to ensure deadlines are met; coordinate travel and

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	meeting arrangements; review timesheets and travel claims for accuracy and completeness; schedule meetings and rooms; assist managers with interview and hiring procedures of new employees; assist engineers and specialists in preparing Board Hearing staff reports and related documentation; log daily incoming mail/assignments/referrals; schedule branch events; and type complex statistical charts, tables, graphs, contracts, interagency agreements, and other legal documents.
10%-E	Provide secretarial support to the Division: gather required forms, create forms, process multiple address correspondence, store address lists etc.; compile and maintain weekly in/out schedules; compile and maintain Board item-related documentation; assist and act as back-up to the Division Secretary in maintaining and monitoring the internet Assignment Tracking System, and the Events Calendar System; and provide back-up telephone coverage as needed.
10%-E	Provide other various secretarial support for the Branch: type and coordinate preparation and processing of branch administrative paperwork (i.e., personnel transactions, budget, purchase orders, estimates, service contracts, etc.) with the Division Administrative Liaison; maintain administrative spreadsheets and files; schedule rooms and meetings; order supplies; complete and maintain travel expense claims; compile and log time sheets; establish and maintain hardcopy files, and files on Windows Explorer and enter extensive information for quick retrieval and update.
10%-E	Coordinate with administrative staff throughout the division, in the Division Office, in the Executive Office, and with persons outside CARB when scheduling meetings and coordinating room and teleconference resources.
10%-M	Provide training/assistance to staff on use of Windows and the internet, and administrative procedures; and update the Administrative Guide, Correspondence Guide, and other manuals.
10%-M	Assist Branch staff with clerical tasks related to Branch rulemaking projects, such as data entry, researching information on-line, and performing quality assurance of test data, as needed.
5%-M	Act as a back-up for other Division OTs and for the Division Office.