

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 07/01/2024
Classification: Office Technician (Typing)	Position #: 673-210-1139-XXX
Division/Office: Enforcement Division	CBID: R04
Section: Equipment Registration Section	
Supervisor Name: Tony Zeng	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

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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 Equipment Registration Section (ERS) is responsible for implementing and enforcing CARB's Portable Equipment Registration Program (PERP), PERP Regulation, and Airborne Toxic Control Measure for Diesel Particulate Matter from Portable Engines Rated at 50 Horsepower and Greater (Portable Diesel Engine ATCM). Implementation of PERP involves the evaluation of PERP registration applications, which includes but is not limited to fee and eligibility determinations; calculating engine and equipment unit emissions; determining and calculating process limitations as necessary to meet regulatory emission limits; determining all applicable requirements and operational conditions for portable engine and equipment unit registrations; development and transmittal of registration materials to the regulated community; and extensive interaction with the public, new applicants, existing registrants, and local air district engineering and enforcement personnel.

Implementation and enforcement of the Portable Diesel Engine ATCM includes the development of tools for use by the regulated community to calculate diesel engine fleet emissions on a continuing basis; development of tools to calculate trends in diesel emission reductions and compliance of portable diesel engine fleets with upcoming Portable Diesel Engine ATCM standards; development of tools to assist industry with the evaluation of future fleet compliance options; development of tools to determine completeness and accuracy of submitted compliance reports; development of database resources to log and track submitted Portable Diesel Engine ATCM fleet compliance reports; performing research of U.S. Environmental Protection Agency, CARB, and diesel engine manufacturer resources to obtain emission data related to portable diesel engine fleet compliance; and assisting the public, regulated community, and local air district staff with Portable Diesel Engine ATCM questions and fleet calculations.

ERS assists the Citations and Registration Enforcement Branch (CREB) with other projects and programs related to developing, implementing, and enforcing air pollution rules and regulations to reduce emissions of criteria and toxic air pollutants from a wide variety of sources. In addition to the responsibility of ERS to assist with field evaluation and investigation of portable engines and equipment units for which the owner/operators have submitted application(s) for registration, this field element also includes providing direct assistance to other projects and programs in CREB as well as the local air districts regarding implementation of their unpermitted source programs. The responsibilities of ERS will adapt over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: Under the direction of the Air Resources Supervisor (ARS I) of ERS, the Office Technician (Typing) will provide clerical and program specific administrative duties. These duties include performing program and fee related system entry, generating and preparing the emailing and mailing of billing and renewal invoices, preparing and issuing temporary registrations approved by Air Pollution Specialists (APS) and/or Air Resource Engineers (ARE), assisting with accounting-related activities with CARB's Accounting Services Division (ASD), assisting the Program

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Associate Governmental Program Analyst (AGPA) staff to annually reconcile the collection of local air district inspection fee revenue and submit the totals to ASD for local air district payments, assist Program AGPA staff with coordinating, preparing, amending, and submitting appropriate documentation to procure program specific materials and services, and assisting with company account information entry. The specific duties of the position are listed below.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Perform program specific clerical duties: <ul style="list-style-type: none"> • System entry of application and registration information, program fees, company accounts, and compliance reports. • System entry of CARB’s Administrative Services Division (ASD) disbursement of reconciled refunds. • Upload scanned applications to the PERP electronic tracking system. • Monitor renewal email account and upload renewal invoices to the PERP electronic tracking system.
25% - E	Perform program specific administrative duties: <ul style="list-style-type: none"> • Assist with tracking and reconciling payments received without any supporting documentation and tracking documentation received without any payment. • Assist with analyzing and preparing refunds. • Generate and prepare the mailing of renewal invoices. • Generate and prepare the emailing and mailing of billing invoices. • Generate and prepare the emailing and mailing of temporary registrations approved by Program APS and/or ARE staff.
10% - E	Perform accounting-related activities with Program AGPA staff: <ul style="list-style-type: none"> • Assist with tracking program payments and evaluating refunds. • Assist Program AGPA staff regarding overpayment inquiries. • Assist Program AGPA staff to annually reconcile the collection of local air district inspection fee revenue and submit the totals to ASD for local air district payments.
10% - E	Assist Program AGPA staff with coordinating, preparing, amending, and submitting appropriate documentation to procure program specific materials and services through the necessary process, including, but not limited to: <ul style="list-style-type: none"> • RFPs/RFOs • Proprietary Maintenance Contracts • Master Service Agreements • Non-Competitively Bid Contracts • Purchase/Supply Orders

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10% - E	Assist Program AGPA staff with maintaining company account information. Upon request, assist with generating company account reports utilizing PERP's data management systems.
5% - M	Provide staff support to the Division Chief, Branch Chiefs, and ED management team in completing other related ad hoc projects that require division-wide input. Responsibilities may also include coordinating fulfillment of policy-related assignments, such as budget change proposals, annual enforcement reports, news releases, and the division's input into inter-divisional activities.
5% - M	Assist with developing Program policies and procedures related to administrative tasks including, but not limited to invoicing and confirmation receipt of program-related fees, overpayments, and company accounts. May perform other duties within the scope of the classification as required.