

DUTY STATEMENT

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Employee Name: VACANT	Current Date: 7/2/2024
Classification: ARE	Position #:673-910-3735-04
Division/Office: ECCD	CBID: R09
Section: Field Operations and Warranty	
Supervisor Name: Jeffrey Wong	Supervisor Classification: ARS 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:

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 Field Operations/Warranty Section (FOWS) is primarily involved in reducing the excess emissions from motor vehicles through the implementation of the Emission Warranty Information Reporting and other field activities that include: warranty investigations, and regulatory support for on-road and off-road vehicles and equipment, consumer mediation of emission warranty complaints, fleet projects, dealership compliance projects and supporting activities for the California Inspection and Maintenance program. Staff designs, implements, and coordinates these programs and projects.

CONCEPT OF POSITION: The Air Resources Engineer (ARE), perform the engineering work or motor vehicle pollution control engineering work for the Section's programs and projects. The ARE work can vary and include applying engineering methods and principles in the identification, study, and solution of air pollution problems and provide regulatory support for warranty related issues. The ARE may design and/or conduct air pollution programs or projects. Tasks may include: warranty investigations; collecting, analyzing and evaluating data; providing consultation or coordination for various joint intra-agency or in-house programs and/or projects, and regulatory support. This position primarily applies general scientific methods and engineering principles to the design, development, and maintenance of in-use on-road/off road audit and testing protocols including the associated database strategies.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%- E	Utilizing engineering principles related to engine operation, emissions controls, and statistics, the incumbent develops, coordinates, monitors, and investigates emissions warranty issues using CARB's database of manufacturers' information to track warranty claims. Additional activities include direct correspondence and holding meetings with vehicle manufacturers regarding warranty and recall issues in order to seek corrective action usually in the form of recall or extended warranty. This work is ongoing and needs to be viewed as a daily in-office assignment.

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20%- E	Utilizing engineering principles related to engine operation, emissions controls, and statistics, the incumbent prepares test plans, feasibility studies, memorandums, and reports as required for the various programs and projects. These are in-office intermittent tasks and need to be performed when the needs dictate.
30%- E	The incumbent develops, analyzes, coordinates, and assists in rulemaking efforts related to emissions warranty to ensure complex rules and economic models are consistent with program objectives and requirements to achieve reduced emissions. This could include writing reports and performing economic analyses to provide technical support. These are in-office intermittent tasks and need to be performed when the needs dictate.
5%- M	The incumbent assists with CA DMV registration tie-in activities, if necessary, to ensure maximum number of vehicles can be captured in emissions recall programs. These are weekly in-office tasks and need to be performed when needed.
5%- M	The incumbent conducts liaison work with ARB Divisions and other local, state and federal agencies as required. Performs sundry tasks to support ARB and the section's activities, attend meetings and training as required, and participate in ARB's Emergency Action Team as required. Work on special projects and perform other duties within the scope of the classification, as required. These are in-office intermittent tasks and need to be performed when the needs dictate.
5%- M	The incumbent provides field assistance on work related field activity involving on-road field inspections, warranty reporting related investigations or other field action that requires an on-site in-house staff representative. In addition, work will be required in the field to assist in conducting IUVP related activity to ensure that manufacturer's complex tests, procurement procedures and testing schedules are technically correct and meet the stringent test requirements. These are usually out-of-office intermittent tasks and need to be performed when the needs dictate.