

DUTY STATEMENT

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Employee Name: Vacant (Boltovskii)	Current Date: 7/17/2024
Classification: Air Resources Technician II	Position #: 673-610-3873-965
Division/Office: MSCD	CBID: 11
Section: Strategic Planning and Development Section	
Supervisor Name: Beth White	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 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:

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 Strategic Planning and Development Section within the Heavy-Duty Diesel Strategies and Implementation Branch is responsible for assessing current technology and helping craft ARB's strategy for reducing greenhouse gas, criteria, and toxic air pollutant emissions from heavy-duty trucks. This includes managing emissions control technology evaluations of heavy-duty trucks, including vehicles with compliance issues and those suspected of potentially operating with tampered emissions control components. Further, this section is responsible for updating and implementing heavy-duty truck regulatory programs based on the state of emissions control technology to reduce multiple pollutants (potentially NOx, PM, CO2, black carbon) from the heavy-duty truck sector. As part of these efforts, the section works with federal, state, and local agencies, engine manufacturers, industry and environmental groups, and other stakeholders, as well as assists with other on-road and off-road heavy-duty regulations, advanced technology programs and planning efforts.

CONCEPT OF POSITION:

Under supervision of an Air Resources Supervisor I, Air Pollution Specialists (APS) and Air Resources Engineers (ARE), the employee in this Air Resources Technician (ART) position will be responsible for duties related to the development and implementation of programs and regulations designed to reduce mobile source emissions statewide. The ART will assist in gathering data, developing, preparing, and finalizing rulemaking packages for California emissions standards for heavy-duty trucks. The ART's tasks may include researching various technologies and strategies, including gathering information on effectiveness and cost of various technologies, the practices of truck fleets and manufacturers, and the characteristics of programs aimed at reducing air pollution and improving fuel consumption. The ART may be asked to summarize data and information, perform calculations, write and edit correspondence and reports, as well as to answer questions from stakeholders affected by CARB's regulations and respond to information requests from the public. The ART may also be asked to assist with researching information and preparing documents in support of budget and contract planning. Administrative tasks may include clerical work such as preparing handouts, arranging meeting logistics, and providing other administrative support to ARS IIs, ARS Is, APSs, and AREs.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Assist the APS/ARE in finalization of emissions standards for heavy-duty trucks, development of vehicle test procedures, and assessments of truck-related technologies. Research technologies and strategies, for example, by gathering information on effectiveness and cost of various technologies, the practices of truck fleets and manufacturers, and the characteristics of programs aimed at reducing air pollution and improving fuel consumption.

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	Summarize data and information, perform calculations, and write and edit correspondence and reports.
20% - E	Assist the APS/ARE with the assessment of heavy-duty vehicle regulatory programs. Research test and reporting methods. Gather and summarize data and information, perform calculations, and write and edit correspondence and reports.
25% - E	Assist the APS/ARE and ARS I and ARS II with administrative and clerical tasks such as formatting reports, preparing handouts, and arranging meeting logistics.
10% - E	Assist APS/AREs in the Heavy-Duty Diesel Strategies and Implementation Branch with other projects as needed.
5% - M	Other duties as required to support the work of the Heavy-Duty Diesel Strategies and Implementation Branch, including but not limited to, managing mailings, assisting at meetings and workshops, and assisting with various human resource related projects.
5% - M	Answer questions from stakeholders affected by CARB's regulations and respond to information requests from the public.
5% - M	Perform technical work and testing of vehicle emissions equipment at field locations throughout California