

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: July 26, 2024
Classification: Air Resources Technician II	Position #: 673-610-3873-XXX
Division/Office: Mobile Source Control Division/ Transportation and Clean Technology Branch	CBID: R11
Section: Compliance and Reporting Assistance Section	
Supervisor Name: Tim Gergen	Supervisor Classification: Air Resources Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor: TG	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

DUTY STATEMENT

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: N/A

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

MISSION OF SECTION: The Compliance and Reporting Assistance Section (CARAS) is responsible for providing individualized compliance and reporting assistance services and information to in-use vehicle and equipment fleets and other stakeholders affected by CARB’s heavy-duty mobile source regulations. Staff provides these services via a phone help center, email communication, and in-person outreach (aka “The Hotline”).

CONCEPT OF POSITION: Under close supervision by the manager of the Compliance and Reporting Assistance Section, the Air Resources Technician (ART) II is responsible for duties related to outreach and assistance for all ARB heavy-duty vehicle regulations and incentive programs. The ART II is responsible for analyzing situations accurately and making appropriate recommendations on various diesel programs. They will compile and distribute local, State and Federal air quality regulations; assist in preparing summaries of regulations; prepare segments of reports and correspondence; and provide one-on-one assistance to the regulated community. Specifically, this position will be responsible for duties related to The Hotline.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Answer and respond to technical calls and emails on a daily basis to assist the public with various vehicle and diesel-related regulations and programs; gather information and serve as a primary resource for various mobile source diesel programs; maintain accurate records of calls completed in a database format. Assist ART I with calls involving more complex fleets and situations. Develop and maintain relationships with staff in other sections/branches/divisions in the agency to better assist the public and the agency.
30% - E	Research, support, and assist Air Pollution Specialist (APS) and Air Resources Engineer ARE staff with complex assignments as needed, including: researching over seven different databases to obtain data, analyze the collected data, and determine compliance with CARB regulations including the Clean Truck Check Program, the Road Repair and Accountability Act of 2017 (aka SB1), and other CARB regulations. Research regulatory language in response to constituents; research technical information and writing sections of technical documents; calculate fleet compliance; work with several databases to determine compliance;

DUTY STATEMENT

	keep accurate call logs in the appropriate databases; track stakeholder assistance and outreach event contacts; and assist with preparation, execution and follow-up with stakeholder committee meetings.
15% - E	Assist APSVARE staff in preparing regulatory and guidance documents for the implementation of mobile source programs. Work with staff in assisting other state agencies, air districts, engine manufacturers, and affected stakeholders with ongoing implementation issues and changes.
15% - E	Assist APSVARE in preparing outreach material. Provide recommendations on revisions or needed new materials; research regulatory requirements and draft condensed, user-friendly language for use in fact sheets, flyer posters, postcards, online, etc.; complete preliminary web design work, as needed; and track internal orders for outreach and compliance assistance materials.
5% - M	Other duties as required such as assisting with and/or attending outreach events, stakeholder meetings, workshops, external training, and technical sessions.