

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 11/06/2023
Classification: Staff Air Pollution Specialist	Position #:673-920-3735-XXX
Division/Office: Sustainable Transportation & Communities	CBID: R09
Section: Transportation Analysis	
Supervisor Name: Nesamani S Kalandiyur	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 Transportation Analysis Section of the Sustainable Transportation and Communities Division (STCD) is responsible for evaluating greenhouse gas (GHG) emissions from light-duty passenger vehicles in support of California's landmark SB 375 program. It assesses progress of transportation, housing, and land use strategies for reducing vehicle travel using data-supported metrics. Section staff also work closely with local and regional planning agency staff, air district staff, and various non-governmental stakeholders throughout California to encourage the adoption of ambitious transportation and land use plans, policies, and strategies that support State air quality and climate change goals. Finally, Section staff conduct analyses of regional transportation plans / sustainable communities strategies (RTPs / SCSs) developed by metropolitan planning organizations (MPOs) to determine whether the SCS could meet the GHG emission reduction goals established by CARB pursuant to SB 375.

The Section also implements CARB's role in transportation conformity under the federal Clean Air Act through calculating emissions budgets and working with air districts, regional transportation planning agencies, and other State and federal agencies.

Staff also coordinate Section work with other CARB units on interrelated issues, including but not limited to research, incentive programs, and vehicle technologies. Staff also participate in inter-agency workgroups and committees that contribute to developing policies, strategies, and tools important for implementing sustainable communities strategies and reducing vehicle miles traveled (VMT).

CONCEPT OF POSITION: Under the direction of the Air Resources Supervisor I (ARS I), the incumbent is responsible for independently leading substantial technical and policy work projects for the implementation of California's Senate Bill (SB) 375 and SB 150 programs. The position requires technical skills, transportation and land use planning capabilities, and the ability to work well with policy staff to evaluate transportation, land use, housing, and emissions data. Under the direction of the ARS I, the incumbent will apply scientific and analytical principles, including an understanding of land use and transportation planning principles and concepts, and equity, when preparing and presenting comprehensive reports on current land use, transportation, and housing issues and policies to CARB management and stakeholders.

The incumbent will bridge the policy and technical worlds by synthesizing policy considerations and technical information into work products and recommendations. The SAPS is also responsible for coordinating criteria pollutants and greenhouse emissions programs with other public agencies (e.g., local air districts, metropolitan planning organizations, the California Department of Transportation) and representing the CARB in various joint projects, speaking before a group of stakeholders, answering inquiries, and preparing correspondence. The position will require up to 10 percent travel within California for meetings and to conduct workshops.

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<u>OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% E	<p>Use subject area expertise to independently lead staff teams on complex policy work to develop and implement actions that support various land use and transportation strategies by:</p> <ul style="list-style-type: none"> • Developing new methods and techniques to evaluate the SB 375 program; • Reviewing innovative land use and transportation policies to recommend and implement comprehensive solutions to CARB management; • Researching and collaborating with other agencies to develop new tools to evaluate the cost-effectiveness of various transportation projects (e.g., CMAQ tool); • Coordinating and providing a critical review of research projects related to transportation planning and land use programs; and • Presenting comprehensive oral and written reports to the Board, other agencies, and the public on California's progress in reducing vehicle travel activity, promoting alternative modes, and enhancing access to economic opportunities.
30% E	<p>Independently lead key efforts for the SB 150 program by:</p> <ul style="list-style-type: none"> • Identifying new metrics to track the progress of regional and local land use and transportation development strategies related to the implementation of California's SB 375 and SB 150 programs • Understanding VMT trends, travel behavior, and future mobility using datasets and tools such as household travel surveys and big data analytics; and • Conducting complex geospatial and statistical data analysis of large datasets.
20% E	<p>Independently lead other program-related activities by:</p> <ul style="list-style-type: none"> • Coordinating and participating in inter-agency technical advisory committees (e.g., CTP) that develop modeling guidelines and design statewide travel surveys to understand travel behavior; • Resolving policy and technical challenges that arise related to transportation conformity for State Implementation Plans under the Clean Air Act; • Commenting on and developing legislative and budget proposals; • Answering inquiries and assisting the public in matters relating to public meetings or workshops, especially those related to regional land use and transportation data analysis and reporting; and • Building positive relationships with federal, state, and regional representatives to determine various CARB programs' feasibility, cost-effectiveness, and environmental and social-economic impacts. • The position will require up to 10 percent travel within California for meetings and to conduct workshops
10% M	<p>Perform and conduct miscellaneous tasks by:</p> <ul style="list-style-type: none"> • Maintaining relationships both within CARB and with outside agencies involved in, or affected by, CARB's SB 375 program

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	<p>through regular email and phone communication, as well as preparing for and occasionally traveling within the state to attend meetings, workshops, and seminars; and</p> <ul style="list-style-type: none">• Performing related duties as needed or assigned by CARB management, including miscellaneous tasks supporting the SB 375 program or other assigned projects.
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