

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 07/25/2024
Classification: Air Resources Engineer	Position #: 673-910-3735-123
Division/Office: ECCD	CBID: R09
Section: Compression Ignition & Heavy-Duty Certification Section	
Supervisor Name: Elena Florea	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 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: 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 Compression-Ignition and Heavy-Duty Certification (CIHD) Section is responsible for determining if manufacturers' off-road and on-road diesel engines and on-road heavy-duty gasoline engines and vehicles are compliant with the appropriate state emission control laws and regulations for diesel and gasoline engines and vehicles. Upon a determination of compliance, Executive Orders approving the sale of these engines and vehicles are prepared for signature by the Division Chief. The CIHD section also assists the California Air Resources Board's (CARB's) regulatory and enforcement staff by providing certification data, information and expertise for reviewing draft proposed regulations and for case development of violations.

Headquarters and reporting location for this position is located at our SoCal Headquarters office: 4001 Iowa Avenue, Riverside CA 92507.

CONCEPT OF POSITION: Under supervision of the Air Resources Supervisor I, in the Compression-Ignition and Heavy-Duty Certification Section, within the Emissions Certification and Compliance Division, the incumbent will be responsible for the verification of exhaust and evaporative test procedures and the analysis of manufacturer data to determine if engines and vehicles are in compliance with the appropriate emission regulations.

The incumbent will be provided a personal computer as well as the software needed to perform the tasks in the table below. Tasks may be performed at either the Riverside headquarters office or an approved telework location. The primary goal of these tasks below is to ensure that Heavy- Duty Engine/Vehicle Manufacturers are in compliance with the applicable CARB regulations.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% E	The incumbent reviews vehicle and engine manufacturer certification applications including engineering analysis of test data, strategy and operation of the emission control systems and auxiliary emission control devices to ensure compliance with emission standards and testing requirements for certification of their products and prepare for signature Executive Orders or letters. The review will ensure that manufacturers are in compliance with applicable CARB regulations. The Section receives over 600 applications for certification a year and the incumbent will be

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	responsible for approximately 15% of these applications. Primary activities involve routinely checking and updating the status of workflows assigned to the incumbent. Example of software used: M-Files, Microsoft Word, Excel, Microsoft Teams and Adobe Acrobat
15% E	The incumbent reviews manufacturers' proposed changes to certified vehicles and engines to ensure good engineering practice was used to determine continued compliance. The proposed changes will be discussed with the section members and submitted for the manager's review as applicable. They communicate with the manufacturers if any additional information is needed. Example of software used: Outlook, M-Files, Microsoft Word, Excel, Microsoft Teams, and Adobe Acrobat.
15% E	The incumbent reviews manufacturers' proposed durability, alternative and emission test plans to ensure that test data are valid and conform to good engineering practice. The proposed changes will be discussed with the section members and management. They communicate with the manufacturers to understand all the specific details and verify compliance with the applicable regulations. Example of software used: Outlook, M-Files, Microsoft Word, Excel, Microsoft Teams, and Adobe Acrobat
10% E	The incumbent reviews and evaluates manufacturer's quarterly and year-end production reports to determine compliance with CARB regulations. They participate in the preparation of the quarterly reports summarizing manufacturer results. Example of software used: M-Files, Microsoft Excel, and Adobe Acrobat
10% E	Respond to data requests, both internal and external to the CARB. Store and retrieve certification documents in the document management system. The incumbent may assist in developing an additional database to extract and store manufacturer submitted data and generate EOs from that data. Software used: M-Files, Excel and/or Microsoft Access.
5% E	Prepare Manufacturer Advisory Correspondences that explain the certification policies or provide guidance on the certification and test procedures.
5% M	Assist CARB's regulatory and enforcement activities concerning proposed regulations, test procedures, and case developments for violations.
5% M	Act as a liaison to the public concerning CARB certification programs and perform other duties as needed to carry out the missions of the section. They work on special projects and perform other duties within the scope of the classification, as required.