

**DUTY STATEMENT**

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|   |                                   |
|---|-----------------------------------|
| Employee Name: TBD                                  | Current Date: TBD                 |
| Classification: C.E.A.                              | Position #: 673-400-7500-001      |
| Division/Office: Transportation and Toxics Division | CBID: M01                         |
| Section: Transportation and Toxics Division         |                                   |
| Supervisor Name: Edie Chang                         | Supervisor Classification: C.E.A. |

|  |       |
|--|-------|
| 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 checked="" 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: Seven (7) staff (Assistant Division Chief, ARS II, SSM I, and AGPA)

Total number of positions in Section/Branch/Office for which this position is responsible: 112

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Transportation and Toxics Division (TTD) is responsible for regulatory and non-regulatory activities to: reduce air toxics, criteria air pollution, and greenhouse gases from freight transportation (including implementation of existing rules, development of new rules and plans, and administration of incentive programs); characterize the health risk from toxic air contaminants; and develop and implement regulatory measures and other programs to cut the localized health risk from air toxics emitted by stationary sources.

CONCEPT OF POSITION: Under the administrative direction of the Air Resources Board, the Executive Officer, and the Deputy Executive Officer for Planning, Air Monitoring and Toxics, the CEA B plans, organizes, and directs the work of the Transportation and Toxics Division (TTD) programs and staff, formulates policy and policy recommendations; acts as part of the Executive Staff in the identification of issues, formulation of policies, and development of strategies to best meet program objectives, and represents the Board in negotiating issues related to regulations with manufacturers, federal, state and local agencies and the general public.

The CEA B will plan, organize, and direct the work of a multi-disciplinary professional and technical staff involved in the evaluation and development of strategies for the control of emissions from stationary sources of toxics and freight sources; coordination with the U.S. Environmental Protection Agency (U.S. EPA), state and local agencies to develop regulations; evaluation of air quality impacts of new and existing sources; determination of the effects of control systems and process modifications; promotion of effective programs through financial and technical support; and incorporate environmental justice principles into the Division's activities.

The CEA B will formulate and recommend policy regarding emissions and related air quality issues from stationary sources of toxics and freight sources; provide consultation and assistance to federal, state and local agencies on greenhouse gas and air pollution problems; and coordinate air pollution control activities with those of other programs or services of the Board and state and local agencies. The CEA B will also participate in the formulation of administration policies, represent the Executive Officer in matters relating to the program and operations of the Division; and prepare budgetary estimates and recommendations. The CEA B will select and train staff and evaluate their performance and take appropriate action or make recommendations; appear before legislative committees; address interested stakeholder groups; and prepare and review various documents.

As Chief of the Transportation and Toxics Division, this position oversees a multi-disciplinary staff in the development and implementation of state and federal emission reduction strategies for criteria and toxic pollutants and greenhouse gases from mobile and stationary emission sources, including

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stationary sources of toxics and freight sources. The incumbent will perform the following typical tasks:

| <b><u>% OF TIME</u></b> | <b><u>RESPONSIBILITIES OF POSITION</u></b>  |
|-------------------------|---|
| 40%-E                   | Oversee emission reduction regulation and policy development for a variety of emission sources and program areas, including: goods movement/freight (such as ocean-going ships, locomotives, cargo handling equipment, and trucks and transportation refrigeration units at warehouses and other freight hubs); diesel particulate matter risk reduction; climate change and greenhouse gases; toxic air contaminant identification, control and risk assessment (from sources such as chrome platers, gas stations and other stationary sources); and implementation of the federal Clean Air Act, the Global Warming Solutions Act and other federal and state climate change and air quality statutes. |
| 25%-E                   | Formulate and recommend policies and control measures regarding emissions and related air quality issues from stationary sources of toxics and freight sources.   |
| 15%-E                   | Provide consultation and assistance to federal, state and local agencies on air pollution and climate change issues and coordinate air pollution and greenhouse gas control activities with other programs or services of the Board and state and local agencies.   |
| 15%-E                   | Participate in the formulation of administration policies; represent the Executive Officer in matters relating to TTD programs and operations; and prepare budgetary estimates and recommendations.   |
| 5%-M                    | Coordinate with other Divisions, prepare correspondence and reports; appear before various committees and groups to represent Board policy or to provide expertise; review and edit staff documents; plan, prioritize, and allocate TTD resources; and develop staff to meet emerging division and Board-wide needs.  |