

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 8/12/2024
Classification: Air Pollution Specialist	Position #: 673-610-3887-031
Division/Office: MSCD/Innovative Strategies Branch	CBID: R09
Section: Commercial Heavy-Duty Incentives Section	
Supervisor Name: Duong Trinh	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:

Total number of positions in Section/Branch/Office for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: 0

MISSION OF SECTION:

The mission of the Commercial Heavy-Duty Incentives Section (section) is to enable and motivate every heavy-duty fleet to accelerate deployment of zero-emission technologies by stimulating a supportive and competitive market through incentives. The section implements incentive projects that equitably transform the commercial heavy-duty off-road and on-road sectors, including transportation, freight, refuse, construction, agriculture, rail, and marine, to improve the well-being and quality of life for all Californians. This section works within the Innovative Strategies Branch and collaborates with the other sections to develop and implement policy, and particularly with the Innovative Heavy-Duty Strategies Section, often utilizing a matrix management approach. Projects may be widely diverse and include policy and technical research, training, and outreach.

CONCEPT OF POSITION:

Under supervision, employees in this position apply scientific methods and principles in the identification, study, and solution of air pollution problems. The primary responsibilities of this position include: review current technical literature and technical data; prepare regulatory and guidance documents for the implementation of heavy-duty strategies; evaluate and recommend potential changes to heavy-duty incentive projects; prepare regulatory and guidance documents, develop project solicitations and oversee project implementation; communicate observations, results, and recommendations verbally and in writing to management; prepare status reports on project development, implementation, and funding expenditures; and work in conjunction with other groups within the Air Resources Board as well as outside agencies, including local air districts, vehicle manufacturers, environmental and community-based organizations, and other interested organizations.

Some travel may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25%	Perform technical work related to implementation incentive projects, including understanding, and gaining expertise in applicable laws and regulations, and coordinating with other agencies to develop a process to coordinate and communicate. Technical work may include evaluating appeals from fleets denied an incentive after being deemed non-compliant. Staff must be able to

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	<p>communicate results of evaluations clearly and accurately to management and impacted stakeholders both verbally and in writing. Moreover, staff will develop requirements for third party reporting, if necessary, initiate referrals for case evaluation, and develop and implement processes for tracking the status of eligible fleets. Other duties will include: coordinating with other agencies to implement new requirements for applicable incentive programs, including leading public processes to notify stakeholders of the new compliance verification requirements and seeking feedback, preparing annual expenditure records per each applicable funding source prior to expending funds appropriated by the Legislature, and supporting annual programmatic reviews and audits and providing program administrator training for collecting and reporting status of compliance.</p>
25%	<p>Prepare written agreements and guidance documents for the implementation of mobile source incentives, such as air district grants / implementation agreements in conjunction with the other state agencies, local air districts, and other affected stakeholders. Prepare funding plans or mitigation plans and project solicitations for mitigation and/or incentive funds. Assist other state agencies, air districts, engine and vehicle manufacturers, and affected stakeholders to identify solutions to implementation issues such as advanced technology vehicle and equipment performance and reliability, and amendments to grants, contracts, and implementation agreements. Conduct public workshops and oversee funding allocations and distributions.</p>
15%	<p>Prepare clear and accurate technical reports, issue papers, and regulatory documentation, which are often used for Board decisions. Provide detailed information on project management and expenditures and submit project implementation status reports as required.</p>
10%	<p>Conduct outreach and coordinate with other groups within the Air Resources Board as well as outside agencies, including local air districts, the Department of Finance, vehicle and engine manufacturers, fuel providers, environmental organizations, and other interested stakeholders.</p>
10%	<p>Travel to local air districts and other venues for workshops, workgroup meetings or other meetings to complete assignments associated with tasks above.</p>
10%	<p>Assist with development and implementation of other programs in the section including preparation of annual funding plans or mitigation plans.</p>
5%	<p>Other duties as required, including acting as a section liaison to other programs within CARB.</p>