

DUTY STATEMENT

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Employee Name:	Current Date: 9/16/2024
Classification: Air Resources Supervisor II	Position #: 673-910-3763-002
Division/Office: ECCD	CBID: S09
Section: New Vehicle/Engine Programs Branch	
Supervisor Name: Robin Lang	Supervisor Classification: Division Chief Emissions Certification and Compliance

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:

Four (4) Air Resources Supervisor I

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

45

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The New Vehicle/Engine Programs Branch is responsible for review and approval of manufacturer applications for the emissions certification of new on-road engines, vehicles and trailers, and off-road vehicles, engines and equipment for sale and use in California. This entails the evaluation of manufacturers' production test procedures, data, AECD documentation and production reports for compliance with applicable requirements; conducting periodic audits of manufacturer activities; assisting in the collection of appropriate application certification fees; assisting in enforcement related efforts and the implementation of new vehicle and engine requirements.

CONCEPT OF POSITION:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Implements regulations, procedures, and protocols for control measures in the areas of new vehicle/engine/equipment certification, and new vehicle/engine/equipment audit programs. Included are the leading of workshops, preparation of staff technical reports, and the presentation of staff recommendations at Board Hearings.
20% - E	Directs and evaluates complex technical studies to monitor the effectiveness of existing programs, to develop tools and methods to improve the effectiveness and efficiency of existing programs, both from a technical and administrative viewpoint, and to formulate new control measures.
20% - E	Coordinates Branch activities relating to certification with other divisions throughout the Board, as well as State, Governmental, and Private agencies.
20% - E	Manages, supervises, evaluates, and trains staff; manages the development of the Branch budget, including BCP's, equipment and personnel requests; and administers the current year budget.

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10% - E	Oversees Certification related systems are in place and functioning to collect certification fees and issue executive orders.
5% - M	Assists the Division Chief in a variety of administrative functions.