

**DUTY STATEMENT**

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Employee Name: VACANT	Current Date: October 2024
Classification: Staff Services Analyst	Position #: 673-400-5157-947
Division/Office: Transportation and Toxics	CBID: R01
Section: Drayage Implementation	
Supervisor Name: Skott Wall	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 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 DIVISION: 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 reduce the localized health risk from air toxics. The impacts of poor air quality are disproportionately felt by disadvantaged communities and race is the single largest predictor of whether someone will be adversely impacted by air pollution. Thus, TTD aims to prioritize elevated health risks in disadvantaged communities to ensure that we are more equitably serving all Californians and is committed to advancing racial equity and practicing effective community outreach and engagement. This requires supporting policies that fairly address environmental and socioeconomic inequities throughout the State and is supported by meaningfully engaging with air quality partners, especially in low income and communities of color. Air Quality Partners include community members, environmental justice advocates and organizations, community-based organizations, air districts, regulated entities, and other impacted individuals.

MISSION OF SECTION: The Drayage Implementation Section supports the Freight Technology Advancement Branch's mission to reduce emissions of air toxics, criteria pollutants, and greenhouse gases from freight transportation through the implementation of CARB sustainable freight initiatives. Activities, conducted in concert with other branches and divisions, to support this mission include: coordinating and conducting stakeholder outreach and training, implementing regulations and strategies, providing technical support to stakeholders on regulatory requirements, and developing and managing data collection systems that support freight regulations. This section currently implements the drayage truck regulatory requirements from the Advanced Clean Fleets Regulation (ACF), and supports the Truck Regulation Upload, Compliance, and Reporting System (TRUCRS).

CONCEPT OF POSITION: Under supervision of an Air Resources Supervisor (ARS) I and occasionally taking direction from Air Pollution Specialists (APS), the Staff Services Analyst (SSA) performs a variety of analytical duties related to the development and implementation of programs and regulations designed to reduce emissions from freight transportation sources statewide. The SSA assists internal and external stakeholders to understand and comply with freight transportation-related programs and regulations; compiles, audits, and analyzes information reported by regulated entities for accuracy and completeness; reviews extension and exemption application requests for accuracy and completeness and provides approval recommendations; drafts various letters and email correspondence; develops and documents administrative procedures related to regulatory implementation; plans, implements, and conducts internal and external stakeholder outreach and

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training; researches, tracks, and reports trends in the development and pricing of zero-emission vehicles, charging infrastructure, and incentives/grant funding. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
45%-E	Assist internal and external stakeholders in understanding and complying with freight transportation-related programs and regulations via email, phone call, and written correspondence. Compile, audit, and analyze information reported by regulated entities for accuracy and completeness. Evaluate and analyze associated data. Develop and implement solutions to process data and improve data quality. Create and maintain courteous, professional relationships with internal coworkers and management, and all external stakeholders, while providing excellent customer service to all parties.
25%-E	Analyze extension and exemption requests submitted by regulated entities for accuracy and completeness and provide approval recommendations. Prepare routine correspondence and support documents in response to public requests for information or assistance, or in response to regulatory program requirements. Develop and document administrative procedures related to regulatory implementation.
15%-E	Research, track, and report trends in the development of zero-emission vehicles, charging infrastructure, incentives/grant funding, or other data-gathering activities related to the development or implementation of programs and regulatory measures. Analyze data and present ideas and information effectively by providing summaries and analysis of the data.
10%-E	Assist with performing website updates, document remediation to ensure compliance with Americans with Disabilities Act (ADA) and submitting GovDelivery announcements for distribution. Plan, implement, and conduct internal and external stakeholder outreach and training. Travel may be required to participate in public workshops, stakeholder engagement, and other meetings and events as needed.
5%-M	Perform other duties related to occasionally assisting other sections or branches within the division by providing policy, written, or technical support for special projects to meet division objectives.