

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 08/1209/2024
Classification: Air Pollution Specialist	Position #: 673-610-3887-976
Division/Office: MSCD	CBID: 09
Section: Clean Transportation Outreach Section	
Supervisor Name: Nicholas Nairn-Birch	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:

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The Clean Transportation Outreach Section (CTOS), in the Mobile Source Control Division (MSCD), is responsible for the design and implementation of community engagement and outreach strategies related to the California Air Resources Board's (CARB) clean transportation equity and other incentive and regulatory programs, and for implementing other efforts to maximize access to and benefits from Low Carbon Transportation Investments and other clean transportation funding for priority populations. As part of this effort and pursuant to Senate Bill (SB) 350, CTOS works to develop opportunities, including increased planning and capacity-building support, equitable outreach and community engagement, and streamlined application tools and assistance, to overcome barriers for clean transportation and mobility options for impacted communities. CTOS also engages with communities and other stakeholders to identify issues and priorities related to awareness, ability, and willingness of the target audience to fully access options and benefits of these clean transportation programs.

CONCEPT OF POSITION:

Under close (Range A) or general (Range B or C) supervision of the manager of the Clean Transportation Outreach Section, the incumbent will be responsible for coordinating outreach, facilitating community engagement, and developing and implementing critical outreach, technical assistance and capacity-building efforts for California's priority populations.

In close collaboration with MSCD staff, the Access Clean California project team and other stakeholders, the position is responsible for assisting in the development and implementation of a comprehensive outreach, community engagement and capacity-building approach, to include funding and support for priority populations and community-based organizations to prioritize equity and facilitate increased access to clean transportation information and mobility opportunities. This includes capacity-building for outreach and community engagement, identification of community transportation priorities and gaps, facilitating community input on CARB programs, and other community-engagement activities related to adoption of zero and near-zero transit and clean mobility options, particularly for the State's most impacted communities. The position will serve as a regional liaison to facilitate place-based and 'on the ground' equitable outreach and community engagement on CARB's clean transportation regulatory and incentive efforts. The position also supports implementation of recommendations included in CARB's Senate Bill (SB) 350 Low-Income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-Income Residents and the annual Low-Carbon Transportation Investments Funding Plan. The position will also lead and support coordination of an MSCD equity workgroup.

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Statewide travel may be required up to 20% for meetings, conferences and stakeholder outreach, which may also include overnight and weekend travel.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Serve as a regional outreach liaison for CARB’s clean transportation regulatory and incentive programs. As part of a team, assist in the development and implementation of a comprehensive outreach strategy to engage with community representatives and stakeholders to disseminate information to impacted communities within an assigned region regarding CARB clean transportation regulations, projects and available funding. Identify and coordinate with grassroots and local community-based organizations to identify outreach needs and gaps. Develop tailored outreach materials to meet community-identified needs and evaluation strategies for continuous outreach improvement. Provide direct outreach, training, and technical assistance to communities through a variety of innovative mechanisms.
15%-E	In coordination with Access Clean California program staff, branch colleagues and CARB staff in other equity-focused programs, such as the OCAP and OEJTB offices, develop, implement, monitor and evaluate a comprehensive community engagement, outreach and capacity-building grant and pilot project aimed to support under-represented priority populations and community-based organizations. Develop and manage equitable clean transportation outreach and community engagement incentive grants.
15%-E	Perform technical work related to effective and equitable outreach and community engagement on CARB’s clean transportation regulatory and incentive programs, including collecting and analyzing data related to community knowledge of clean transportation, participation and uptake in CARB’s programs, identifying gaps in outreach and program uptake, and developing strategies to fill gaps. This may be accomplished through community surveys, reviewing existing literature, analyzing incentive program funding data and developing comprehensive workplans. Once the analysis is complete, staff must be able to communicate the results of the analysis clearly and accurately to management and stakeholder both verbally and in writing. Prepare clear and accurate technical reports, issue papers, correspondence, and presentations, which are often used for executive and Board decisions.
15%-E	Assist with the implementation of SB 350 Barriers Study recommendations and development and implementation of other programs in the division, including support for the annual Funding Plan for Clean Transportation Incentives. Help identify relevant community-based organizations, environmental justice groups, and other stakeholders, to share outreach and technical assistance plans, and obtain their input to meet our equity goals and meet clean transportation incentive funding targets.
10%-E	Lead the coordination of equity principles within MSCD through an MSCD equity subgroup, including the development and implementation of collaboration forums, guidance, resources, and training. Participate as needed in other agency efforts to understand, develop, and implement diversity and racial equity, including training, inter- and intra-agency work groups and cohorts, strategic planning, and policy development. Assist in the development and administration of equity-focused grants and/or contracts related to CARB’s clean transportation incentives.
5%-E	Coordinate with various entities, including State, regional and local agencies and the public, on programs related to SB 350 activities, Low-Carbon Transportation Investments, and other CARB clean transportation regulatory efforts. Work to increase coordination among state and local

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	agencies to involve community organizations in addressing the clean transportation needs of communities.
5%-E	Represent CARB at statewide conferences and meetings with government agencies, industry groups, environmental organizations, and the public. Independently advocate CARB's views in meetings with stakeholders and, where possible, build consensus positions. Represent the Branch and the Division in meetings with other CARB divisions and other State agencies.
5%-M	Other duties to support the activities and programs of the CTOS section. Duties may include acting as section lead when the section manager is unavailable, representing the Compliance Assistance and Outreach Branch at special outreach events, or management of low carbon transportation investment grants or contracts.