

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 12/2/2024
Classification: Staff Air Pollution Specialist	Position #: 673-610-3875-008
Division/Office: MSCD/ISB	CBID: R09
Section: Emerging Technologies and Programs Section	
Supervisor Name: Nathan Dean	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

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

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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 Innovative Strategies Branch implements incentive projects that equitably transform the transportation, agriculture, and freight sectors, improve the well-being and quality of life for all Californians, and spur and support competitive markets. With open minds we use social, environmental, and economic justice as the guiding principles for our clean transportation policy.

The Emerging Technologies and Programs Section (Section) is responsible for enabling and motivating every heavy-duty fleet to transform to zero-emission by stimulating a supportive and competitive market through incentives. The Section encourages the development of new, cutting edge zero-emission technologies via demonstration and pilot incentive opportunities and supports the long-term success of these technologies and projects.

CONCEPT OF POSITION:

The Section is seeking a Staff Air Pollution Specialist to apply scientific methods and principles in the identification, study, and solution of air pollution problems. The primary responsibilities of this position are to identify, assess, and implement innovative, incentive based mobile source control strategies that reduce criteria and toxic air pollutants, as well as greenhouse gases. Specifically, the incumbent will:

- Oversee incentive program implementation and support programmatic reviews and audits, including identification and resolution of non-compliance with incentive project policies and guidelines;
- Evaluate and recommend potential changes to incentive program eligibility criteria with a focus on zero-emission heavy-duty incentives;
- Coordinate with and ensure consistency with regulatory requirements and programs, including vehicle and equipment certification, manufacturer regulations, and fleet regulations;
- Analyze and review current technical literature, technical data, market data, and project data;
- Prepare programmatic policy and guidance documents;
- Lead public processes and coordinate with other external entities on complex incentive topics that are politically sensitive;
- Support the development of an annual Funding Plan via coordination with other Air Resources Board staff;
- Develop project solicitations and written agreements;
- Communicate observations, results, and recommendations verbally and in writing to management by preparing 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.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25%	Perform technical work related to mobile source emission reduction strategies. Technical work may include the analysis of emissions and market data and the evaluation of compliance with incentive policies and procedures using scientific principles. This may be accomplished by reviewing current technical literature, technical and market data, policy documents and implementation guidelines, grant agreements, and project reports. Once analysis is complete, staff must be able to identify specific non-compliance issues, or patterns that may indicate non-compliance.
25%	Coordinate with other groups within the Air Resources Board as well as outside agencies, including local air districts, the California Attorney General's office, vehicle manufacturers and dealers, vehicle and equipment fleets, environmental organizations, and other interested stakeholders. Provide incentive program technical support for enforcement investigations and settlement proceedings. This includes close coordination with CARB legal office and enforcement division.
20%	Prepare clear and accurate regulatory and guidance documents as well as technical reports for the implementation of mobile source incentive programs in conjunction with the other state agencies, local air districts, and other affected stakeholders. Make recommendations on funding allocations and project modifications, and assist with the policy and implementation of incentive programs. Assist other state agencies, air districts, engine and vehicle manufacturers, and affected stakeholders with ongoing implementation issues, conduct public workshops, and oversee funding allocations and distributions.
20%	Assist with development and implementation of other programs in the branch as needed. Leverage a deep understanding of the branch's heavy-duty incentive portfolio and help coordinate with regulatory programs to ensure consistency and complimentary efforts across the heavy-duty incentive space.
5%	Preparation of grant agreements and review of grant disbursement requests.
5%	Other duties as required, including travel to local air districts and other venues for workshops, workgroup meetings or other meetings to complete assignments associated with tasks above.