

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 12/24/24
Classification: Assistant Division Chief (Specialist)	Position #: 673-610-3878-004
Division/Office: MSCD	CBID: M09
Section: Division Office	
Supervisor Name: Jack Kitowski	Supervisor Classification: CEA C

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

DUTY STATEMENT

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 1 Vehicle Program Specialist, 1 Staff Air Pollution Specialist, 2 Air Resources Engineers

Total number of positions in Section/Branch/Office for which this position is responsible: 4

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Zero Emission Infrastructure Team works across the agency with divisions and programs developing and implementing regulations, incentives and policies that require, promote and direct the growing market of zero emission transportation technologies to ensure that the necessary fueling infrastructure is in place to enable their use. As other agencies typically take the lead role in zero emission infrastructure development and implementation, this team also works very closely with our partner agencies to ensure their programs are matched with CARB's vehicle and equipment programs and meet the needs of the growing market.

CONCEPT OF POSITION: Under the general direction of the Division Chief and Deputy Executive Officer, the Assistant Division Chief (ADC) (Specialist) serves as the California Air Resources Board's (CARB) Zero Emission Infrastructure Specialist. The ADC is responsible for ensuring CARB and its partner agencies successfully support Governor's Executive Order N-79-20 in the creation and implementation of zero emission fueling infrastructure sufficient to support the growing market of zero emission cars, trucks, buses, and off-road equipment. The ADC is responsible for coordinating activities related to zero-emission vehicles and equipment fueling infrastructure in order to reduce emissions from the transportation and freight sectors across CARB and with State agencies and industry leaders. The ADC (Specialist) is also responsible for formulating zero-emission infrastructure strategies to support the State's regulatory and incentive programs which must be presented and approved by the Board. This ADC also supervises a team of infrastructure experts who support the actions described above.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Develop, coordinate, and support multi-agency policy to ensure the appropriate scaling up of ZE infrastructure adequate to meet the demands of the 1.4 million medium- and heavy duty zero-emission vehicles that will be operating in California by 2045. Plan, organize, and direct the activities of CARB programs across Divisions on behalf of the Executive Office to inform and implement zero-emission infrastructure policy for the State of California. Coordinate zero-emission activities with other State agencies including but not limited to CalEPA, the Energy Commission, Public Utilities Commission, Department of Transportation, DOF, the Governor's Office, the Governor's Office of

DUTY STATEMENT

<p>25% - E (Continued)</p>	<p>Business and Economic Development, Caltrans, the California Transportation Commission, and other key stakeholders and community leaders to develop and help implement zero-emission infrastructure for the State of California.</p> <p>Develop, prioritize and coordinate ZE infrastructure activities ensuring inclusion of light-duty and heavy-duty on-road and off-road vehicles and equipment, including both electricity and hydrogen, as needed to meet California's long-term goals.</p>
<p>25% - E</p>	<p>Supervise and project manage the work of Zero Emission Infrastructure Team members including ensuring employee performance and project review.</p>
<p>15% - E</p>	<p>Advise the Executive Office, program Divisions, and Chair's Office on issues related to zero-emission infrastructure. Brief Board Members, and appear and testify before the Board, other agencies, and Legislature in public hearings as necessary.</p>
<p>15% - E</p>	<p>Serve as ZE Infrastructure executive project director responsible for the coordination, collaboration and effective prioritization of CARB's Divisions multiple regulatory and incentive measures to accelerate to market passenger, medium, and heavy duty zero emission vehicles to meet the direction of the Governor's Executive Order. Ensure that the State is meeting is ambient federal clean air act requirements as codified in the State Implementation Plan and Mobile Source Strategy. Ensure a commiserate escalation of the deployment of ZE infrastructure to meet California's infrastructure goals in support of millions of ZE vehicles and equipment. Work with key stakeholders to allocate billions of dollars that will be spent by utilities, the State, and private entities on ZE vehicles and infrastructure to help ensure that the rollout of ZE infrastructure by those entities matches the need being generated by CARB regulatory and incentive policies.</p>
<p>15% - E</p>	<p>Work with program divisions, assisting with planning and assessing infrastructure needs to support regulatory, incentive, and implementation activities in a coordinated and focused effort. Collaborate with key stakeholders, Department leaders, and program specialists to anticipate and address obstacles toward achieving the State's infrastructure goals. Host workshops and engagement meetings and events. Coordinate ad-hoc working groups within the CARB.</p>
<p>5% - M</p>	<p>Other job-related ADC (Specialist) duties as needed.</p>