

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 2/18/25
Classification: Vehicle Program Specialist	Position #: 673-610-0663-003
Division/Office: MSCD	CBID: R09
Section: Division Office	
Supervisor Name: Jack Kitowski	Supervisor Classification: Division Chief

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 checked="" 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: 0

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Total number of positions in Section/Branch/Office for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: 3 to 5 Staff Air Pollution Specialists, Air Resources Engineers, Air Pollution Specialists, or Air Resources Technicians

MISSION OF SECTION: The Mobile Source Control Division (MSCD) develops regulations and incentive programs to reduce emissions of smog-forming pollutants, greenhouse gases, and toxics from on-road and off-road mobile sources. The focus of the Division is primarily on heavy-duty engines, vehicles, and equipment. Strategies focus on reducing emissions from the in-use fleet, and on development and commercialization of advanced near-zero and zero-emissions technologies.

CONCEPT OF POSITION: The primary responsibility of this position is assisting the California Air Resources Board (CARB), Executive Office, and MSCD Division Chief in developing policy for CARB's air quality incentive programs. These programs complement CARB's regulatory program to reduce criteria pollutants, toxic air pollutants, and greenhouse gases by promoting the use of advanced and zero-emission technology vehicles/equipment, accelerating turn over the fleet to cleaner technologies, and increasing access to clean transportation for low-income households, disadvantaged communities, and low-income communities. The position is responsible for leading MSCD's and CARB's efforts to ensure that all of CARB's incentive programs are implemented in a coordinated manner to further CARB's mission and goals. These programs include: Low Carbon Transportation Program funded with Cap-and-Trade auction proceeds, Air Quality Improvement Program, Assembly Bill 617 Community Air Protection incentive program, agricultural incentive programs, Volkswagen settlement funded incentive programs, Carl Moyer Program, car scrap and replace programs, and potentially other new incentive funding appropriated to CARB.

The position works closely with the MSCD Division Chief, Assistant Division Chiefs, branch chiefs, managers, technical staff, and other CARB divisions to provide policy and technical recommendations on incentive program design and implementation, evaluate and review new vehicle emission reduction technologies, and prepare technical and policy analyses, reports, and other materials. The position independently represents MSCD on incentive program-related policy matters with the Executive Office, Chair's Office, and other CARB divisions. The position independently represents CARB with federal, State, and local government agencies to ensure coordination between CARB's incentive programs and other agencies' related incentive programs. The position represents CARB with the Legislature and Governor's Office on incentive program-related policy matters. The position works with vehicle manufacturers, technology providers, and other external stakeholders regarding incentive program related matters. The position is also responsible for working directly with the Executive Office on special projects with minimal direction from MSCD management.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35-E	<p>Serve as MSCD policy lead on air quality incentive programs, providing policy recommendations to the Division Office, Executive Office, and Chair's Office on innovative strategies that improve implementation of all CARB's incentive programs with an emphasis on cross-cutting issues and ensuring CARB's incentive programs are designed and implemented in a coordinated and consistent manner to further CARB's mission and goal. Work with the MSCD's branch chiefs, managers, technical staff, and other divisions to identify, evaluate, develop, and implement incentive strategies promoting the use of advanced and zero-emission technology vehicles/equipment, accelerated the turnover the fleet to cleaner technologies, and increasing access to clean transportation for low-income households, disadvantaged communities, and low-income communities.</p>
25-E	<p>Independently prepare policy and technical reports, briefing papers, presentations, speeches, budget change proposals, Legislative testimony recommending CARB's incentive program policies and advocate for those positions on behalf of the Executive Office and MSCD management. Independently develop updates to the Executive Office, Board, Governor's Office, Legislature, and other external stakeholder groups on CARB incentive programs. Independently respond to Legislative inquiries on CARB's incentive programs.</p>
25-E	<p>Independently represent CARB at meetings with Federal, State, and local government agencies, vehicle manufacturers, technology providers, and other industry groups, environmental organizations, and the public. Represent CARB with the Legislature and Governor's Office on incentive program-related policy matters. Meet with vehicle manufacturers, technology providers, and other external stakeholders regarding incentives policy and CARB's emission control programs. Independently advocate CARB's views in meetings with stakeholders and, where possible, build consensus positions. Independently represent MSCD management in meetings with other CARB divisions. Travel will be required to meet some of these duties.</p>
10-M	<p>Lead special projects for Executive Office and Chair's Office to develop effective solutions to mobile source policy and technical issues. Work independently on high priority assignments requiring rapid response, coordination across multiple branches within the Division and across divisions with minimal direction.</p>
5-M	<p>Other duties as required such as responding to public inquiries.</p>

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