

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 2/4/2025
Classification: Staff Air Pollution Specialist	Position #: 673-610-3875-976
Division/Office: MSCD/TACT	CBID: 09
Section: Compliance Support Section	
Supervisor Name: Chris Franceschi	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 checked="" type="checkbox"/> Lead Person
<input 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: 0

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: 3 APS, 1 ARE, 1 ART
MISSION OF SECTION: The Compliance Support Section is responsible for providing regulatory development, implementation, and outreach of CARB regulations to reduce harmful criteria and greenhouse gas emissions from medium and heavy duty on-road mobile sources and to meet policy objectives of advancing zero-emissions technology everywhere feasible.

CONCEPT OF POSITION: Under general supervision of the Air Resources Supervisor I, the Staff Air Pollution Specialist performs more complex environmental science work, team leadership, and provides expert support related to the development and implementation of regulatory strategies as follows:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
50%	Lead agency staff in developing clear and concise regulatory documents and reports. Prepare materials for public workshops and participate in explaining regulatory strategies with affected stakeholders. Establish policy, interpret regulatory language, and conduct analysis of proposed legislation. Develop correspondence, briefing and issue papers, speeches, and reports. Present speeches and testimony to CARB Leadership including branch and division management, CARB’s Executive Office and Board members, and the public in support of the Compliance Support Section activities and conduct outreach to stakeholders.
20%	Support implementation of manufacturer and fleet regulations including the development of technical advisories, outreach materials, and policy analysis of medium- and heavy-duty zero emission vehicles. Coordination within and outside the division on reporting systems, processing fleet applications, and information provided to stakeholders.
15%	Perform evaluations, calculations, and engineering analyses to evaluate vehicle and infrastructure technology advancements, costs, and feasibility of strategies to reduce emissions and other related technical issues. Conduct research analyze large data sets and prepare technical and policy recommendations in reports, presentations and in other forms of correspondence. Conduct peer review of calculations and analyses for accuracy, and test and edit as needed.
10%	Provide outreach and implementation assistance as needed to support Branch or Division activities by working with agency staff in developing and preparing correspondence, briefing / issue papers, speeches,

DUTY STATEMENT

	<p>presentations, spreadsheets, reports, and updating procedure documents. Be well versed on emission control strategies used to comply with medium and heavy-duty diesel mobile source regulations. Assist with coordination, preparation, and conducting workshops, meetings, and other events.</p>
5%	<p>Other duties as required, such as:</p> <ul style="list-style-type: none">• Participate in meetings with affected stakeholders and to coordinate with other sections, branches, or divisions as needed to meet division goals and priorities;• Travel may be required to participate in off-site visits and meetings at distribution centers, fleet or manufacturing facilities, conferences, etc.• Communicating by phone, email and MS Teams chat• Drafting and responding to emails, letters and other correspondence• Using Planner to track the status of tasks• Mailing correspondence, printing, copying, filing forms and documents as needed.