

DUTY STATEMENT

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Employee Name: Vacant	Current Date: March 2025
Classification: Air Pollution Specialist	Position #: 673-210-3887-033
Division/Office: Enforcement	CBID: R09
Section: Vehicle Enforcement Section	
Supervisor Name: Jeremiah Bearden	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: N/A

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

FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

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

MISSION OF SECTION: The Vehicle Enforcement Section (VES) is responsible for enforcing CARB regulations designed to improve air quality by reducing emissions generated by (1) non-compliant on- road vehicles, including cars, trucks, motorcycles, and kit cars, and (2) non-compliant off-highway recreational vehicles, including all-terrain vehicles, sand rails, sand cars, utility carts, golf carts, dirt bikes, other off-highway recreational vehicles with greater than 25-horsepower engines, and new pleasure craft engines and vehicles.

Enforcement services provided by the Vehicle Enforcement Section focus primarily on investigating complaints, tips, and leads concerning potentially non-compliant vehicles, initiating enforcement actions where violations are found, and resolving those cases, including providing support in cases that are referred to litigation.

The Vehicle Enforcement Section has primary responsibility for enforcement of On-Road Vehicle Program ("49-State Vehicle Program"), the Off-Highway Recreational Vehicle Program, the Dealership and Fleet Tampering Program, Marine Pleasure Craft and Outboard Engines Program, On-road Motorcycles, and the Tire Pressure Inflation Program. Enforcement services provided by the Vehicle Enforcement Section can encompass cases involving the Large Spark Ignition, Compression Ignition, and Small Off-Road Engine Programs, the After-Market Parts Program, and the Laboratory and Certification Fraud Program.

The programmatic responsibilities of the Vehicle Enforcement Section will evolve over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: The Air Pollution Specialist apply scientific methods and principles to the study, identification, and solution of environmental problems, to enforce compliance with air quality standards, and to develop, modify, and improve regulatory measures and implementation plans.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
20% - E	Using scientific methods and engineering principles to investigate complaints, tips, and leads concerning potentially non-compliant vehicles subject to the programs enforced by the Vehicle Enforcement Section, which includes among others, the On-Road Vehicle Program, the 49-State Vehicle Program, the Off-Highway Recreational Vehicle Program, the Dealership and Fleet Tampering Program, and the Tire Pressure Inflation Program, all regulated by the CARB. Properly maintain complete and accurate records of investigations.

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20% - E	Investigate, collect engineering data, and document violations relating to vehicle and engine certification and the other programs in the Section by utilizing multiple database programs. Case development involves the precise documenting of violations, writing reports, summarizing meetings in the form of meeting notes, and coordination with other CARB program staff as necessary. Review files and other types of information. Perform audits of private and public records. Collect and catalog evidence.
20% - E	Using engineering principles analyze collected data, including but not limited to electronic vehicle control unit data, laboratory emission test data, and certification application reported data. Prepare and efficiently explain investigative reports that ultimately lead to corrective action, settlement, or referral to Office of Legal Affairs, EPA, California Attorney General, or United States Department of Justice. Properly log and maintain evidence and case files. Review case files to determine accuracy and completeness. Brief management and legal staff on findings. Assist with case prosecution and settlements.
15% - E	Prepare and complete staff work, which includes, but is not limited to maintaining case tracking through updating the branch Microsoft Excel databases, quarterly memorandum reports, and other databases such as Enforcement Division's Investigative Management System (IMS). Prepare and write technical status reports that summarize the status of an ongoing enforcement case.
15% - E	When requested, support and conduct case investigations handled primarily by other business units within the branch or division, including cases involving Large Spark Ignition, Compression Ignition, and Small Off-Road Engine Programs, the Marine Craft and Outboard Engine Programs, the After-Market Parts Program, and the Laboratory and Certification Fraud Program.
10% - M	Serve as a resource of technical information for management, program staff, legal staff, and other outside stakeholders such as EPA, DOJ, and California Attorney General. Prepare and deliver technical and informational presentations and review current regulations for enforceability, and other projects as assigned. Attend meetings, trainings, and conferences taking place on-site and off-site as necessary.