

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: February 10, 2025
Classification: Air Resources Engineer	Position #: 673-210-3735-011
Division/Office: Enforcement	CBID: R09
Section: Engine and Parts Enforcement Section	
Supervisor Name: Stephanie Maalouf	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 Engine and Parts Enforcement Section (EPES) is responsible for enforcing California Air Resources Board's (CARB) regulations designed to improve air quality by reducing emissions generated by (1) non-compliant engines, including Large-Spark Ignition (LSI) engines, Compression Ignition (CI) engines, and Small Off-Road Engines (SOREs – engines rated less than 25 horsepower), (2) non-compliant after-market parts, including catalytic converters, fuel injectors, turbo chargers, superchargers, computer devices, sensors, and other engine performance enhancers, and (3) non-compliant portable fuel containers, marine fuel tanks, and refrigerant canisters. EPES is also responsible for the Laboratory and Certification Fraud Program. Enforcement services provided by EPES can encompass cases involving 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.

Enforcement services provided by EPES focus primarily on investigating complaints, tips, and leads concerning potentially non-compliant engines, parts, specialty products, and laboratory and certification fraud, initiating enforcement actions where violations are found, and resolving these cases, including providing support in cases that are referred for litigation. The programmatic responsibilities of EPES will evolve over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: Under the direction of the Section's Air Resources Supervisor I of EPES, the Air Resources Engineer (ARE) analyzes technical data, prepares accurate reports, develops case files and correspondence, and works independently to fulfill responsibilities to the public, the Board, and the regulated industry. The ARE is responsible for investigating and resolving many complex mobile source violations while using technical expertise and analysis. This position will have primary responsibility for investigations relating to Laboratory and Certification Fraud; this includes investigating undisclosed Auxiliary Emission Control Devices (AECs) that were not previously disclosed to CARB and the impact on air quality and initiating investigations where it is believed that manufacturers have submitted incomplete or inaccurate certification applications. The incumbent will also work on Enforcement-related cases in the on-board diagnostics (OBD) arena.

10% travel throughout the state will be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
20% - E	Using engineering principles investigate complaints, tips, and leads concerning potentially non-compliant engines, vehicles, and parts subject to the programs enforced by EPES. Interface with engineers from other CARB divisions, from engine or vehicle manufacturers, and EPA, performing analysis on auxiliary emission control devices, on-board diagnostics information, making decisions on the compliance and enforcement action

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	necessary. Collect, compile, and analyze OBD data for OBD related enforcement cases.
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 the Office of Legal Affairs and other CARB program staff as necessary.
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.
20% - 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	Support and conduct case investigations handled primarily by other business units within the branch or division, including cases involving 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. Support includes analyzing data, providing guidance or recommendations, and other case investigation assistance.
5% - 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. Travel to and from investigation sites or any off-site meetings or events, using a vehicle, while carrying equipment and/or samples as needed.