

DUTY STATEMENT

DUTY STATEMENT

Employee Name: TBD	Current Date: TBD
Classification: Chief, C.E.A	Position #: 673-610-7500-002
Division/Office: Mobile Source Control Division	CBID: M09
Section:	
Supervisor Name: Vacant	Supervisor Classification: Deputy Executive Officer

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

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: 2 Assistant Division Chiefs, 7 Air Resources Supervisors II; 1 Executive Assistant; 2 Vehicle Program Specialists; 1 Staff Services Manager I; 4 Associate Governmental Program Analysts; 1 Staff Services Analyst, 1 Air Resources Engineer, and 1 Retired Annuitant.

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**:

MISSION OF SECTION: The Mobile Source Control Division 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 commercialization of advanced near-zero and zero-emissions technologies.

CONCEPT OF POSITION: Under administrative direction of the California Air Resources Board (CARB or Board) and its Executive Office, the Division Chief plans, organizes and directs work of mobile source regulatory staff; formulates policy and policy recommendations; acts as part of the Executive Staff in the identification of issues, formulation of policies, and development of strategies to best meet program objectives; represents the Board on issues related to regulations and incentives with vehicle and engine manufacturers, end-users, federal, state and local agencies, the Legislature, and the general public.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Plans, organizes, and directs the work of the Division staff involved in developing and implementing regulations and incentive programs which control emissions from mobile sources. Coordinates air pollution control activities with those of other Programs or services of the Board as well as with federal, state and local agencies, and appears before legislative committees. Interacts with other state agencies to implement joint mobile source emissions control and incentive programs. Works with stakeholders on the development and implementation of strategies to control mobile source emissions.
30%-E	Participates and coordinates with other programs or services of the Board in the formulation of administration policies in predicting emissions from present and future mobile source populations; plans and directs studies to further define the nature and mechanism of vehicular air pollution in California; assists in the planning required under federal law to develop attainment plans for regions that do not meet federal air quality standards; provides consultation and assistance to international federal, state, and local agencies on vehicular air pollution.

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10%-E	Represent the Executive Office in matters relating to the program and operations of MSCD; meet with key stakeholders to understand their views and integrate them into Board proposals; prepares budget estimates and recommendations.
10%-E	Administrative duties such as managing budgets aligning staff resources and work; selects and trains staff and evaluates their performance and takes or recommends appropriate action.
10%-E	Works closely with other CARB division chiefs, especially those with mobile source program elements, to continuously evaluate the mobile source program and strategically plan necessary adjustments to efficiently carry out top priority mobile source program tasks across multiple divisions.
5%-M	Attend Executive Staff meeting and provide updates to Branch Chiefs on current MSCD activities and/or Division policies.