

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: 04/04/25
Classification: Staff Air Pollution Specialist	Position #: 673-610-3875-002
Division/Office: Mobile Source Control Division	CBID:
Section: Off-Road Control Section	
Supervisor Name: Jenna Latt	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 type="checkbox"/> None	<input checked="" 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:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The Off-Road Controls section has the primary regulatory responsibility for controlling emissions from off-road mobile sources that include new compression-ignition engines (exhaust), new spark-ignition marine engines (exhaust emissions), new large spark-ignition engines (exhaust and evaporative emissions) with additional regulatory responsibility for controlling SI marine engines. Activities include regulatory cost assessments to determine economic feasibilities, technology assessments to determine the level of emission control achievable for various emission sources, regulatory assessments to determine the appropriate methods of regulating industries, and regulatory development, which involves writing regulations and following them through the public hearing process. Some travel is required.

CONCEPT OF POSITION:

A fully qualified expert and independent specialist operating under the open direction of an Air Resources Supervisor I, adroitly performing sensitive, complex, and often rapid air pollution control development work, involving project, program, policy, and legislative matters that are critical to the Board's basic mission, exhibiting the qualities of accuracy and organization; completed in the required quantities; using effective work habits; by maintaining cooperative working relationships with fellow employees; by taking action independently; by meeting work commitments; by analyzing and drawing sound conclusions; by producing clearly written compositions that completely address the subjects of interest using correct grammatical rules and proper formatting; and, by meeting quality service and customer satisfaction commitments.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30-E	In the required time frame, develop mobile source regulatory measures that are technically feasible, cost-effective, and maximize emission reductions. Take into account policy directives, technical and scientific knowledge, operations, emissions, cost data, equity considerations, and other information gained through literature review, research, and engagement with internal and external groups. Prepare deliverables for regulatory proposal packages, such as staff reports, Standardized Regulatory Impact Assessment (SRIA) documents, environmental assessments, proposed regulatory text, technical support documents, Board presentations, and briefing materials. Brief management and other internal stakeholders regularly, making recommendations and adjusting processes and approaches based on directives and other feedback.

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30-E	In the required time frame, assess the cost, technical feasibility, and cost-effectiveness of mobile source regulatory proposals using technical and scientific knowledge and in-depth analyses of operations data, emission data, cost data, and other technical information identified in the literature, available through internal and external partners, and/or provided by manufacturers, fleets, and other stakeholders. As necessary, develop/perform activities to fill identified data gaps, such as industry surveys, studies, research projects, etc.
15-E	Lead efforts to identify, analyze, and resolve complex technical, legal, and regulatory issues associated with off-road regulations. Collaborate with legal counsel, other regulatory agencies, industry experts, and other internal and external stakeholders to develop innovative policy solutions and regulatory frameworks to overcome barriers and accelerate the transition to low-NOx, PM and zero-emission technologies in off-road applications. Advise other staff and management on relevant technical and policy challenges.
15-E	In the required time frame, forge strategic partnerships with industry stakeholders, environmental organizations, and government agencies to facilitate collaboration and information exchange. Lead multi-stakeholder working groups and workshops to solicit input, build consensus, and address concerns related to off-road zero-emission regulations. Serve as a primary point of contact for external inquiries, media requests, and legislative inquiries pertaining to off-road air pollution control measures. As applicable, develop agendas, announcements, presentations, and other materials to facilitate and optimize the effectiveness of such collaboration.
5-M	Provide guidance to other CARB units to support the development and implementation of advanced technology regulations and incentive-based programs.
5-M	Perform other duties as required such as responding to public inquiries, assisting other Branch members in running public workshops, representing CARB and/or MSCD at public meetings, attending relevant training courses, etc. All assignments are to be consistent with the overall mission of the section, the Mobile Source Regulatory Development Branch, and the Mobile Source Control Division.

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