

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 04/09/25
Classification: Air Resources Supervisor I	Position #: 673 610 3762 017
Division/Office: MSCD	CBID: 09
Section: Compliance Assistance and Outreach	
Supervisor Name: Annmarie Rodgers	Supervisor Classification: Air Resources Supervisor II

I certify that this duty statement represents an accurate description of the essential functions of this position.

Supervisor: <i>Annmarie Rodgers</i>	Date:
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I have read this duty statement and agree that it represents the duties I am assigned.

Employee:	Date:
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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:

Six Air Pollution Specialists

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

0

MISSION OF SECTION:

The Compliance Assistance and Outreach Section (CAOS) is responsible for educating government and business entities about compliance with regulations to reduce emissions from in-use diesel and other mobile sources, regulatory development, and assisting the trucking community in the transition to zero-emission heavy-duty vehicle technologies.

CONCEPT OF POSITION:

Under the direction of the Air Resources Supervisor II, the incumbent will be responsible for the overall management of the Compliance Assistance and Outreach Section. Specific Duties include:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
50-E	Plan, organize, and direct the activities of the Section. This includes: developing strategic plans for compliance assistance to support regulatory development and implementation with a focus on zero-emission deployment; making recommendations and decisions on staff assignments; developing standards for work products; monitoring work, evaluating staff performance, ensuring that staff has resources needed for work; creating a supportive work environment; resolving conflicts; providing staff training and development; facilitating collaboration of section staff internally and externally to create and support effective teams for a variety of projects; work collaboratively with other section managers; and support the Branch Chief to develop and achieve branch priorities and objectives.
15-E	Assess opportunities and conduct outreach as appropriate to the regulated community and interested stakeholders. Establish interactive and relevant content that explains heavy-duty vehicle rules, regulations, incentives, compliance options, and paves the way for future technologies.
15-E	Create awareness and educate fleet owners for transition to zero-emission heavy-duty technologies. Provide compliance assistance to fleet owners for existing diesel regulations. Create compliance assistance materials and outreach events. Convey consistent and accurate content for heavy-duty diesel and ZEV regulations.
15-E	Develop and implement financial and non-financial programs to support the deployment and adoption of zero-emission technology into the heavy-duty sector. This includes incentive, recognition and technical assistance programs.

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5-M	Manage activities associated with personnel and office administration (e.g. personnel hires, monthly time and travel reports, etc).