

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: June 10, 2025
Classification: Air Resources Engineer	Position #: 673-610-3875-007
Division/Office: MSCD	CBID: R09
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: <i>Jenna Latt</i>	Date: 6/9/2025

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- X 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 the use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

X None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

DUTY STATEMENT

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:

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

MISSION OF SECTION: The Off-Road Control section has the primary regulatory responsibility for controlling emissions from off-road mobile sources that include new diesel engines, equipment, and vehicles, new spark-ignition (SI) marine engines (exhaust emissions), and new large spark-ignition (LSI) engines (exhaust and evaporative emissions). Activities include preparing 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 that involves writing regulations and following them through the public hearing process. This section is responsible for working with internal CARB partners, federal, state, and local agencies, engine manufacturers, industry, environmental groups, and other stakeholders while amending the off-road diesel engine emission standard (Tier 5 criteria pollutants and GHG standards) and the SI Marine standard. The Section also assists with other on-road and off-road heavy-duty regulations and advanced technology programs, including helping to achieve the goals of Governor's Executive Order N-79-20 in the transition to 100 percent zero-emission off-road vehicles and equipment by 2035, where feasible.

CONCEPT OF POSITION: An air resources engineer, operating under the general direction of an Air Resources Supervisor I, performing average-to-difficult air pollution control work, exhibiting the qualities of accuracy and organization; completing in the required quantities; using effective work habits by maintaining cooperative relationships with other Agency employees; by taking action independently when directed; 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 public satisfaction commitments.

The ARE must have strong communication skills, with an ability to speak and write effectively using direct, concise language, and must be able to interact diplomatically with a wide range of industry stakeholders and federal, state, and local agencies. The candidate should be comfortable preparing presentations and communicating with technical audiences. The candidate must be committed to working closely with other CARB staff and industry stakeholders. The ARE must be able to communicate effectively and diplomatically in written and verbal presentations using direct, concise, and easy-to-understand language to a wide range of audiences, including internal staff and the public, through reports, meetings, and workshops. The ideal ARE must be organized and possess well-developed project management skills, allowing them to complete both short and long-term tasks that will often involve completing critical assignments under tight and competing deadlines while consistently delivering high-quality work products. The position requires data analysis skills, excellent communication skills; and a passion for advancing air quality pollutant goals.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
E-35%	Complete engineering and technical work, in the required time frame, for designing, evaluating, and managing experimental research programs for selected on- and off-road mobile sources, including the on- and off-road diesel categories, that establish emission baselines, and for determining the experimental direction

DUTY STATEMENT

	that accurately identifies potential emission reductions achievable based on new or existing emission control technologies, and for verifying and reducing the experimental data. Travel beyond the immediate vicinity of the regular Agency work site, as required.
E-20%	Complete engineering and technical analyses, in the required time frames, for creating clear and accurate written reports for forming policy decisions, Board actions, and supporting regulatory development related to on- and off-road, new diesel engines, vehicles, and equipment, off-road, new large spark-ignition engines, and off-road new marine spark-ignition engine categories; using current knowledge of mobile source emission control strategies; by evaluating emission data, fuel economy data, economic data and other performance characteristics of emission control technologies, and such data as may be obtained from formal training and self-study; by reviewing available and relevant industry literature; by reviewing submissions from manufacturers and Agency contractors for technical accuracy and completeness; by participating in discussions with manufacturers for determining the feasibility of new or amended emission control regulations based on current and future technologies, and associated implementation costs and lead times; and, by participating in discussions with other Agency staff.
E-15%	Complete development of new emission control regulations for selected on- and off-road mobile sources, in the required time frame, using engineering principles, current technical knowledge, and sound judgment; established rulemaking procedures and Agency policies; and clear written communication skills. Complete revisions of existing regulations, as needed, in the required time frame, using similar capabilities.
E-15%	Complete coordinating regulatory activities, in the required time frames, with local, state, and federal government agencies by providing these agencies with background and accurate technical information and engineering assessments; and, by providing clear and sound conclusions and recommendations on these agencies' proposed regulations, regulatory strategies, and test procedures, after reviewing their own assessments and conclusions.
E-5%	Complete, in the required time frames, formal proposals, status reports, and other information, to be presented to the Board and other parties at public meetings. Travel beyond the immediate vicinity of the regular Agency work site, as required.
M-5%	Represent the Agency and Division at relevant committees for on- and off-road categories, as needed. Travel beyond the immediate vicinity of the regular Agency work site, as required.
M-5%	Complete reviewing and following the administrative policies, in the required time frames, associated with the Agency's Injury and Illness Prevention Program, Teleworking, Privacy Protection, Ethics, and Standards of Conduct. Performing duties and maintaining related safety knowledge and skill levels as indicated under the site Emergency Plan, as applicable.