State of California
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
AIR RESOURCES BOARD
ASD/PMB-12 (REV 04/13)

DUTY STATEMENT

EMPLOYEE NAME:	Vacant	CURRENT DATE:	7/26/19
CLASSIFICATION:	Staff Services Analyst	POSITION #:	673-610-5157-xxx
DIVISION/OFFICE:	Mobile Source Control Division	CBID:	1
SECTION:	Compliance Assistance and Outreach Branch		
SUPERVISOR'S NAME:	Annmarie Rodgers		
SUPERVISOR'S CLASS:	Air Resources Supervisor II		

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

Supervisor's Signature ***Date***

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

Employee's Signature ***Date***

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

☒ Designated under Conflict of Interest Code.

☐ Duties performed may require annual 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: (CHECK ONE):

☒ None ☐ Lead Person

☐ Supervisor ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

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 is responsible for developing 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 equipment. Responsibilities also include developing strategies that focus on reducing emissions from the in-use fleet and on development and commercialization of advanced near-zero and zero- emissions technologies.

The Compliance Assistance and Outreach Branch (CAOB) is responsible for educating government and business entities about compliance with regulations and raising awareness of incentives programs, to reduce emissions from mobile sources and promoting the use of advanced technologies to support criteria pollutant and greenhouse gas emissions reductions. The Branch also performs outreach/education to maximize benefits of Low Carbon Transportation funding to disadvantaged communities.

CONCEPT OF POSITION:

The employee in this position will be responsible for providing the Branch and Division with consolidated and centralized support for analytical tasks. The Staff Services Analyst position is an entry through first journey level position. Positions are permanently allocated to this class when the major portion of tasks performed do not include the more responsible, varied, and difficult assignments found in the full journeyperson level. Under supervision, the incumbent will perform work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning; training; management; and personnel analysis; and do other related work.

% Of TIME	RESPONSIBILITIES OF POSITION
E-25%	For the Division: maintain training and board agenda items and reports as the Division Training and Board liaison. Duties include the following: identifying when training contracts are needed; maintaining training contract deadlines and costs; coordinating with staff; Division management, and counterparts in the Administrative Services Division; working with staff and Board Administration; planning rulemaking schedules and calendars; analyzing annual Board expense forms with management; managing Board item deadlines and performing effective coordination under various time constraints.
E-20%	Coordinate logistics and process contracts for the Branch to host outreach events, primarily the One Stop Truck Events. This includes performing the following duties: assisting with event planning and registration; implementing contracts for event venues; identifying contract areas that may be of concern and raise issues to the Contract Liaison to address. Also gather post-outreach event data to provide summaries and recommendations for future events.

E-20% Provide assistance utilizing Drupal to create and maintaing the Branch's web pages and social media accounts. This will include creating and converting pages to Drupal, ensuring pages and documents meet ADA accessibility and requirements and remediating when necessary. In consultation with program staff, social media duties include: creating, posting, and monitoring the Branch's social media accounts to ensure content is accurate and relevant.

E-15% Provide solutions and guidance on various administrative processes and perform additional staff and management support duties as needed. Processes and duties include the following: tracking Branch budget items to ensure projects are executed in a timely manner; provide analytical support to Branch projects, provide assistance to the Branch's Training Section by being point of contact for the public, the Learning Management System, and the webinar logistics.

M-10% Back up to the Division Personnel Staff Services Analyst performing the following duties: processing personnel packages; coordinate with external and internal staff; answer personnel related questions from staff and management; explain personnel forms processes to staff and perform other personnel related duties for the Division as needed. Some travel may be required.

M-10% Other duties as required. Duties may include: back up to other Division Staff Services Analysts; scheduling meetings; performing additional coordination and analysis for the Branch; organize and participate in internal meetings; etc.