

DUTY STATEMENT

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Employee Name: VACANT	Current Date: 10/20/20
Classification: Air Resources Engineer	Position #: 673-450-3735-036
Division/Office: Industrial Strategies/ Transportation Fuels Branch	CBID: R09
Section: Fuels Section	
Supervisor Name: Rachel Connors	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 checked="" type="checkbox"/> None	<input 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: 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 Fuels Section of the Industrial Strategies Division is responsible for supporting the Low Carbon Fuel Standard Regulation (LCFS) by developing and maintaining the LCFS reporting tools and data management system that facilitates reporting, and credit banking and transfers, settling compliance obligations, and third-party verification. The LCFS is a market-based reporting program designed to reduce the carbon intensity of transportation fuel by twenty percent by 2030. Key activities of the section include working with fuel reporting entities to ensure proper registration in the LCFS and reporting of data, analyzing data submitted by fuel reporting entities and preparing this data for dissemination to the public in various forms, and developing and implementing provisions to promote the transition to zero emission transportation. Clients include fuel producers and marketers, utilities, automakers, charging equipment providers and hydrogen station developers, ports and terminal operators, technology manufacturers, project proponents, consultants, and other governmental agencies.

The section also provides assistance to the other sections in the branch and works with the Branch Chief in all matters related to the implementation of the Low Carbon Fuel Standard Regulation. Staff also interact with other state, federal and international agencies to facilitate the development of comparable programs in other jurisdictions.

CONCEPT OF POSITION:

Under the direction of the Air Resources Supervisor I, the Air Resources Engineer (ARE) utilizes engineering skills and expertise to review and analyze greenhouse gas (GHG) emissions data reported to the LCFS, evaluate the LCFS data management system and reporting tools and develop recommended changes to implement regulatory requirements, and prepare public reports on data reported to the LCFS and the efficacy of the LCFS program. The position requires close interaction and teamwork with other California Air Resources Board (CARB) staff, as well as a variety of internal and external stakeholders, including other CARB divisions, government agencies, policymakers, industry, environmental organizations, and the public. The ARE may also represent the agency in various joint operations, speak before groups, answer inquiries, and prepare reports and correspondence.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30 %- E	Manages the LCFS data management system development contract and coordinate the preparation and evaluation of data management system

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	<p>changes to ensure proper operation and maintenance of the system. Adheres to CARB Office of Information Services (OIS) software development compliance practices that includes planning and project approval steps for all proposed system development. On regular intervals and at significant development milestones, submits programming code and associated documentation to OIS for review by assigned security and CARB development staff. Ensures applications meet current security standards and industry best practices, and test applications prior to deployment. Consults and coordinates with OIS project management prior to the development of any application or system modifications that will be used internally or externally and that will be and hosted by OIS within the CARB infrastructure. Responsible for compliance with CARB's technology upgrade process for any developed system implementations.</p>
20% - E	<p>Implements the LCFS regulation by working with regulated parties to explain the requirements of the regulation and assist with registration and reporting; track, analyze and prepare reported data for public dissemination; and apply engineering principles to develop reporting system improvements.</p>
20% - E	<p>Conducts engineering, research and technical evaluations of data reported to the LCFS and other GHG emission reduction data in similar federal and international programs, and investigate engineering methods of manipulating and interpreting large datasets. Uses engineering judgement in critically evaluating LCFS reporting, prepare technical reports and documents which support LCFS reporting, and maintain productive interactions with CARB GHG emissions reductions programs, federal and international governments and stakeholders.</p>
20% - E	<p>Prepares correspondence, briefing materials, presentations, issue papers, fact sheets, and maintain technical files related to alternative and petroleum-based fuels. Completes tasks on time and make verbal and written communications of the completed tasks clearly, concisely, and appropriately for audiences with varying levels of understanding</p>
5% - M	<p>Represents CARB in meetings, workshops, and hearings</p>
5% - M	<p>Responds to special requests and perform other duties as required to support the activities of the Section, Branch, and Division.</p>

HRB Approved
December 23, 2020
C&P Authority: G. Tanguileg