

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: 12/19/2022
Classification: Air Resources Engineer	Position #:673-610-3735-037
Division/Office: Mobile Source Control Division /Compliance Assistance and Outreach Branch	CBID: R09
Section: Zero Emission Truck and Bus	
Supervisor Name: Yachun Chow	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

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: N/A

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

MISSION OF SECTION: The Zero Emission Truck and Bus Section is responsible for conducting the regulatory development, implementation, evaluation, and outreach of control measures to reduce emissions from in-use heavy duty trucks and buses. The Zero Emission Truck and Bus Section also conducts technical and policy analysis to support the deployment of zero emission heavy duty vehicles. The primary goal is to foster the use of zero emissions or advanced technologies that have substantially lower greenhouse gas and criteria pollutant emissions than conventional engines.

CONCEPT OF POSITION: Under supervision of the Air Resources Supervisor I, the Air Resources Engineer (ARE) is responsible for the implementation of the Innovative Clean Transit regulation, contract management, technology evaluation on zero-emission heavy duty vehicles with a focus on transit buses, and outreach for zero-emission bus deployment. The ARE (1) conducts engineering review on reports or applicable documents, (2) prepares reports and briefing materials, technical documents, and presentations as appropriate, (3) perform regulatory, legislative, and data analysis, and (4) support outreach activities. The ARE also coordinates with transit agencies on compliance assistance. In addition, the ARE coordinates with various federal, state, and local agencies on technology evaluation and data collection in areas like vehicle performance, fuel demand, and infrastructure needs. The ARE may also manage contracts that would support further deployment of heavy-duty zero-emission technologies. Statewide travel may be required for up to 5% of the time to attend meetings and conferences, and conduct site-visits that may require multiple consecutive days. Possession of legal documents to allow driving a light-duty vehicle and taking a domestic commercial flight is a must.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Perform data analysis, technical reviews and engineering/statistical evaluations and surveys; review, compile and analyze emission/vehicle performance /technology assessment data; assess the availability and feasibility of advanced medium and heavy-duty vehicle propulsion technologies to reduce emissions; and estimate the costs associated with the installation and maintenance of advanced zero emission technologies. Manage databases and contracts, coordinate with multiple divisions, and update web pages.
25% - E	Prepare clear and concise regulatory, technical, and engineering documents and reports based on engineering/statistical analysis and data evaluation to determine commercial readiness of advanced zero emission technologies, vehicle qualifications for regulatory provisions, and safety

DUTY STATEMENT

	determinations. Information prepared could be used for public meetings, decision-making, reports, or briefing purposes.
15% - E	Assist with rule amendments, regulatory documents, data analysis, issuing advisories, and establishing policies regarding rule interpretations.
15% - E	Coordinate the development of methods for calculating well-to-wheel emissions, emission reductions, control efficiencies, and cost of advanced zero emission technologies. May conduct peer review of engineering/statistical calculations and analyses for accuracy.
10% - E	Prepare correspondence, briefing and issue papers, speeches, and reports. Present speeches and testimony in support of the Zero Emission Truck and Bus Section activities and conduct outreach to stakeholders.
5% - M	Other duties as required, such as assist with development of reporting database, prepare documents in ADA compliant formats for information sharing, public outreach purposes, and maintain and update the program website.