

**DUTY STATEMENT**

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Employee Name:	Current Date:
Classification: Student Assistant- Engineering and Architectural Sciences	Position #: 673-910-4871-XXX
Division/Office: Emissions Certification and Compliance	CBID:
Section: On-Road Light-Duty Certification	
Supervisor Name: Duc Nguyen	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:

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 On-Road Light-Duty Certification Section (ONRLDCS) is responsible for determining that new vehicles produced by manufacturers are compliant with the applicable state emission control laws and regulations for autos, light/medium-duty pickup trucks/vans, street-use motorcycles, and off-highway recreational vehicles (dirt bikes, all-terrain vehicles, etc.). Vehicles determined to be compliant are certified via Executive Orders, signed by the Division Chief, and become legal for sale and use in California. ONRLDCS staff also assist the California Air Resources Board's (CARB's) regulatory and enforcement staff by providing certification data, information and expertise for reviewing draft proposed regulations and for case development of violations.

**CONCEPT OF POSITION:** Under close supervision of the Section Manager, a Student Assistant duties will include working with Air Resources Engineers in ONRLDCS for gathering, tabulating, and analyzing vehicle and certification emissions data submitted by manufacturers for demonstrating compliance with applicable exhaust, evaporative, and other emissions-related standards; updating and maintaining complex certification databases; remediating signed Executive Orders and letters to be compliant with ADA requirements for web-posting; assisting in the preparation of reports and correspondences; and performing any other duties that may be necessary to meet the needs of the section. The candidate will work part-time, participating in various phases of the certification process.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
45% E	Sorting and scanning signed CARB Executive Orders into ADA compliant PDF format and work with certification engineers to post them on CARB's web-site for public access.
20% E	Updating and maintaining complex certification databases which contain vehicle, engine, and emission control system specifications, and certification emissions test data.
10% E	Work closely with certification engineers and management on reviewing uncomplicated applications for certification.
10% E	Working with databases, including Microsoft Access and Excel, including programming and analyzing data.
10% E	Screening manufacturer-submitted data files for errors and completeness before entering data into the databases in Microsoft Excel and Access.
5% M	Other duties that may be necessary to meet the needs of the section.

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