

DUTY STATEMENT

DUTY STATEMENT

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| Employee Name: | Current Date: 10/06/2023 |
| Classification: Student Assistant- Engineering and Architecture | Position #: 673-910-4871-XXX |
| Division/Office: Emissions Certification and Compliance | CBID: |
| Section: Off-Road Spark-Ignited Engine Certification | |
| Supervisor Name: Chidambaram Muthukumar | Supervisor Classification: Air Resources Supervisor I |

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

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| 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

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

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

DUTY STATEMENT

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 Off-Road Certification/Audit Section (OFSEC) is responsible for both certification and quality audit programs for new off-road vehicles and engines produced for sale in California. Specifically, the OFSEC section is responsible for reviewing manufacturers' applications for certification of off-road mobile sources such as lawn and garden gasoline engines, recreational boats, marine engines, and other industrial equipment. Test plans, data, and related technical information such as; Auxiliary Emission Control Device (AECD) strategies are reviewed to ensure that the vehicles and engines comply with applicable state laws and regulations for off-road mobile source emission control. On an ongoing basis, compliance assistance is provided to manufacturers to aid in the correct implementation of CARB regulations. The section also develops and maintains certification and production line testing databases. In addition, the section posts Executive Orders and certification emissions data on the CARB website. Post certification activities include evaluating manufacturer running changes/field fixes and compliance with phase-in requirements and the averaging-banking-trading of emission credits.

CONCEPT OF POSITION: Under close supervision of the Section Manager, Student Assistant is responsible for working with technical staff in the off-road spark-ignited engine/equipment certification and audit program performing paraprofessional duties. The candidate will work part-time, participating in various phases of the certification process. Responsibilities include gathering, tabulating, and analyzing engine/equipment/vehicle certification emissions data submitted by manufacturers for their exhaust and evaporative families; updating and maintaining complex certification databases; remediating signed Executive Orders and letters to be compliant with ADA requirements for web-posting; preparing segments of reports and correspondences; and performing any other duties that may be necessary to meet the needs of the section. The student will be in a training capacity and work closely with the Section Manager.

| <u>% OF TIME</u> | <u>RESPONSIBILITIES OF POSITION</u> |
|------------------|---|
| 40% E | Updating and maintaining complex certification and production-line testing databases which contain engine specification and emissions test data for off-road spark-ignited engines and equipment. |
| 20% 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 easy access by the public. |
| 15% E | Work closely with certification engineers and management on reviewing some certification applications such as those for certifying spark-ignited marine watercraft. |
| 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 certification databases in Microsoft Excel and Access. |
| 5% M | Work with certification engineers to scan and maintain manufacturers' letters and approvals for various certifications programs including tamper-resistance and emissions warranty approvals. |