

DUTY STATEMENT

DUTY STATEMENT

Employee Name:	Current Date: 7/18/2023
Classification: Student Assistant- Engineering and Architecture	Position #: 673-910-4871-XXX
Division/Office: Emissions Certification and Compliance	CBID:
Section: Heavy Duty Greenhouse Gas Certification	
Supervisor Name: Lucky Benedict	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:

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 Heavy-Duty Greenhouse Gas Certification Section (HDGHGCS) is responsible for certification of new heavy-duty vehicles, powertrains and trailers produced for sale and use in California. Specifically, this section is responsible for reviewing manufacturers' applications for certification for on-road heavy-duty diesel, gasoline, alternative fuel, and electric heavy-duty vehicles (including vocational vehicles and tractors), and trailers as well as aerodynamic (aero) devices used in heavy duty vehicles. The section is also responsible for reviewing applications for zero emissions powertrains (ZEP) powered by batteries and/or fuel cells. Test and modelling data and related technical information are reviewed to determine if new vehicles, powertrains, trailers and aerodynamic devices comply with state GHG emission control laws and regulations. Upon a determination of compliance, Executive Orders approving the sale of these vehicles, powertrains, trailers and aerodynamic devices are prepared for signature by the Division Chief. The section also assists ARB's regulatory and enforcement staff by providing certification data, information and expertise for reviewing draft proposed regulations and for case development of violations, respectively.

CONCEPT OF POSITION: Under close supervision of the Section Manager, the SA-EAS is responsible for working with technical staff in the HDGHG Section and other Sections of the NVEPB performing paraprofessional duties. The candidate will work part-time, participating in various phases of the certification process. Responsibilities include gathering, tabulating, and analyzing powertrain/engine/equipment/vehicle certification emissions data submitted by manufacturers for their certification 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 and Branch. 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 other databases which contain engine, vehicle and powertrain specification and emissions and modeling test data.
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.
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.