**DUTY STATEMENT**

<table>
<thead>
<tr>
<th>Employee Name: Vacant</th>
<th>Current Date: 10/19/2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification: Staff Air Pollution Specialist</td>
<td>Position #: 673-610-3875-012</td>
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<tr>
<td>Division/Office: MSCD</td>
<td>CBID: 09</td>
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<tr>
<td>Section: Training and Community Support</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name:</td>
<td>Supervisor Classification: Air Resources Supervisor I</td>
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</tbody>
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I certify that this duty statement represents an accurate description of the essential functions of this position.

**Supervisor:**

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Date: Month X, 2023
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I have read this duty statement and agree that it represents the duties I am assigned.

**Employee:**

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Date: Month X, 2023
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**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**

- None
- Lead Person
- Supervisor
- Team Leader

**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: 2-10 Air Pollution Specialists, Air Resources Engineers, Associate Government Program Analysts, or related classifications in multiple divisions.

MISSION OF SECTION: The Training and Community Support Section is responsible for being in the field and educating government and business entities about compliance with regulations and raising awareness of incentives programs, to reduce emissions from mobile sources and promoting the use of advanced technologies in commercial applications to support state zero-emission, air quality, and public health goals. Emissions sources include heavy-duty vehicles, and other on-road and off-road mobile sources. Further, the section is responsible for providing support to communities and serve as liaisons so communities have a point of contact for engagement in the development of heavy-duty regulations and incentives and their implementation. This section also supports the broader compliance assistance and outreach goals of the Branch and will work closely with staff across the division and agency.

CONCEPT OF POSITION:

Staff Air Pollution Specialists (SAPS) are independent policy and technical specialists that are capable of managing broad program and project responsibilities with extreme sensitivity and complexity. The work assignments associated with this position will cover the full breadth of operationalizing equity, community engagement and outreach related to MSCD’s clean transportation programs, including internal and external engagement with community organizations, public stakeholders and agencies at all levels of governments. To ensure Board-wide coordination and communication SAPS are expected to be familiar with the CARB’s major programs and actively work to connect project assignments to CARB’s broader objectives to reduce emissions of air toxics, criteria pollutants, and greenhouse gases.

Statewide travel may be required up to 20% for meetings, conferences and stakeholder outreach and engagement, which may also include overnight and weekend travel.

<table>
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<tr>
<th>% OF TIME</th>
<th>RESPONSIBILITIES OF POSITION</th>
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<tr>
<td>25%-E</td>
<td>Lead the development and implementation of strategies, including regional approaches, to support effective and equitable community engagement, outreach and technical assistance to under-resourced and impacted communities regarding CARB’s clean transportation heavy-duty regulations, projects and available funding, in coordination with other CARB equity-focused programs. Work with management to obtain decisions needed, identify challenges to success, and develop creative policy and solutions to address these challenges. Prepare and deliver clear and accurate written documents, including strategic workplans, outreach plans, correspondence, surveys, reports, outreach materials, training resources, presentations, and technical assistance guidance to communities through a variety of innovative mechanisms.</td>
</tr>
<tr>
<td>20%-E</td>
<td>Collaborate with staff and management across CARB and other state agencies to advance and operationalize equity and facilitate streamlined and effective community engagement throughout</td>
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CARB’s clean transportation heavy-duty regulatory and incentive efforts. This includes liaising with of the Office of Environmental Justice, Tribal Affairs and Border Relations, the Office of Community Air Protection, the Equity Principles team, the Diversity, Inclusion and Racial Equity team, and other programs within CARB. Coordinate closely and align with the light-duty regulatory and incentive staff. Assist in oversight of equity efforts through the MScD Equity Workgroup Principles work group. Participate as needed in other state and local agency efforts to understand, develop, and implement coordinated equity, outreach and community engagement strategic planning and policy development. These include attending and representing CARB various coordination meetings, conferences, and events with government agencies, industry groups, environmental organizations, and the public. Independently advocate CARB’s views in meetings with stakeholders and, where possible, build consensus positions. Represent the Branch and the Division in meetings with other CARB divisions and other State agencies.

15%-E Perform technical work related to operationalizing equity within CARB’s clean transportation heavy-duty incentive and regulatory efforts, developing holistic and equitable community engagement and outreach strategies and facilitating other capacity-building efforts for California’s priority populations. Technical work may include reviewing current literature and data related to these topics, including the analysis of program and information uptake within specific communities; analyzing literature and data related to effective outreach and community engagement; and assessing data and information related to the needs of under-resourced and overlooked communities. Once this analysis is complete, the SAPS must communicate the results of this analysis to management and stakeholders both verbally and in writing, and work collaboratively with CARB and external stakeholders to develop strategies to achieve these goals. This includes clear and accurate technical reports and issue papers, which are often used for executive and Board decisions.

15%-E Review existing and upcoming State and federal policy and regulatory documents, environmental and economic literature, and other documents to provide feedback and recommendations on equitable community engagement and outreach, technical assistance, and transportation equity for priority populations. Provide technical and policy expertise and recommendations on increasing transparency, incorporating equity considerations, and integrating input from the public into regulatory and incentive program and other documents, policies, and processes. Evaluate the technical merits of proposals, agency solicitation materials and other project documents with respect to equity, community engagement. Identify best practices or lessons learned from the implementation of strategies outlined in CARB’s SB 350 Low-income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-income Residents and how they apply to heavy-duty regulations and incentives.

10%-E Lead staff to provide assistance and advice as it pertains to regulatory outreach and community engagement on heavy-duty vehicle regulations and Low Carbon Transportation (LCT) funding and projects to socially and economically disadvantaged communities. Work with environmental justice and disadvantaged communities, both organizations and residents, to provide guidance on accessing Low Carbon investment funds by giving presentations, creating outreach materials, and participating in community meetings. Work closely with community-based organizations to obtain advice and establish partnerships.

10%-E Assist the section manager in planning and overseeing the development and administration of geographical community-engagement and outreach efforts, including a new funding support grant/contract for grassroots and other community-based organizations, focused on clean transportation equity within MScD regulatory and incentive programs. Activities include facilitating alignment across CARB’s other geographic and equity focused programs, such as AB 617 and the
| 5%-M | Office of Community Air Protection, SIP Strategies, enforcement, and projects aligning with air district implementation.  
|      | Assist the section manager in planning, organizing, and implementing clean transportation equity efforts and other duties to support the activities and programs of the section. Duties may include acting as section lead when the section manager is unavailable, representing the Compliance Assistance and Outreach Branch at special outreach events, or supporting the Division in other regulatory or incentive program efforts. |