

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 12/14/2023
Classification: Staff Air Pollution Specialist	Position: 673-610-3875-976
Division/Office: MSCD\CAOB	CBID: R09
Section: Branch	
Supervisor Name: Anmarie Rodgers	Supervisor Classification: Air Resources Supervisor II

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:
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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

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

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

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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: 10-20 including Air Pollution Specialists, Air Resources Technicians, and Student Assistants

MISSION OF BRANCH: The Compliance Assistance and Outreach Branch (CAOB) is responsible for developing programs and policies for assisting and educating government, businesses, and the general public to ensure compliance with heavy-duty vehicle regulations and raising awareness of incentives programs. The goal is to reduce emissions from mobile sources and promoting the use of advanced technologies to support criteria pollutant and greenhouse gas emissions reductions. The Branch also performs outreach and education to disadvantaged communities to ensure full engagement in CARB processes.

CONCEPT OF POSITION: This is the fully qualified independent specialist level for program and policy development work. Incumbents carry program or project responsibilities with extreme sensitivity and complexity usually dealing with emerging or undefined issues or problems and typically involving intense conflict among issues such as "State of the Art," public concern, local, State, and Federal Government concerns, costs, and business interest. Assigned work requires the development of broad policy and legislative proposals with immediate and long-range impact. Positions at this level require expertise that is significantly greater than standard full journey level analytical assignments, and this expertise is critical to the Board's basic mission.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Serve as agency expert on heavy-duty regulations and incentives, responsible for identifying the connections between the various regulations and how they complement, overlap, and differ. Coordinate internally and externally on regulations and policies that affect heavy-duty vehicles and the funding related to support make those vehicles as clean as possible. Maintain collegial partnerships with the most highly engaged external and internal stakeholders, ensure that community members are well-served, and provide a bridge to key industry groups, air districts, other CARB divisions, and other state, local and federal agencies.
25%-E	Lead in the development of policy and outreach messaging for heavy-duty regulations and incentives, and assist staff with understanding, implementing, and explaining these regulations and incentive programs. Coordinate staff across the agency to ensure consistent and leveraged outreach. Ensure proper communication between regulatory programs and incentive programs and provide status updates to staff and management in MSCD and other divisions of CARB.
20%-E	Prepare technical reports, memos, letters, policy briefing papers, report summaries and presentations for all types of stakeholders, including staff and management, executives, the Legislature, community and environmental organizations, and the general public with minimal oversight, complete special assignments to inform and persuade decision-makers

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	within CARB, the Board, Cal/EPA, Department of Finance, the State Legislature, and the Governor's Office. Present and defend CARB proposals at workshops, Board hearings, and other forums.
10%-E	Represent CARB at meetings with government agencies, industry groups, environmental organizations, local air districts, and the public. Independently advocate CARB's views in meetings with stakeholders and, where possible, build consensus positions. Represent the Branch in meetings with other CARB divisions.
10%-E	Lead special projects for the Branch Chief, Division Chief, and Executive Office to develop effective solutions to mobile source policy and technical issues, including high priority assignments requiring rapid response, coordination across multiple branches within the Division, and across divisions with minimal direction.
5%-M	Perform other duties as may be necessary to meet the needs of the Section, such as assisting Section Manager in planning, organizing, and implementing Section programs and special assignments as needed. Occasional travel may be required.