

**DUTY STATEMENT**

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Employee Name: V a c a n t	Current Date: 12/15/2023
Classification: Air Resources Technician I	Position #: 673-610-3872-947
Division/Office: Mobile Source Control Division	CBID: N/A
Section: Compliance Support Section	
Supervisor Name: Craig Duehring	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:
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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 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: 0

Total number of positions in Section/Branch/Office for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: 0

MISSION OF SECTION: The Compliance Support Section is responsible for supporting the implementation and outreach of regulations to reduce emissions from in-use medium- and heavy-duty trucks and buses. The primary goal is to foster the use of zero emissions or other advanced technologies that have substantially lower greenhouse gas and criteria pollutant emissions than conventional engines.

CONCEPT OF POSITION: This Air Resources Technician I is entry level position, and the incumbent is assigned the more basic air pollution and vehicle emissions control work. Under close supervision of the Air Resources Supervisor I, the Air Resources Technician I will answer and respond to technical calls and emails on a daily basis to assist the public with various truck regulation programs and assist Air Pollution Specialists and Air Resource Engineers in carrying out their duties related to technology research and cost assessments; emissions inventory computations; database inputs, queries, and report generation; technical report writing; and providing general assistance for the regulated communities. Specifically, the incumbent performs entry-level technical work with duties as follows:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Answer and respond to technical calls and emails on a daily basis to assist the public with various diesel programs; gather information and serve as a primary resource for various zero-emission implementation programs; maintain accurate records of calls completed in a database format. Develop and maintain relationships with staff in other sections/branches/divisions in the agency to better assist the public and the agency.

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25% - E	Assist Air Pollution Specialists and Air Resource Engineers in performing scientific/statistical environmental analysis of medium- and heavy-duty vehicle operations and emissions; conduct fleet in-use vehicle surveys; review, compile and evaluate emission/vehicle performance; assess the availability and feasibility of advanced medium and heavy duty vehicle propulsion technologies to reduce emissions; assess technology advancement and forecast price trend for battery and fuel cell used by medium- and heavy-duty zero emission vehicles; conduct analysis on the operation and maintenance cost for medium- and heavy-duty zero emission vehicles' charging and maintenance infrastructure; and estimate the costs associated with the installation and maintenance of zero emission technologies.
25% - E	Assist in the implementation of truck manufacturer and fleet regulations including the development of technical advisories, outreach materials, and policy analysis of medium- and heavy-duty zero emission vehicles. Monitor vehicle sales in California and assist in the calculation of assigned credits and deficits based on zero-emission vehicle production and deployment. Assist in managing stakeholder meetings, reporting databases, and updating web pages.
15% - E	Assist in the development of correspondence, briefing and issue papers, speeches, reports, etc., and respond to phone and email inquiries in support of the Compliance Support Section activities. Conduct outreach to stakeholders as needed.
5% - M	Other duties as required, such as conducting off-site visits and meetings at distribution centers, fleet facilities, manufacturing facilities, conferences, etc. Travel may be required.