

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: February 2024
Classification: Air Pollution Specialist	Position #: 673-210-3887-102
Division/Office: Enforcement	CBID: R09
Section: Incentives Enforcement Section	
Supervisor Name: Linda Cedillo	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

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

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The Incentives Enforcement Section (IES) is responsible for developing, implementing, and enforcing compliance verification requirement regarding labor standards for drayage and short-haul trucking fleets, per Assembly Bill 794 (AB 794). AB 794 established specified labor standards that fleet purchasers shall meet to receive incentives for new drayage and short-haul trucks. IES is responsible for developing expertise in applicable labor laws and developing enforcement procedures to evaluate and conduct investigations and comprehensive fleet audits. The responsibilities of this section will adapt over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: Under the general direction of the Incentives Enforcement Section Air Resources Supervisor I (ARS I), the Air Pollution Specialist (APS) is responsible for supporting enforcement of AB 794. The incumbent may also support the development and implementation of other enforcement programs. This position will require up to 20% local and statewide travel.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% E	Develop and implement enforcement program requirements, policies, procedures, and data management system solutions to ensure compliance with AB 794 requirements. Create and implement a process to recover funding misappropriated through grant, loan, voucher, or other incentive programs intended to purchase new drayage and short-haul trucks. Collaborate with other California Air Resources Board (CARB) divisions, Legal Office, other state agencies, local air districts, and other affected stakeholders to inform and enforce new compliance requirements for applicable programs pursuant to AB 794. Assist with development, implementation, and administration of other enforcement programs within the Enforcement Division as needed.
25% E	Conduct investigations and audits to address potential violations and prove breach of contract pursuant to AB794. Process complaints and determine the proper course of action by using various investigative methods and tools. Audit data, analyze records and evidence to determine compliance; review financial records to determine appropriate penalties; investigate and conduct thorough research of suspected non-compliant regulated entities. Maintain case tracking systems and update webpages and databases. Prepare, maintain, and secure complete and accurate records of audits, inspections and investigations that will ultimately lead to corrective action, settlement, or referral for litigation. Communicate results of evaluations clearly and accurately to management, legal staff, and impacted stakeholders both verbally and in writing. Conduct other investigatory

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	activities and provide technical support to CREB, ED, and/or other CARB Divisions for enforcement programs as needed.
25% E	Enforce contractual commitments and attestation requirements acquired through grant, loan, voucher, or other incentive programs to purchase new drayage and short-haul trucks. Audit records to verify contractor eligibility for incentives, determine if a breach of contract occurred, and initiate the process to secure repayment of misappraised incentive funds. Review citations and appeals, appear at administrative hearings, conduct settlement conferences and negotiations, and perform delinquent collection functions. Collaborate with CARB's Legal Office to provide a timely resolution of enforcement actions with non-compliant companies. Assist with case prosecution and settlement negotiations as required. Develop compliance plans for regulated parties. Review current and proposed regulations for enforceability.
15% E	Provide technical assistance and information to regulated parties, air districts, other government agencies, the public and industry affected by CARB regulations and enforcement program requirements through in-person, phone, or written communications. Maintain comprehensive knowledge of CARB current events, have knowledge of and/or assist with regulatory development and amendments, and deal professionally with politically sensitive issues. Attend off-site trainings and meetings to strengthen and build expertise on current and new enforcement programs.
10% M	Act as section lead when section manager is unavailable. Act as a section liaison and support the activities of other programs within CARB. Represent CARB at meetings, conferences, and other events involving other government agencies, non-governmental and media organizations, industry groups, and the public. Develop, write, and deliver technical and informational reports, correspondence, and audio/visual presentations. Perform other job-related duties as assigned.