

DUTY STATEMENT

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Employee Name:	Current Date: 3/22/2024
Classification: Air Pollution Specialist	Position #: 673-610-3887-024
Division/Office: MSCD/EMIB	CBID: 09
Section: Advanced Transportation Incentive Strategies	
Supervisor Name: Sam Gregor	Supervisor Classification: ARS 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

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

DUTY STATEMENT

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 Equitable Mobility Incentives Branch (EMIB), develops and implements incentive projects that equitably transform the light-duty, passenger transportation sector – providing vehicle purchase options and supporting community-based mobility options – to improve the well-being and quality of life for all Californians. EMIB is responsible for overseeing the Clean Vehicle Rebate Program, financing assistance for low-income consumers’ vehicle purchases, Clean Cars 4 All, California E-Bike Incentive Project, and Sustainable Community-Based Transportation Equity Mobility Projects. The Advanced Transportation Incentive Strategies Section centers equity in the evolution of clean mobility in California. The section works to mitigate and build resilience to climate change by creating or providing access to creative clean transportation options, especially in our most burdened communities. With our partners, we implement incentive projects that improve the well-being and quality of life of the communities we serve.

CONCEPT OF POSITION: Under the direction of the Air Resources Supervisor I, the Air Pollution Specialist applies scientific methods and principles in the identification, study, and solution of air pollution problems. The primary responsibilities of this position are to identify, assess, and critically analyze data and information to help prioritize innovative mobile source control strategies that reduce criteria and toxic air pollutants, as well as greenhouse gases, and to provide incentives for approaches that achieve the goals of AQIP and low carbon transportation GGRF investments. This position will also be responsible for the implementation of incentive programs and effective communication with stakeholders. The position may coordinate with local air districts, State agencies, industry stakeholders, community representatives, and others to ensure that the incentive programs are developed and implemented with public input considering the policies and regulations set by ARB. This position is responsible for carrying out the duties and responsibilities outlined below. Some travel may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30-E	Prepare regulatory and guidance documents for the equitable implementation of mobile source vehicle purchase incentives and innovative financing programs in conjunction with other state agencies, the Legislature, local air districts, and other affected stakeholders. Assist other state agencies, the Legislature, air districts, engine and vehicle manufacturers, and affected stakeholders with ongoing implementation issues, conduct public workshops, and oversee funding allocations and distributions. Prepare and assist with grants, grant amendments, and processing of disbursement requests.
20-E	Perform technical work related to mobile source emission reduction strategies. Technical work may include the analysis of emissions data,

DUTY STATEMENT

	assessment of vehicle market forecasting, and the evaluation of emission control technology alternatives using scientific principles. This may be accomplished by reviewing current technical literature and technical data provided by vehicle and equipment manufacturers to provide the background and technical expertise for the tasks below. Once the analysis is complete, staff must be able to communicate the results of the analysis clearly and accurately to management and impacted stakeholders both verbally and in writing.
15-E	Prepare clear and accurate technical reports, issue papers, project files, and/or regulatory documentation, which are often used for Board decisions.
10-E	Conduct outreach and coordinate with other groups within the Air Resources Board as well as outside agencies, including local air districts, the Department of Finance, vehicle manufacturers, environmental organizations, community-based organizations, other interested stakeholders, and the public.
10-E	Travel to local air districts and other venues for workshops, workgroup meetings, or other meetings to complete assignments associated with the tasks above.
10-E	Assist with the development and implementation of other programs in the section and branch including preparation of the annual funding plan.
5-M	Other duties as required, including acting as a section liaison to other programs within ARB.