

DUTY STATEMENT

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Employee Name:	Current Date: March, 2024
Classification: Air Resources Technician I	Position #: 673-210-3873-703
Division/Office: Enforcement Division	CBID: R11
Section: Equipment Registration Section	
Supervisor Name: Tony Zeng	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:

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:

MISSION OF SECTION: The Equipment Registration Section (ERS) is responsible for implementing and enforcing CARB's Portable Equipment Registration Program (PERP), PERP Regulation, and Airborne Toxic Control Measure for Diesel Particulate Matter from Portable Engines Rated at 50 Horsepower and Greater (ATCM). Implementation of the PERP involves the evaluation of PERP registration applications, which includes but is not limited to fee and eligibility determinations; calculating engine and equipment unit emissions; determining and calculating process limitations as necessary to meet regulatory emission limits; determining all applicable requirements and operational conditions for portable engine and equipment unit registrations; development and transmittal of registration materials to the regulated community; and extensive interaction with the public, new applicants, existing registrants, and local air district engineering and enforcement personnel.

Implementation and enforcement of the ATCM includes the development of tools for use by the regulated community to calculate diesel engine fleet emissions on a continuing basis; development of tools to calculate trends in diesel emission reductions and compliance of portable diesel engine fleets with upcoming ATCM standards; development of tools to assist industry with the evaluation of future fleet compliance options; development of tools to determine completeness and accuracy of submitted compliance reports; development of database resources to log and track submitted ATCM compliance reports; performing research of U.S. EPA, CARB, and engine manufacturer resources to obtain emission data related to portable diesel engine fleet compliance; and assisting the public, regulated community, and local air district staff with ATCM questions and fleet calculations.

The ERS assists the Citations and Registration Enforcement Branch (CREB) with other projects and programs related to developing, implementing, and enforcing air pollution rules and regulations to reduce emissions of criteria and toxic air pollutants from a wide variety of sources. In addition to the responsibility of the ERS to assist with field evaluation and investigation of portable engines and equipment units for which the owner/operators have submitted application(s) for registration, this field element also includes providing direct assistance to other projects and programs in the CREB as well as the local air districts regarding implementation of their unpermitted source programs. The responsibilities of the ERS will adapt over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: Under close supervision of the Air Resources Supervisor I (ARS I) of the ERS, the Air Resources Technician I (ART I) will be trained such that they will ultimately be able to independently perform tasks necessary for implementation of the PERP including providing consultation to the public. Technical aspects of the incumbent's work will be overseen by the ARS I. The ART I will provide technical assistance to the Air Resources Engineers and/or Air Pollution Specialists. The ART I will also work with other team members to support creating and maintaining company accounts and registration materials and documentation. It is pertinent that the incumbent stays current with regulation updates to the PERP Regulation and the associated ATCM for Portable Diesel-Fueled Engines in order to analyze situations accurately and adopt an effective course of

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action. Travel up to 5 percent may be required or as deemed necessary by the job. The specific duties of the position are listed below.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Process applications of portable engines and equipment submitted for the Statewide PERP in accordance with the PERP Regulation and associated Airborne Toxic Control Measure (ATCM) for Portable Diesel- Fueled Engines. Evaluate applications for completeness for processing. Determine program eligibility and calculate emissions and establish emission limitations. Determine appropriate operating conditions. Interact with applicants, air district staff, and Statewide PERP engineers/specialists/analysts.
25% - E	Perform program accounting within the Statewide PERP Data Management System (DMS). Create company accounts and enter application requests. Edit and update existing company accounts in accordance with the application request received. Ensure the appropriate program fees have been collected and processed. Account for any overpayment by submitting a refund request to the Administrative Services Division or verify the amount will be retained by the Statewide PERP.
20% - E	Generate registration documents and registration stickers. Prepare registration packages and issue registrations. Confirm and record in the Statewide PERP DMS and in the hardcopy file that the application request has been issued. Scan and index hardcopy files. Update all company accounts affiliated with the application request.
10% - E	Assist local air districts, governmental agencies, the public, and affected industries on inquires about the Statewide PERP. Answer questions and respond to information requests from the public and regulated industry in person, via phone, and email.
5% - E	Assist with organizing a weekly schedule for all Statewide PERP tasks previously mentioned while accounting for multiple schedules and maximizing efficiency.
5% - M	Perform other duties as required to support the Section and Branch, or other sections/branches within ED, as needed.