

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: 10/31/2023
Classification: Air Resources Engineer	Position #: 673-610-3735-976
Division/Office: Mobile Source Control Division	CBID: R09
Section: On-Road Heavy-Duty Diesel Section	
Supervisor Name: Paul Adnani	Supervisor Classification: Air Resources Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor: <i>Paul Adnani</i>	Date: 09/22/2023

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

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 3

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:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The section is responsible for a broad range of technical projects related to the control of criteria and greenhouse gas emissions from new on-road heavy duty diesel engines and vehicles. Activities include: technology assessments to determine the level of emission control achievable for various emission sources; working with the engine and vehicle manufacturers and other stakeholders in developing requirements; regulatory assessments to determine the appropriate methods of regulating industries; conduct environmental impact analysis; conduct cost evaluations of new regulations, such as completing Standardized Regulatory Impact Assessment and Form 399; conduct public workshops and coordinate with other regulatory agencies, such as with local air quality districts and U.S. Environmental Protection Agency; emission inventory development to determine the on-road heavy-duty engine and vehicle contribution to air quality problems; regulatory development which involves writing regulations and test procedures, and spearheading them through the public hearing process, and coordinating research and/or testing activities related to on-road heavy-duty diesel engines and vehicles.

CONCEPT OF POSITION:

Under the supervision of an Air Resources Supervisor I, the incumbent reviews and prepares technical documents; evaluates and monitors test programs, and oversees research projects and technical contracts; assists in the development of emission control programs, including the preparation of the regulations, test procedures, technical support, cost analysis, and implementation plans to reduce emissions from on-road heavy-duty diesel engines and vehicles. Additionally, the incumbent engages with the affected vehicle and engine manufacturers in the development of new amendments or adopting new requirements; coordinates with other regulatory agencies in the development of new requirements; prepares manufacturers advisory correspondence and evaluates interaction of regulations with incentive programs; prepares and makes presentation materials for workshops, conferences and other outreach events; and assists in the implementation of existing regulations. The incumbent will perform these duties within established timelines and is responsible to submit assignments that meet guidelines.

DUTY STATEMENT

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
E-35%	Independently prepare and review technical documents and prepare clear and accurate technical reports reflecting current knowledge of mobile source control strategies for heavy-duty vehicles and engines. Provide information supporting recommendations based on available technical and economic data to assist in forming the basis for policy decisions and Board actions. Evaluate interaction of regulatory and incentive programs. Critically review regulatory proposals, manufacturer submissions and current literature to provide technical background for report writing and regulatory development. Review and critique reports submitted by CARB contractors for technical accuracy and completeness.
E-30%	Help implement existing regulations for mobile diesel equipment, including by developing and implementing outreach strategies.
E-15%	Develop and recommend policy options for reducing emissions from heavy-duty vehicles and engines. This includes providing supporting evidence for policy recommendations, as well as seeking input from stakeholders, providing policy recommendations to management, receiving and implementing policy direction from management, and drafting guidance, and developing and implementing programs and regulations to achieve emission reductions.
E-5%	Prepare presentations, and orally present information, research, or proposals at management briefings, workshops and Board Hearings.
E-5%	Review and follow the administrative policies, in the required time frames, associated with the Agency's Injury and Illness Prevention Program, Teleworking, Privacy Protection, and Ethics, and of Standards of Conduct. Perform duties and maintain related safety knowledge and skill levels as indicated under the Southern California Headquarters Emergency Plan.
M-10%	Perform other duties as required, such as, working on special projects for the Branch Chief, Division Chief and Executive Office to develop effective solutions to mobile source policy and technical issues, attending and scheduling meetings with stakeholders, and advocating ARB positions with public and private stakeholders.