

DUTY STATEMENT

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Employee Name: VACANT	Current Date: 1/29/2024
Classification: Air Resources Technician II	Position #: 673-610-3873-947
Division/Office: Mobile Source Control Division	CBID: R11
Section: Training and Community Support	
Supervisor Name: Anthony Poggi	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: 0

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: 0

MISSION OF SECTION: The Training and Community Support Section is responsible for educating government and business entities about compliance with regulations, and raising awareness of incentives programs, to reduce emissions from mobile sources, and promoting the use of advanced technologies in commercial applications to support state zero-emission, air quality, and public health goals. Emissions sources include heavy-duty vehicles, and other on-road and off-road mobile sources. Further, the section is responsible for providing support to communities and serve as liaisons, so communities have a point of contact for engagement in the development of heavy-duty regulations and incentives and their implementation. This section also supports the broader compliance assistance and outreach goals of the Branch and will work closely with staff across the division and agency.

CONCEPT OF POSITION: Under close supervision of the Training and Community Support Section manager, the Air Resources Technician II assists a Staff Air Pollution Specialist and Air Pollution Specialists in (1) preparing outreach materials, correspondence, presentations, speeches, and reports; (2) creating tools and interactive materials that raise awareness and ability to access CARB's clean transportation programs; (3) analyze data to identify gaps and monitor the success compliance assistance and outreach efforts; ; (4) preparing and distributing program summaries and fact sheets; (5) tracking and responding to public calls and e-mails; (6) providing assistance to the regulated community with compliance options and compliance status; (7) preparing correspondence as needed; (8) updating Frequently Asked Questions and other material provided on program web pages; and (9) designing, maintaining, and updating the program website, (10) troubleshooting the reporting tool to resolve issues, and (11) evaluating reported data for regulatory and compliance purpose. In addition, the incumbent will (12) help coordinate and prepare workshops, meetings, and other events including CARB Board Meetings.

Statewide travel may be required for up to 15% of the time to attend meetings and conferences, and conduct site-visits that may require multiple consecutive days. Possession of legal documents to allow driving a light-duty vehicle and taking a domestic commercial flight is a must.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% (E)	Assist in preparing and outreach materials; track and respond to public calls and emails; provide assistance to the public with regulatory and incentive program information and prepare correspondence as needed. Update materials provided on program web pages. Maintain and update the program websites. Review and remediate documents that will be posted to the CARB's website to meet the WCAG 2.1 AA Accessibility requirements outlined in AB 434.

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20% (E)	Assist Staff Air Pollution Specialists (SAPS) and Air Pollution Specialists (APS) in creating tools and interactive materials that resonate with the target audience and enhance their awareness and ability to access CARB's clean transportation programs; identifying gaps and monitoring the success of compliance assistance and outreach efforts in advancing the understanding of clean transportation heavy-duty regulations and requirements and the ability to apply for and benefit from usage of Low Carbon Transportation investments among impacted communities; developing processes and outreach performance metrics to track activities and measure the success of CARB efforts in this area; and working cooperatively with program staff to understand the outreach needs of upcoming regulations and funding plan investments.
15% (M)	Other related ART II duties as required, such as photocopying, filing, and providing administrative assistance to the manager and section. Statewide travel may be required for up to 15% of the time to attend outreach events and meetings that may require multiple consecutive days. Possession of legal documents to allow driving a light-duty vehicle and taking a domestic commercial flight is a must.
15% (E)	Work with SAPS and APS in preparing correspondence, briefing and issue papers, speeches, and reports. Coordinate and prepare workshops, meetings, and other events.
15% (E)	Work with SAPS and APS to gather information on zero emission heavy duty vehicles' performance, reliability, cost, associated infrastructure, inspection and maintenance, and supporting workforce development. Information gathered will be used towards technical and economic analysis for program readiness.