

**DUTY STATEMENT**

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Employee Name: vacant	Current Date: April 5, 2024
Classification: APS	Position #:673-610-3887-013
Division/Office: MSCD	CBID: R09
Section: Heavy Duty Incentives and Training Section	
Supervisor Name: Jessica Johnson	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: N/A

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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 Heavy Duty Incentives and Training Section is responsible for a number of outreach and incentives activities designed to reduce criteria pollutant and greenhouse gas emissions reductions from mobile sources (such as heavy-duty vehicles) and promote the use of advanced technologies in commercial applications. Such activities directly support the Diesel Risk Reduction Plan, AB 32, and multiple Executive Orders to reduce petroleum dependence and deploy zero-emission vehicles, and include:

- 1) Educating governments, school districts, and business entities about compliance with regulations and advanced technology applications and options, while also raising awareness of incentives programs that promote emissions reductions.
- 2) Coordinating CARB's portfolio of school bus clean-up incentives internally and externally. Tracking the California school bus population and generating an annual report for the legislature on the milestones achieved by state school bus incentives programs.
- 3) Implementing grants within CARB's portfolio of incentives, the Lower Emission School Bus Program, and CARB's loan assistance program for heavy-duty truck owners.
- 4) Supporting the broader compliance assistance and outreach goals of the Branch, including enhancing the equity focus and accessibility of current programs.

CONCEPT OF POSITION: Under close (Range A) or general (Range B or C) supervision of the manager of the Heavy Duty Incentives and Training Section, the incumbent performs Air Pollution Specialist work at the Range A, B or C level with specific duties as follows (overnight travel may be required for any or all of these duties):

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30	Use sound scientific principles and established statistical and data analysis techniques and software tools to examine air quality questions. Collaborate with a wide variety of stakeholders to design and conduct technical analyses to support implementation of regulatory and funding programs. Research and analyze heavy-duty commercial and government fleet usage patterns, fleet user feedback, emissions data, reporting and registration data, and zero-emissions vehicle specifications or technical literature. Perform thorough and accurate analyses. Communicate relevant results clearly and accurately to management and impacted stakeholders, verbally, visually, and in writing.
30	Use analytical results to prepare and conduct plain-language outreach campaigns and materials for the implementation of mobile source regulatory and incentives programs in conjunction with the other state agencies, local air districts, and other affected stakeholders. Outreach campaigns may include training presentations, community events, social

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	<p>media or web-based content, written or video-format, or other approaches. Represent the California Air Resources Board (CARB or Board) in meetings, workshops, trade shows, conferences, and other venues. Provide technical assistance to industry affected by mobile source regulations and heavy-duty incentives, through in-person, phone, or written communications, which may include conducting evaluations of fleets for compliance with regulatory deadlines and eligibility for existing or future incentives programs. Directly assist stakeholders, prioritizing those in communities disproportionately affected by air pollution, to access funds and achieve criteria pollutant and greenhouse gas emissions reductions.</p>
15	<p>Research and analyze data such as user feedback, applicant and program statistics, vehicle and charging station data, heavy-duty vehicle industry data, and population data and trends to compare to program goals, effectively identify groups who could be better served by additional regulatory and funding program outreach, and make recommendations to improve outcomes.</p>
15	<p>Prepare clear and accurate staff reports, issue papers, letters, regulatory language, data visualizations, webpage content, presentations, speeches, and documentation related to the activities described above.</p>
5	<p>Perform administration and oversight functions for grants, contracts, and other contractual agreements. Assist affected grantees, contractors, and stakeholders to identify solutions to implementation issues.</p>
5	<p>Other duties as assigned, to support the activities and programs of the Compliance Assistance and Outreach Branch. Duties may include special assignments or acting as section lead when section manager is unavailable, for example.</p>