# DUTY STATEMENT

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| Employee Name: VACANT | Current Date: December 2023 |
| Classification: Staff Services Analyst | Position #: 673-400-5157-XXX |
| Division/Office: Transportation and Toxics | CBID: R01 |
| Section: Freight Transport Implementation |
| Supervisor Name: Alyssa Green | Supervisor Classification: Air Resources Supervisor I |

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| I certify that this duty statement represents an accurate description of the essential functions of this position. |
| Supervisor: | Date:  |

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| 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

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| [x]  None | [ ]  Lead Person |
| [ ]  Supervisor | [ ]  Team Leader |

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:

N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

N/A

MISSION OF DIVISION: The Transportation and Toxics Division (TTD) is responsible for regulatory and non-regulatory activities to: reduce air toxics, criteria air pollution, and greenhouse gases from freight transportation (including implementation of existing rules, development of new rules and plans, and administration of incentive programs); characterize the health risk from toxic air contaminants; and develop and implement regulatory measures and other programs to reduce the localized health risk from air toxics. The impacts of poor air quality are disproportionately felt by disadvantaged communities and race is the single largest predictor of whether someone will be adversely impacted by air pollution. Thus, TTD aims to prioritize elevated health risks in disadvantaged communities to ensure that we are more equitably serving all Californians and is committed to advancing racial equity and practicing effective community outreach and engagement. This requires supporting policies that fairly address environmental and socioeconomic inequities throughout the State and is supported by meaningfully engaging with air quality partners, especially in low income and communities of color. Air Quality Partners include community members, environmental justice advocates and organizations, community-based organizations, air districts, regulated entities, and other impacted individuals.

MISSION OF SECTION: The Freight Transport Implementation Section supports the Freight Transport Branch’s mission to reduce emissions of air toxics, criteria pollutants, and greenhouse gases from freight transportation through the implementation of CARB sustainable freight initiatives. Activities, conducted in concert with other branches and divisions, to support this mission include: implementing regulations and strategies, coordinating and conducting stakeholder outreach and training, providing technical support to stakeholders on regulatory requirements, and developing and managing data collection systems that support freight regulations. This section currently implements the Transport Refrigeration Unit (TRU) Regulation, the CARB Equipment Registration (ARBER) program and hotline, as well as contributes to the development and implementation of a new CARB online system to support freight regulations.

CONCEPT OF POSITION: Under supervision of an Air Resources Supervisor I (ARS I), the Staff Services Analyst (SSA) is responsible for duties related to the development and implementation of programs and regulations designed to reduce emissions from freight transportation sources statewide. The SSA responds to inquiries from internal and external stakeholders concerning regulatory compliance issues and use of ARBER. The SSA may audit, calculate, gather, tabulate, compile, reconcile, interpret, and analyze data and other materials; develop creative solutions, provide recommendations and develop procedures; plan, implement, monitor, forecast, and evaluate assignments, projects and program initiatives; conduct administrative compliance reviews and field evaluations; plan, implement, and conduct outreach and training; coordinate with colleagues, coworkers, management, and/or other stakeholders to perform various tasks; plan and perform administrative analysis; review and analyze proposed legislation and advise management on the potential impact; conduct eligibility analysis, contract/grant administration, and case management activities; and other program analysis. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures.

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| **% OF TIME** | **RESPONSIBILITIES OF POSITION** |
| 40%-E | Respond to technical phone calls, e-mails, and letters concerning the Air Resources Board Equipment Registration system (ARBER) or related regulatory compliance issues, particularly for the Transport Refrigeration Unit (TRU) Regulation. Assist the public and stakeholders with TRU and ARBER-related questions. Analyze, enter data, and summarize regulatory compliance-related information using ARBER. Develop and maintain courteous, professional relationships with internal coworkers and management, and all external stakeholders, while providing excellent customer service to all parties.  |
| 20%-E | Assist Air Pollution Specialists (APS) and Air Resources Engineers (ARE) on special projects associated with programs for reductions in greenhouse gas emissions and criteria pollutants, diesel-emissions reduction programs, and other programs, as required. Reason logically and creatively and utilize a variety of analytical techniques to resolve problems. Evaluate and analyze associated data and develop and implement solutions to process data and improve data quality. |
| 20%-E | Perform the more complex calculations and analyses using spreadsheets or databases and enter data into spreadsheets and databases. Perform data-gathering activities related to the development or implementation of control measures. Analyze data and present ideas and information effectively by providing summaries and analysis of the data. Develop and coordinate public outreach efforts relative to the development and implementation of control measures. **Document internal processes and policy decisions on implementation of regulatory requirements, such as invoicing, fee collection, label distribution, processing of equipment and facility registrations. Lead TRU compliance label inventory efforts: track invoices and payments in coordination with the Administrative Services Division;** accept and securely store compliance label deliveries at Sacramento Headquarters; create and update invoice tracking spreadsheets; work with branch staff to approve invoices; and coordinate and communicate with agency contractors by phone and email correspondence. |
| 15%-E | Prepare and review routine correspondence and technical support documents in response to public requests for information or assistance, or in response to statutory program requirements. Lead website updates and document remediation to meet Americans with Disabilities Act (ADA) requirements. Work as part of a team to coordinate and participate in meetings, workshops and telephone conferences with other governmental agencies, industry representatives, environmental groups and other interested parties related to the tasks described above. Travel may be required to participate in public workshops, stakeholder engagements, or other meetings or events, as needed. |
| 5%-M | Perform other duties related to occasionally assisting other sections or branches within the division by providing policy, written, or technical support for special projects to meet division objectives.  |