

**DUTY STATEMENT**

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Employee Name: VACANT	Current Date: 04/02/2024
Classification: Air Resources Supervisor I	Position #:673-910-3762-014
Division/Office: Emissions Certification and Compliance Division	CBID: S09
Section: In-Use Compliance and Evaluation	
Supervisor Name: Thomas Montes	Supervisor Classification: ARSII

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 type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" 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: 8

Total number of positions in Section/Branch/Office for which this position is responsible: 7 full time, 1 intermittent staff

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: 5-ARE's, 2-APS, and 1-ART

MISSION OF SECTION: The Heavy-Duty In-Use Compliance Section within the In-Use Programs Branch is primarily responsible for managing and administering the heavy-duty in-use compliance and enhanced heavy duty diesel engine (HDDE) testing programs in the ECCD Division. These programs are essential to protect public health by helping to guarantee that the low heavy-duty engine emission standards are met in use. This will be done by implementing a Heavy-Duty on-road and off-road In-Use Compliance Program, expanding heavy-duty testing capability, improving current heavy-duty inspection programs, and oversight of the manufacturer-run Heavy Duty In-Use Test Program. The section will provide in-use compliance testing, evaluation, and investigation support to affected equipment, and collect and maintain reported compliance data. The purpose of these programs are to acquire in-use exhaust emissions data to identify possible emissions component defects or emissions noncompliance issues such as unapproved auxiliary emission control devices or defeat devices that can lead to corrective actions (i.e. recall) by the manufacturer.

CONCEPT OF POSITION: The ARS I will manage technical staff located in Riverside responsible for assessing and evaluating verified in-use emission control technologies via field and emissions testing. This responsibility will include working closely with both on-road and off-road heavy-duty manufacturers to identify appropriate in-use compliance test programs. Evaluation of in-field performance and technical considerations relating to in-use operation of heavy-duty vehicles and engines and their emissions control systems will be required. The ARSI must also work with fleet rule implementation staff, certification staff, on-board diagnostic program staff, and enforcement division staff to ensure in-use vehicles and equipment meet their certified in-use emissions standards and implement any needed corrective actions and/or recalls to ensure emissions compliance. The ARSI entails providing support and/or taking lead on rule making activities regarding in-use compliance regulations, all affiliated workshop activities and presenting these changes to the Board for consideration. The ARSI will be responsible for directing staff in the development and implementation of databases to track in-use compliance emissions control programs.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Supervise and manage the staff in the HD IUC section. Leads the development of an effective in-use compliance program that complies with and supports the requirements of vehicle and engine certification. Reviews test plans created by staff to verify accuracy and confirms project goals.

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	<p>Develops staff capability in the use of test equipment and analytical software including PEMS, AVL Concerto, and OBD scan tools and assigns appropriate staff training as needed. Leads meetings with on-road and off-road heavy-duty vehicle and engine manufacturers to develop and implement voluntary and influenced recalls, and corrective actions. Determine the effectiveness of in-use emission control devices by working with staff to review in-use compliance data and leading manufacturer discussions. These are daily responsibilities and facilitated by hosting weekly section meetings as well as weekly individual staff meetings to gather and review information and progress reports. The supervisor will then provide both section and individual staff direction and options in order to achieve successful in-use compliance test programs that conform to CFR and CARB regulations.</p>
25%-E	<p>Supervise and provide support for investigation of on-road and off-road in-field emission component device performance and any related issues, including investigation of Auxiliary Emission Control Devices (AECD) and potential defeat devices. Supervisor will provide examples of non-conforming AECDs and train staff how to identify compliant systems through the use of in-use compliance data.</p>
15%-E	<p>Lead discussions at manufacturer meetings and workshops, coordinate with other sections and agencies regarding the in-use compliance test programs and data analysis, and provide options for upper management review mitigate non-compliance issues discovered during testing.</p>
10%-E	<p>Plan, supervise, organize, and direct staff on the development of an efficient method to track data and information related to in-use compliance. Performs administrative duties include staff performance appraisals, probation reports, staff development, timesheets, and other administrative and personnel tasks as necessary. Ensures staff are provided with the appropriate training and are meeting policy guidelines. Manages contracts as necessary.</p>
10%-E	<p>Leads staff in developing relationships with outside stakeholders, including engine and emission control device manufacturers and suppliers, with the goal of achieving CFR-conforming in-use compliance data used in compliance verification.</p>
5%-E	<p>Oversee and direct staff to develop presentations for enforcement staff regarding in-use compliance and/or warranty investigations and data, assigns staff to perform lab audits for heavy duty engines and equipment. Supervise the gathering and analysis of technical reports and present the results to stakeholders. Attend Branch and Division Meetings as required. Limited travel outside Riverside lab may be required for workshops, conferences, and test site review and installations.</p>

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5%-M	Work on special projects and perform other duties within the scope of the classification, as required.
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