

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: July 1, 2025
Classification: Air Resources Engineer	Position #: 673-910-3735-105
Division/Office: Emissions Certification and Compliance Division	CBID: 9
Section: In-Use Compliance Section	
Supervisor Name: Marko Jeftic	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): Safety footwear is needed for hazardous work conditions which include vehicle emission testing, emission control component inspections, and test lab inspections.
- ☒ 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: 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 SECTION:

The In-Use Compliance Section (IUCS), in the Emissions Certification and Compliance Division (ECCD), administers and manages the In-Use Verification Program (IUVP) and the In-Use Confirmatory Program (IUCP) for light-duty and chassis-certified medium-duty in-use vehicles. IUCS reviews and analyzes the IUVP and IUCP emissions data submitted by manufacturers to determine if in-use vehicles are compliant with emission standards throughout their lifetime. IUCS also develops and manages compliance testing projects at California Air Resources Board (CARB's) Southern California Headquarters Laboratory to gather evidence of noncompliant in-use vehicles. IUCS coordinates and implements corrective actions, such as vehicle recalls, to remedy noncompliance issues. The section also provides technical support for in-use vehicle enforcement cases. The section is also involved in inspecting and auditing manufacturers' vehicle testing laboratories to ensure that proper test procedures are followed and valid data is submitted by manufacturers.

CONCEPT OF POSITION:

The headquarters and the reporting location for this position is located at CARB's Southern California Headquarters office at 4001 Iowa Avenue, Riverside CA 92507.

Under the supervision of an Air Resources Supervisor I, the Air Resources Engineer (ARE) will be responsible for managing and coordinating manufacturers' IUVP and IUCP testing for light-duty and chassis-certified medium-duty in-use vehicles, which includes responsibilities such as analyzing IUVP and IUCP test data, reviewing IUVP and IUCP waiver requests, and ensuring manufacturers are completing the required vehicle testing in a timely manner. In addition, the ARE will apply engineering principles and methods to research and identify in-use vehicles that may be noncompliant, and the ARE will develop and manage compliance test projects to gather evidence of noncompliance. The ARE will review and summarize emissions test data, evaluate compliance, produce technical reports and presentations, and develop recommendations based on project findings. The ARE will review and manage vehicle recalls to ensure that noncompliance issues are properly resolved, as well as provide technical support to enforcement cases related to in-use compliance projects. The ARE must possess good verbal and written communication skills as well as competent computer skills. Safety footwear is needed for hazardous work conditions which include vehicle emission testing, emission control component inspections, and test lab inspections. Travel outside of the normal work area may be required and may entail overnight stays. Under certain circumstances work outside of normal work hours may be required.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Applying engineering principles to research and identify noncompliant vehicles. Developing, coordinating, and managing vehicle emission test projects to evaluate compliance with light-duty and chassis-certified medium-duty vehicle emission standards. Test project responsibilities include writing vehicle test plans, coordinating and planning vehicle testing with other CARB personnel, assisting with vehicle procurement, providing technical direction for vehicle acceptance and maintenance/repair, providing vehicle testing parameters to facilitate emissions testing, ensuring that vehicle testing follows the applicable regulations and test procedures, processing and analyzing test data, developing test summary reports and presentations, briefing management on test progress, and evaluating if corrective actions are needed.
30% - E	Managing and coordinating IUVP and IUCP testing with manufacturers and the Environmental Protection Agency (EPA). Applying engineering methods in reviewing and analyzing IUVP and IUCP data, reviewing manufacturers' IUVP waiver requests, determining manufacturer compliance with regulations, and identifying if further investigation is needed through IUCP. Ensuring IUVP and IUCP testing is completed by manufacturers in a timely manner.
20% - E	Communicating with manufacturers regarding noncompliant vehicles and failed emission tests, which can include unapproved Auxiliary Emission Control Devices (AECDs), defeat devices, and emissions exceedance issues that may require corrective action. Applying engineering principles and analysis to identify and resolve emission-related noncompliance problems. Providing technical support for in-use vehicle enforcement cases. Managing vehicle emission recalls, including reviewing documentation and approving recall repairs and recall plans. Visually observing in-person consent decree, IUVP, and/or IUCP testing at manufacturers' testing facilities to ensure compliance with applicable standards, test procedures, and enforcement/settlement requirements. Travel outside of the normal work area may be required and may entail overnight stays. Under certain circumstances work outside of normal work hours may be required.
10% - E	Supporting and collaborating with other staff on projects, including other branches within ECCD. Coordinating the section's work with other CARB divisions and branches and with other local, state, and federal agencies. Assisting with on-site/off-site audits of manufacturer's IUVP test facilities.
10% - M	Attending section meetings, branch/division meetings, one-on-one check-ins, and other meetings as required. Completing trainings required by

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	CARB policies and/or related to job duties. Completing safety trainings related to working inside laboratories and testing facilities. Performing sundry tasks to support the section's activities.
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