

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: September, 2025
Classification: Air Pollution Specialist	Position #: 673-920-3887-028
Division/Office: Mobile Source Control Division / Advanced Clean Cars Branch	CBID: R09
Section: ZEV Market Advancement Section	
Supervisor Name: Natalie Reavey	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 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 Zero Emission Vehicle Market Advancement Section (Section) seeks to foster a sustainable market for zero- and ultra-clean emission light-duty vehicle technologies through regulations and market-supporting policies. The Section resides within the Advanced Clean Cars Branch (ACCB) of the Mobile Source Control Division (MSCD).

The ZEV Market Advancement Section is responsible for developing, coordinating, and implementing complementary policies to facilitate and encourage the uptake of light-duty ZEVs. These efforts include supporting consumer awareness of ZEVs through marketing, research, education, and outreach; supporting participation in California, multi-state, and international partnership activities; implementation of CARB's ZEV Equity Task Force; development and implementation of California's Environmental Performance label; and on-going assessments of California's ZEV market and supporting complementary ZEV policies.

CONCEPT OF POSITION:

Under the supervision of an Air Resources Supervisor I, this position will provide critical support in developing policies and strategies that advance consumer awareness of ZEVs and ZEV technologies. The position requires strong analytical and critical thinking skills to assess ZEV technology developments, evaluate program outcomes, and develop policy recommendations on how to better inform Californians about attributes, benefits, and barriers to ZEV adoption. Responsibilities include conducting research, drafting policy recommendations, preparing technical and policy analyses, and supporting teams responsible for developing and implementing ZEV regulations. This position will also assist in stakeholder engagement and provide policy and technical input to CARB management and other agency staff. Occasional travel of up to 10% may be required for meetings, conferences, and outreach.

% OF TIME

RESPONSIBILITIES OF POSITION

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30%-E	Contribute to the development of new Environmental Performance label unique to battery electric vehicles and plug-in hybrids by applying strong critical thinking and analytical skills. This includes identifying gaps in the existing California Environmental Performance Label and other required labels, developing surveys to evaluate the effectiveness of current approaches, and proposing solutions that balance technology readiness, market trends, and equity considerations. Draft policy language, prepare briefing materials, and provide well-reasoned recommendations to CARB management. Synthesize complex technical, economic, and stakeholder input into clear policy options that clearly communicate the attributes and benefits of ZEV technologies.
20%-E	Determine auto manufacturer compliance with the requirements of the Environmental Performance Label requirements through processing applications. Validate data submittals and compile annual ZEV regulation compliance reports.
20%-E	Lead the development of strategies to facilitate the implementation of Executive Order N-27-25 to accelerate ZEV deployment to improve air quality and reduce greenhouse gas emissions, including increasing the availability of light duty ZEVs in California fleets. Project manage, develop, and support such programs through stakeholder outreach, cross-divisional coordination, and input from management.
15%-E	Facilitate the development and refinement of surveys, tools, and research contracts to study public attitudes, experiences, and trends regarding ZEVs and fueling infrastructure. Summarize survey results and related research to help inform recommendations on regulatory proposals, incentive programs, and complementary ZEV policies that support market growth and equitable access. Review, compile, and evaluate data and research to assess barriers to ZEV adoption, financial, and equity impacts on consumers, and opportunities to strengthen policies that advance the state's ZEV goals.
15%-E	Prepare presentations, speaking notes, and background materials related to ZEV policies, including for the Executive Office, Board Members, or the Governor's Office. Develop and provide detailed policy-level briefings and make policy recommendations to CARB management. Lead, organize, and participate in meetings, workshops, and outreach events. Represent CARB at meetings with

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	stakeholders including other states, federal agencies, non-governmental agencies, environmental justice and equity advocates, and vehicle manufacturers. Independently advocate CARB's views in meetings with stakeholders and, where possible, build consensus positions.
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