

**DUTY STATEMENT**

ASD/HRB-12 (REV. 03/2020) PAGE 1 OF 4

**DUTY STATEMENT**

Employee Name: Vacant	Current Date: September 2025
Classification: Air Pollution Specialist	Position #: 673-210-3887-006
Division/Office: Enforcement	CBID: R09
Section: Portable Equipment Operations Section	
Supervisor Name: Kelly Weatherford	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 checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

**DUTY STATEMENT**

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 4

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 Portable Equipment Operations Section (PEOS) is responsible for the upfront component of implementing and enforcing CARB's Portable Equipment Registration Program (PERP), PERP Regulation, and Airborne Toxic Control Measure for Diesel Particulate Matter from Portable Engines Rated at 50 Horsepower and Greater (Portable Diesel Engine ATCM). Implementation of PERP involves the evaluation of PERP registration applications, which includes but is not limited to fee and eligibility determinations; calculating engine and equipment unit emissions; determining and calculating process limitations as necessary to meet regulatory emission limits; determining all applicable requirements and operational conditions for portable engine and equipment unit registrations; development and transmittal of registration materials to the regulated community; and extensive interaction with the public, new applicants, existing registrants, and local air district engineering and enforcement personnel.

Implementation and enforcement of the Portable Diesel Engine ATCM includes the development of tools for use by the regulated community to calculate diesel engine fleet emissions on a continuing basis; development of tools to calculate trends in diesel emission reductions and compliance of portable diesel engine fleets with upcoming Portable Diesel Engine ATCM standards; development of tools to assist industry with the evaluation of future fleet compliance options; development of tools to determine completeness and accuracy of submitted compliance reports; development of database resources to log and track submitted Portable Diesel Engine ATCM fleet compliance reports; performing research of U.S. Environmental Protection Agency (U.S. EPA), California Air Resources Board (CARB), and diesel engine manufacturer resources to obtain emission data related to portable diesel engine fleet compliance; and assisting the public, regulated community, and local air district staff with Portable Diesel Engine ATCM questions and fleet calculations.

The PEOS assists the Citations and Registration Enforcement Branch (CREB) with other projects and programs related to developing, implementing, and enforcing air pollution rules and regulations to reduce emissions of criteria and toxic air pollutants from a wide variety of sources. In addition to the responsibility of the PEOS to assist with field evaluation and investigation of portable engines and equipment units for which the owner/operators have submitted application(s) for registration, this field element also includes providing direct assistance to other projects and programs in the CREB as well as the local air districts regarding implementation of their unpermitted source programs. The responsibilities of the PEOS will adapt over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: Under the general direction of the Air Resources Supervisor I of the PEOS, the Air Pollution Specialist (APS) is responsible for assisting with the implementation, administration, and enforcement of the PERP, the PERP Regulation, and Portable Diesel Engine ATCM. The APS applies scientific methods and principles in the identification, study, and solution of related air pollution challenges. The APS also applies scientific methods and principles in development and implementation of program and information technology (IT) related processes and

## DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 3 OF 4

solutions for maximum operational efficiency of the PERP. The APS is also responsible for coordinating air pollution control programs with other public agencies (e.g., local air districts, California Public Utilities Commission, California Energy Commission) and represent the CARB in various joint operations, speak before groups, answer inquiries, and prepare correspondence. This class also includes a specialization in several areas including environmental inspections and investigations.

**The incumbent will be required to travel locally 5% of the time for in-person trainings.**

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
25% - E	Apply scientific methods and principles to make recommendations for and determine whether engines or equipment units qualify for PERP registration and determine appropriate operating conditions. Evaluate applications for completeness regarding portable engines and equipment units submitted for PERP registration that may result in occasional field assignments.
20% - E	Assist and support CREB, ED, and/or other CARB divisions with the development and implementation of regulatory strategies involving the PERP Regulation and/or Portable Diesel Engine ATCM. These tasks may include, but not be limited to, development and implementation of PERP related policies and procedures, assistance with IT data management system solutions, and notifications and/or presentations regarding PERP and/or portable equipment. Train and work with staff to implement streamlined procedures.
20% - E	Implement and enforce provisions of the PERP Regulation and Portable Diesel Engine ATCM including, but not limited to, utilizing solutions for calculating diesel emissions and determining compliance with upcoming Portable Diesel Engine ATCM standards; determining completeness and accuracy of submitted annual reports and fleet reports; assisting the public, regulated community, and local districts in performing hour meter reading, material throughput, and fleet emission calculations and reporting.
20% - E	Assist local air districts, governmental agencies, the public, and affected industries on inquiries and information requests about the PERP Regulation and Portable Diesel Engine ATCM.
5% - E	Assist with the investigation, research, and analysis of portable engines and equipment units for compliance with the PERP Regulation and Portable Diesel Engine ATCM. Assist with preparing, reviewing, and updating environmental investigations and recommendations for compliance plans for businesses to comply with the PERP Regulation and Portable Diesel Engine ATCM. Apply scientific methods and principles to assess the impacts of criteria pollutants and toxic air contaminants in the State, including portable engines, and develop control strategies and guidelines to reduce these impacts. Collaborate with local air district and CARB

**DUTY STATEMENT**

ASD/HRB-12 (REV. 03/2020) PAGE 4 OF 4

	engineers, attorneys, scientists, specialists, and other experts in law and business to address compliance challenges.
5% - M	Conduct investigatory activities and provide technical support to CREB, ED, and/or other CARB Divisions for the development of suggested control measures and technical guidance documents, regulation and field enforcement, special investigations, inspections, and task force activities as needed, especially when scientific expertise is required. Research air pollution issues. Attend workshops, hearings, and meetings. May require some travel.
5% - M	Prepare other required reports and correspondence, as well as providing information for other related administrative duties (i.e., contracts), which fall under the scope of this classification. Assist and support to other sections/branches within ED, as needed.