

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: TBD	Current Date: TBD
Classification: Air Resources Technician II (Permanent Intermittent)	Position #: 673-110-3873-965
Division/Office: Executive Office	CBID: R11
Section: Academic and Public Partnerships Section	
Supervisor Name: Natalie Castaneda	Supervisor Classification: Staff Services Manager 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

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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 California Air Resources Board (CARB) is a global leader in protecting air quality, fighting climate change, and furthering environmental justice. CARB's Executive Office plans, organizes, and directs the activities of staff to further the Board's mission to protect and preserve California's air quality while considering the effects on the State's economy.

The Academic and Public Partnerships Section is part of the Executive Office. Its mission is to assist with improving air quality by promoting the programs of CARB through public information, traditional and social media, speaker's bureaus, the web and publications and video. The responsibilities are in support of the statewide air pollution control and climate change mitigation programs.

CONCEPT OF POSITION: Under close supervision of the Staff Services Manager I, the Air Resources Technician II responds to information requests via phone and email, by members of the media, stakeholders and general public, analyzes technical support situations and issues, recommends and implements an effective courses of action; speaks and writes effectively as required by specific assignments; organizes and enters data into reports and CARB tracking databases, and performs general technical support and administrative work for the section.

The Air Resources Technician II will work on and assist with complex paraprofessional tasks related to air pollution and business assistance, equipment and vehicle requirements, consumer product rules, climate change regulations, compliance assistance, and emissions control systems technical support.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Independently answers phone calls and emails responding to complaints and technical questions from stakeholders such as small businesses, industries, associations, chambers of commerce, and environmental groups and the general public. Research, interprets, and explains CARB air pollution and greenhouse gas rules, regulations, policies, and procedures to stakeholders. Refer complex compliance issues and complaints to expert CARB staff and elevates to lead. Responds to and refer other complaints and technical questions to appropriate air pollution control districts or other agencies. Follows-up on any unresolved issues with CARB or other agency staff. Inputs stakeholder call and email information into the Database Tracking System.

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25% - E	Support CARB's air quality education and public outreach programs specific to the Southern California Headquarters. Helps develop and present air pollution and climate change related demonstrations, activities and tours to students and laboratory visitors; assists with the development, preparation, training, and presentation of education and public outreach materials for meetings, workshops, tours and events; provides technical assistance to other CARB staff and public outreach activities specifically related to the Haagen-Smit facility.
25% - E	Support and attends meetings, workshops, board hearings, and training sessions on current and upcoming CARB rules, regulations, policies, and procedures. Assists in researching the standard effective dates and technical provisions of rules and regulations, develops multimedia presentations, and conducts technical training updates to CARB staff. Research, analyzes, and prepares reports and summaries of CARB relevant policy documents as needed by the Executive Office.
10% - E	Provide other administrative support to the section as needed. This includes, but is not limited to, maintenance of print and web based informational materials, web portals, and social media accounts. Assist senior staff in the development and production of complex informational products and other miscellaneous work assignments.
5%-M	Perform other duties within the scope of the classification as directed by the SSM I.