

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: TBD	Current Date: TBD
Classification: C.E.A., B	Position #: 673-920-7500-001
Division/Office: Sustainable Transportation and Communities Division	CBID: M01
Section: Sustainable Transportation and Communities Division	
Supervisor Name: Chanell Fletcher	Supervisor Classification: Deputy Executive Officer, C.E.A.

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: 1 Assistant Division Chief, 1 Vehicle Program Specialist, and 4 Air Resources Supervisor II

Total number of positions in Section/Branch/Office for which this position is responsible: 6

**FOR LEADPERSONS OR TEAM LEADERS ONLY:**

Indicate the number of positions by classification that this position **LEADS**:

**MISSION OF SECTION:** The Sustainable Transportation and Communities Division (STCD) uses multi-disciplinary approach to integrate research, transportation and land use planning, regulations, and incentives to foster sustainable and equitable communities that provide affordable housing and transportation options to drive electrification, reduce vehicle miles traveled (VMT), support carbon sequestration, and meet community needs to increase access to opportunity and community resiliency.

The Division embraces some of the most programmatically and politically challenging policy objectives such as transitioning to all-electric buildings, overseeing the state's strategy for climate investments, developing a State strategy to reduce VMT, and ensuring equity remains front and center in all we do. Our work affects the lives of Californians and creates policy frameworks that other states, the nation, and other countries seek to follow. Key to STCD's success is innovation in policy areas such as housing, land use planning, and mobility; integrating expertise across its three branches; thinking creatively; and building strong collaboration across CARB and with agencies at all levels of government.

**CONCEPT OF POSITION:** Under the administrative direction of the California Air Resources Board (CARB), the Executive Officer, and the Deputy Executive Officer for Equity, Communities, and Environmental Justice, the Chief plans, organizes, and directs the work of STCD staff; formulates policy and policy recommendations; acts as part of the Leadership team in the identification of issues, formulation of policies, and development of strategies to best meet program objectives; represents the Board on issues related to regulations on vehicle manufactures, programs to reduce emissions from other transportation systems, impacts of land-use decisions, and related issues with federal, state, and local agencies, the Legislature, and the general public.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
35%-E	Plans, organizes, and directs the work of the Division staff involved in analyzing impacts of land use development and developing and implementing regulations and incentive programs which control emissions from the transportation sector. Coordinates air pollution control activities from the transportation sector with those of other programs or services of the Board as well as with federal, state and local agencies, and appears before legislative committees. Interacts with other state agencies to implement programs. Works with stakeholders on the development and implementation of strategies to reduce transportation related emissions.

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30%-E	Participates and coordinates with other programs or services of the Board in the formulation of administration policies in analyzing emissions from the transportation sector; plans and directs studies to further define the nature and mechanism of transportation related air pollution in California; assists in the planning required under federal law to develop attainment plans for regions that do not meet federal air quality standards; provides consultation and assistance to international federal, state, and local agencies on transportation related air pollution.
10%-E	Represent the Deputy Executive Officer on matters relating to the program and operations of STCD; meet with key stakeholders to understand their views and integrate them into Board proposals; prepares budget estimates and recommendations.
10%-E	Administrative duties such as managing budget and aligning staff resources and work; selects and trains staff and evaluates their performance and takes or recommends appropriate action.
10%-E	Works closely with other CARB division chiefs, especially those with freight and passenger transportation related program elements, to continuously evaluate the transportation program and strategically plan necessary adjustments to efficiently carry out top priority transportation program tasks across multiple divisions.
5%-M	Attend Executive Staff meetings and provide updates to Branch Chiefs on current STCD activities and/or Division policies.