

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: 11/25/2025
Classification: Air Resources Supervisor I	Position #:673-610-3762-024
Division/Office: Mobile Source Control / Innovative Strategies Branch	CBID: S09
Section: Innovative Heavy-Duty Strategies Section	
Supervisor Name: Peter Christensen	Supervisor Classification: Air Resources Supervisor II

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: 3 Air Pollution Specialists; 2 Air Resources Engineers

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

5

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The mission of the Innovative Heavy-Duty Strategies Section is to enable and motivate every heavy-duty fleet to transform to zero-emission by stimulating and supporting a competitive market through incentives. Staff in this section focus on supporting investments that advance CARB equity goals and transform the heavy-duty sector to zero-emission trucks, buses, and off-road equipment. The section leads implementation of legislatively required labor standards for trucking fleets participating in applicable CARB incentive programs, and evaluates commercially available vehicle and equipment models for incentive program eligibility. This section works closely with the Commercial Heavy-Duty Incentives Section and the Emerging Technologies and Programs Section, and staff are often matrix managed between the sections. Projects may be widely diverse and include policy and technical research, training and outreach.

CONCEPT OF POSITION: Under the direction of the Branch Chief, the Air Resources Supervisor I coordinates and supervises activities related to incentives policy development such as the Clean Truck and Bus Voucher Incentive Project (HVIP), the Clean Off-Road Equipment Voucher Incentive Project (CORE) and implementation of other innovative approaches including the Assembly Bill 794 labor standards for drayage and short-haul trucking fleets. This position also oversees the evaluation of vehicle and equipment applications for eligibility in incentive programs administered by the branch, including HVIP and CORE. The incumbent oversees preparation of Board items, upper management briefings, responses to legislative and media requests, and public workshops and workgroups.

Travel may be necessary up to 10% per month for community meetings and other meetings, and for section staff located in Sacramento and the Southern California Headquarters in Riverside.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Plan, organize, and direct staff in the development and implementation of Assembly Bill 794 labor standards, including coordination with other state agencies, CARB legal staff, Enforcement Division, labor organizations, and other stakeholders. This includes: making recommendations and decisions on staff assignments; developing norms for work products, monitoring work; evaluating staff performance; ensuring that staff has resources needed for work; creating a supportive, creative, and diverse work environment; dealing with conflicts; providing staff training and development; facilitating collaboration of staff within and external to the branch; ensuring public workshops, workgroups, and meetings provide a forum for information exchange and concept discussions; working collaboratively with other branch managers;

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	supporting the branch chief to achieve program objectives and act for the branch chief in his absence as directed.
30% - E	Supervise and direct vehicle and equipment eligibility determinations for CARB incentive programs. This includes: reviewing and updating eligibility criteria in specific incentive programs; ensuring complete staff research and technical analysis; issuing approval letters; working with and responding to manufacturer and stakeholder inquiries in a timely manner; working with other divisions within the agency; developing policy recommendations; and ensuring all necessary deadlines are met.
15% - E	Review policy and fiscal impacts of proposed legislation; review technical reports and regulatory documents; conduct and oversee public meetings and outreach to impacted communities. Present policy recommendations to upper management and to the Board, including board member briefings and Board items. These tasks include: overseeing coordination with other state and federal agencies, local air districts, nonprofit organizations, and residents in low-income and disadvantaged communities to resolve technical, administrative, and policy issues.
15% - E	Assist staff and other managers in the development and implementation of the heavy-duty investment strategies outlined in CARB's Funding Plan for Clean Transportation Incentives. This includes playing an advisory role to assist in streamlined and smooth implementation of the various heavy-duty projects approved by the Board on an annual basis. Represent CARB in public conferences to discuss CARB accomplishments and lessons learned, external engagements, internal and external audits, budget discussions, program reviews and/or desk reviews.
10% - M	Other duties as needed, including budget change proposal (BCP) writing, responding to public inquiries, overseeing contracts and grants, overseeing processing of invoices and payments, and reviewing reports.