

**DUTY STATEMENT**

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

**DUTY STATEMENT**

Employee Name: Vacant	Current Date: 11/23/25
Classification: Staff Air Pollution Specialist	Position #: 673-610-3875-946
Division/Office: MSCD/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 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:

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

May lead teams of 2-4 Air Pollution Specialists, Air Resources Engineers, or related classifications in multiple CARB divisions.

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 Staff Air Pollution Specialist (SAPS) is responsible for independently leading teams in developing regulations, assessing vehicle technology development, and evaluating existing and potential compliance with light-duty vehicle regulations and test procedures through analysis of light-duty vehicle certification data, vehicle testing data, data collected from on-board diagnostic systems, and stakeholder engagement. This position will work collaboratively with Branch staff as the lead staff person on light-duty greenhouse gas emissions policies, with a particular emphasis on plug-in hybrid technology including their treatment in regulatory programs, emissions performance, costs, and technology outlook. Additionally, this SAPS will support other Branch staff on development or analysis of criteria pollutant exhaust emission standards. The SAPS will serve as the primary point of contact for auto manufacturers on greenhouse gas emission requirements; coordinate with internal agency staff on greenhouse gas certification, compliance, and regulatory development; participate in work groups, standards committees and technical meetings; and may engage in outreach events with industry, environmental groups, government organizations and the public. This position will also collaborate with the broader CARB team that engages with federal agencies on vehicle emission standards.

## DUTY STATEMENT

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

Travel may be required up to 10% of the time to support local, in-state, and out-of-state meetings, conferences, and stakeholder outreach.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
30%-E	Serve as the agency expert on light-duty greenhouse gas emission standards. Lead highly technical and multidisciplinary teams to develop policy proposals for all elements of the Drive Forward Light-Duty Vehicle greenhouse gas emission standards. Applying engineering principles, collect and analyze vehicle technology and emission control status, performance, or cost information through stakeholder meetings, analysis of compliance data, on-board diagnostic data, confidential industry data, vehicle testing in CARB laboratories, literature research and attendance at technology conferences to assess expected feasibility and costs of compliance with greenhouse gas emission requirements. Develop and deliver reports on technology status including technical support documents, presentations and summaries that distill the findings of technology performance and cost implications. Support development of amendments to the existing greenhouse gas regulations, including compliance analysis, stakeholder engagement, cost and emission impacts analysis, internal discussions, drafting of regulatory language, and updates to test procedures. Present findings as required to the Board and other decision makers.
20%-E	Monitor and analyze trends in plug-in hybrid electric vehicle criteria pollutant and greenhouse gas emissions and projections of vehicle characteristics, infrastructure deployment and market forecasts to inform treatment under various policy regimes and regulatory impact analysis. Serve on industry technical committees to revise utility factor curves. Make recommendations to other staff, sections, branches, and Divisions based on analyses.
20%-E	Applying engineering principles, support Section and Branch staff in evaluating data, reports, and industry trends related to criteria pollutant emission control technologies/strategies and general combustion or hybrid operation. Support development of new or amended criteria pollutant regulations, including compliance analysis, stakeholder engagement, cost and emission impacts analysis, internal discussions, and review of proposed regulatory language and test procedures.
10%-E	Coordinate with other CARB divisions, State and federal agencies, and researchers to ensure consistency across regulations and regulatory impact analyses using the latest and best available information. Develop and deliver regulatory compliance updates and reports on the status of emission control for existing regulations including technical support documents,

**DUTY STATEMENT**

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

	presentations and summaries. Present findings as required to the Board and other decision makers.
10%-E	Support the legal team, as needed, with technical and regulatory information in actions to defend existing regulations, request Clean Air Act waivers from the U.S. EPA, or provide comments on proposed federal regulations. Support other states, as needed, with technical and regulatory information in their adoption of CARB regulations under Section 177 of the Clean Air Act.
5%-E	Support certification staff, as needed, with interpretation of regulatory or test procedure requirements to assist in their certification of vehicles to greenhouse emission standards.
5%-M	Lead special assignments as assigned by Section, Branch, or Division management. Prepare presentations, speaking notes, and background materials related to vehicle technologies and greenhouse gas regulations, including high-priority assignments requiring rapid response and coordination across multiple branches or divisions for the Executive Office or Board Members. Independently develop draft letters, presentations, and other work products as needed to respond to branch assignments. Represent CARB at technical meetings. Respond to public inquiries and develop public education materials related to vehicle technology or regulations.