

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 1 OF 3

DUTY STATEMENT

Employee Name: Vacant	Current Date: December 3, 2025
Classification: Air Pollution Specialist	Position #: 673-920-3887-034
Division/Office: Mobile Source Control Division / Advanced Clean Cars Branch	CBID: R09
Section: Low Emission Vehicle Regulations Section	
Supervisor Name: Belinda Chen	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 3

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 Low Emission Vehicle (LEV) Regulations 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 Section develops and assesses the California Air Resources Board's (CARB) LEV regulations for passenger cars and trucks. The LEV regulations establish criteria pollutant and greenhouse gas standards for new light-duty vehicles and certain medium-duty vehicles. The goal of the LEV program is to reduce exhaust and evaporative emissions from these vehicles using performance standards and supporting test procedures. The section also coordinates with a number of programs to perform vehicle emissions testing, evaluate compliance data with existing standards to inform future regulations, assess statewide economic and emission impacts of new standards, and help with implementation of the LEV regulations. Additionally, the Section coordinates closely with the U.S. Environmental Protection Agency on related federal standards.

CONCEPT OF POSITION:

Under the supervision of an Air Resources Supervisor I, this position will provide critical support in developing policies and strategies for new light-duty vehicles and certain medium-duty vehicles GHG and criteria pollutant standards, with a particular focus on how zero-emission vehicles (ZEVs) integrate into broader low-emission fleet compliance frameworks. This position combines analysis, policy evaluation, economic modeling, and stakeholder engagement to support evidence-based regulatory decision-making. This position requires strong analytical and critical thinking skills to assess light-duty vehicle technology developments and market trends, evaluate program outcomes, and develop policy recommendations on how to better inform Californians about attributes, benefits, and barriers to ZEV or low emission vehicle adoption. This position will also provide policy and technical input to CARB management and other agency staff. Occasional travel of up to 10% may be required for meetings, conferences, and outreach.

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

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
50%-E	Assess low-emission vehicle and ZEV market trends, and contribute to fleet-average policy analysis, including how ZEV adoption influences fleet average emissions performance, compliance pathways, costs, and interactions with ZEV-specific policies. Draft policy language, prepare briefing materials, and provide well-reasoned recommendations to CARB management. Synthesize complex technical, economic, and stakeholder input into clear policy options that clearly communicate the attributes and benefits of ZEV technologies.
20%-E	Assess emissions and economic impacts of proposed regulations, including collecting and validating technology and economic data through stakeholder engagement, literature review, research contracts, and conference participation and analysis of compliance data. Prepare rulemaking documents and compliance analysis through coordination with other CARB divisions and legal staff.
20%-E	Facilitate the development and refinement of surveys, tools, and research contracts to study public attitudes, experiences, and trends regarding low emission vehicles, ZEVs, and fueling infrastructure. Summarize survey results and related research to help inform recommendations on regulatory proposals, incentive programs, and complementary ZEV policies that support market growth and equitable access. Review, compile, and evaluate data and research to assess barriers to ZEV adoption, financial, and equity impacts on consumers, and opportunities to strengthen policies that advance the state's ZEV goals.
10%-E	Prepare presentations, speaking notes, and background materials related to LEV and ZEV policies, including for the Executive Office, Board Members, or the Governor's Office. Develop and provide detailed policy-level briefings and make policy recommendations to CARB management. Lead, organize, and participate in meetings, workshops, and outreach events. Represent CARB at meetings with stakeholders including other states, federal agencies, non-governmental agencies, environmental justice and equity advocates, and vehicle manufacturers. Independently advocate CARB's views in meetings with stakeholders and, where possible, build consensus positions.