

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: VACANT	Current Date: November 2025
Classification: Air Resources Supervisor I	Position #: 673-400-3762-XXX
Division/Office: Transportation and Toxics	CBID: S09
Section: Drayage Implementation	
Supervisor Name: Skott Wall	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:

2 Air Pollution Specialists

4 Staff Services Analysts

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: N/A

MISSION OF SECTION:

The Drayage Implementation Section supports the Freight Technology Advancement Branch's mission to reduce emissions of air toxics, criteria pollutants, and greenhouse gases from freight transportation through the implementation of the California Air Resources Board (CARB) sustainable freight initiatives. In concert with other branches and divisions, activities to support this mission include: creating and implementing strategies, tools, programs, and regulations to reduce emissions from freight transportation; coordinating and conducting stakeholder outreach and engagement; providing technical support to stakeholders on zero-emission technologies, emission reduction strategies, and regulatory requirements; and developing and managing data collection systems that support current and future freight transport rulemaking.

CONCEPT OF POSITION:

Under direction of the Air Resources Supervisor II, the Air Resources Supervisor I will oversee the creation and implementation of strategies to reduce emissions from freight transportation, including, but not limited to, drayage trucks. Core responsibilities of the position will be to: manage the creation and implementation of freight transport-related emission reduction strategies, tools, programs, and regulations; oversee collection, analysis, and reporting of freight transportation data to help inform CARB's understanding of goods movement logistics and air quality impacts; oversee outreach activities and the technical assistance and customer support provided to key stakeholders; coordinate with CARB divisions on emission reduction strategies and regulatory development and implementation; prepare and present freight transport-related issues and policies to CARB management and stakeholders; prepare and present comprehensive reports; and represent CARB in public forums.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Supervise staff who create and implement freight transport-related emission reduction strategies, tools, programs, and regulations. Assist the Branch Chief in planning, organizing, and implementing freight transport programs including the following: preparation and advocacy of budget proposals; development of freight transport plans; and other projects identified by the Division Office, Executive Office, Board Chair's Office, and/or CalEPA.
20%-E	Monitor, coordinate, and oversee development and implementation of CARB, local, national, and international regulations, plus industry initiatives and agreements, to reduce freight transport emissions including, but not limited to, drayage trucks. Represent CARB on committees and work groups within the Administration and with the following: local air districts and transportation agencies; federal agencies; ports, railroads, and other industry groups; affected communities; and other stakeholders to implement the Board's priorities for freight transport.
20%-E	Supervise staff for the research and development of technical products to support the Board's freight activities. Facilitate effective communication and coordination with other branches and divisions within CARB and other State agencies regarding technical, implementation, and policy issues related to the freight transport system.
20%-E	Build positive relationships with community, government, and industry representatives. Develop consensus where possible. Present and defend CARB proposals in workshops, hearings, conferences, and other forums. Manage outreach to community/environmental groups and the public. Travel for site visits, meetings with stakeholders, and conferences related to the tasks described above.
5%-M	Perform other duties related to occasionally working as acting branch chief when the branch chief is out of office or assisting other sections or branches within the divisions by overseeing special projects to meet division objectives.