

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: January 2026
Classification: Air Resources Supervisor I	Position #: 673-910-3762-011
Division/Office: ECCD	CBID: S09
Section: Aftermarket Diesel and Off-Road Section	
Supervisor Name: Shawn Daley	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 **LEADS**: Indicate the number of positions by classification that this position **DIRECTLY** supervises: 4 ARE, 1 APS, 1 student

Total number of position 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**:

MISSION OF SECTION: The Aftermarket Diesel and Off-Road Section is responsible for evaluating performance parts, general aftermarket parts, retrofit systems, and vehicle conversions to ensure that they have no negative impact of vehicle/engine emissions. The evaluation process involves technical assessment, design, and monitoring of test programs and analysis of emission test data. The section recommends approval of parts and conversions that comply with the procedures, allowing manufacturers to sell their products in California. The section also issues experimental permits and conducts special studies related to emissions of aftermarket parts, including but not limited to audit and confirmatory testing. This section frequently interacts with stakeholders in the form of telephone calls, emails, virtual meetings, and in-person meetings. Additionally, the section is frequently involved with and/or lead on various rulemakings involving several different aftermarket procedures as well as enforcement case development and support. The section assists with and supports several databases and webpages associated with the various programs associated with the Branch.

CONCEPT OF POSITION: Under the general direction of the Branch Chief, the incumbent will manage technical work and closely supervise a section of professional and technical employees performing complex air pollution control and engineering work. The incumbent will also handle administrative responsibilities.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% E	Assign submitted applications to technical staff for evaluation of the potential impact of devices on vehicle performance, emissions, and OBDII system function. Assign other projects to staff for appropriate action (e.g., referrals, investigation of a unique aftermarket or emissions related technical or policy issues, enforcement case support, database support, webpage support, etc.). Provide technical and policy direction to staff reviewing these applications when warranted. Supervise staff's work to ensure thorough evaluation and timely processing of applications and assignments.

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30% E	Establish and maintain cooperative relations with manufacturers and industry associations, which the section deals with in the course of work. Coordinate and participate in in-person and virtual meetings with stakeholders and CARB staff, prepare correspondence and technical guidelines for the affected industry regarding certification/exemption requirements, technology developments and regulatory action adopted by CARB.
20% E	Review and update application requirements, evaluation criteria and test procedures for aftermarket parts and conversions, propose and implement appropriate changes to the regulations, and conduct rulemaking activities for existing and new regulations/procedures. Interpret policies and develop proposals to streamline the process of applications.
10% E	Design, coordinate and supervise bench and/or dynamometer test programs, or special surveys; provide staff direct for data collection and analysis; and supervise staff's preparation of technical reports. Review technical reports and research papers, perform other duties of a technical nature as required. Support the various databases associated with the section.
10% M	Administration – Initiate personnel action requests, prepare examinations, screen and hire new personnel, write personnel evaluations, plan training of personnel, plan and organize section activities, motivate personnel, and monitor accomplishments of individual staff and the whole section to determine their effectiveness in providing service to the industry and community. Other duties as required.