### Duty Statement

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Current Date:</th>
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<table>
<thead>
<tr>
<th>Classification:</th>
<th>Position #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Deputy Executive Officer</td>
<td>673-110-7500-009</td>
</tr>
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<table>
<thead>
<tr>
<th>Division/Office:</th>
<th>CBID:</th>
</tr>
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<tbody>
<tr>
<td>Executive Office</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Section:</th>
<th>Supervisor Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Supervisor Classification: Executive Officer</td>
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</table>

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

- [ ] None
- [ ] Lead Person
- [x] Supervisor
- [ ] Team Leader

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State of California
California Environmental Protection Agency
California Air Resources Board

Duty Statement
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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: six (6) Deputy Executive Officers.

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

The Chief Deputy Executive Officer functions as operations officer for management of resources and staff. Specifically, the Chief Deputy Executive Officer supervises the executive team comprised of six (6) Deputy Executive Officers in the policy, program, technical, and administrative activities of CARB.

The Chief Deputy Executive Officer reports to, and takes direction from, the Executive Officer and works closely on a day-to-day basis with the Executive Officer.

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:
Since its establishment more than 50 years ago, CARB has been the state agency charged with coordinating efforts to attain and maintain ambient air quality standards, to conduct research into the causes of and solutions to air pollution, and to systematically address the serious air pollution problems caused by motor vehicles, which are the major source of polluting emissions in many areas of the state (Health and Safety Code § 39003). With the enactment of Assembly Bill (AB) 32 in 2006, CARB became responsible for monitoring and reducing greenhouse gas emissions that cause climate change (Stats. 2006, Chap. 488, Health and Safety Code § 38510 et seq.).

CARB values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California’s people and the environment.

CONCEPT OF POSITION:

Under the direction of the Executive Officer, the Chief Deputy Executive Officer is responsible for ensuring the vision of the Executive Officer is carried out by CARB’s executive staff (six Deputy Executive Officers), working directly with key stakeholders, industry leaders, and high-level government officials on behalf of the Executive Officer, and interpreting and advising on complex and sensitive policy recommendations, regulatory proposals, and program implementation. The incumbent will identify and develop broad strategies to accomplish CARB’s mission and vision and will lead in the overarching development, planning, and coordination of policy formulation and strategic planning programs and policies. The incumbent will direct, advise, and guide in the development, planning, coordination, policy formulation, strategic planning, and technical evaluation of new and emerging air pollution control programs and policies.

The Chief Deputy Executive Officer must have the ability to handle sensitive and confidential materials/matters and establish cooperative and effective working relationships with representatives of all levels of government, the Legislative and Executive branches, and the public, as well as private industry, non-profit organizations, environmental groups, and other public interest groups, and effectively communicate with staff at all levels to complete work assignments.
An ideal candidate will have expertise in air quality and climate policy with a strong commitment to the mission, vision, and values underlying the California Air Resources Board – a commitment to clean air for all Californians and a focus on priority communities that have been overburdened by air pollution for decades. The incumbent should possess a sophisticated understanding of the legal, regulatory, technological, social, and political issues involved in fulfilling CARB's mandate, and a proven ability to recognize and balance the interests of diverse stakeholders. The incumbent will have a demonstrated track record as a highly ethical, proven leader with excellent leadership skills who is an innovative problem-solver and a skilled communicator.

Under the direction of the Executive Officer, the Chief Deputy Executive Officer is responsible for, but not limited to:

<table>
<thead>
<tr>
<th>% OF TIME</th>
<th>RESPONSIBILITIES OF POSITION</th>
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<tbody>
<tr>
<td>35%-E</td>
<td>Assist and advise the Executive Officer on the formulation of policy and participate in the furtherance of CARB's mission, goals, and objectives. Is responsible for understanding, advocating, and complying with CARB policies, goals, and objectives as identified and promulgated by the Board. Ensures the development, ongoing review, and implementation of CARB's mission, goals, and objectives.</td>
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<tr>
<td>35%-E</td>
<td>Consults with CARB high-level managers on the complex legal, regulatory, technical, social, and political issues involved in implementing CARB's statutory mission and responsibilities. Identifies the need for regulation and legislation and works with the Board, Executive Officer, CARB counsel, and stakeholders to develop necessary and appropriate regulations, legislation, and policies. Directs the Executive team and communicates and implements the Executive Officer's goals and directions. Confers regularly with the Executive Officer. Coordinates and ensures the execution of all Board meetings, advises on Board meeting agendas. Develops and maintains relationships while representing the Executive Officer and Board to the Governor's Office; Office of the Attorney General; Legislature; and local, state, federal, and international government bodies. Advise and provide reports to the Executive Officer on public and internal meetings, CARB activities, and operations. Keep the Executive Officer informed of developments and progress of CARB's various programs.</td>
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<tr>
<td>35%-E</td>
<td>Is responsible for providing oversight and general direction of the of the Executive team that include six (6) Deputy Executive Officers. Make recommendations to the Executive Officer and oversee the preparation of policies and directions for CARB's divisions and offices. Coordinate, organize, and guide the work of the Executive team. Implement policy on procedural and organizational matters. Review programs for consistency with established policy.</td>
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<td>25%-E</td>
<td>Advise the Executive Officer regarding board-wide policy on both external and internal issues to ensure consistency and to meet CARB’s mission. Review and analyze on behalf of the Executive Officer and make recommendations on the priority, technical soundness, and feasibility of proposals for budget and programmatic redirections represents the Board and Executive Officer in sensitive controversial interagency activities involving policy related issues or projects.</td>
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<tr>
<td>5%-M</td>
<td>Perform other job-related duties as assigned.</td>
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