

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: May 2024
Classification: Air Resources Supervisor I	Position #: 673-400-3762-012
Division/Office: Transportation and Toxics	CBID: S9
Section: Freight Policy Section	
Supervisor Name: Cari Anderson	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:
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I have read this duty statement and agree that it represents the duties I am assigned.

Employee:	Date:
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**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:

- 1 Staff Air Pollution Specialist
- 2 Air Resources Engineers
- 2 Air Pollution Specialists

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

- 5 Positions

FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

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

MISSION OF SECTION:

The Freight Policy Section supports the Branch’s mission to develop and implement policies, plans, and strategies in concert with other branches and divisions to protect the public from the harmful effects of air pollution and fight climate change through the development and implantation of sustainable freight initiatives.

CONCEPT OF POSITION:

Under the general direction of the Air Resources Supervisor II (ARS II) The Air Resources Supervisor I (ARS I) is the first line supervisor of a section of professional and technical employees performing complex air pollution control and engineering work and the first level to which administrative responsibility is assigned. The Air Resources Supervisor I supervises and is responsible for air pollution and motor vehicle control programs or investigative studies into the nature and causes of air pollution. The Air Resources Supervisor I directs and supervises the activities of Air Resources Engineers (ARE), Staff Air Pollution Specialists (SAPS), Air Pollution Specialists (APS), Air Pollution Research Specialists (APRS), Air Resources Technicians (ART), Automotive Emissions Tests Specialists (AETS), Air Resources Field Representatives (ARFR), Instrument Technicians, and clerical staff. Typical tasks performed include, but are not limited to: planning, evaluating, and managing air pollution control programs and projects and implementing regulations to reduce air pollution from motor vehicles, equipment, and stationary sources; and presenting technical staff recommendations at board meetings.

Travel may be required for site visits, meetings with stakeholders, and conferences.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Manage the development and implementation of regulations to reduce emissions from cargo handling equipment and other sources of freight equipment. Direct and supervise the activities of staff responsible for the regulatory documents and/or technical analysis related to the feasibility, cost impacts, emissions benefits, health benefits, health risk assessment, environmental impacts, and infrastructure needs.

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30%-E	Review and edit memos, presentations, technical reports, regulatory documents, Board meeting documents, guidance documents, and other materials related to regulatory development and implementation. Represent CARB on committees and work groups within the Administration and with local air districts, industry groups, environmental communities, and other stakeholders to implement the Board's priorities for freight transport. Build positive relationships with community/environmental, government, and industry representatives. Present CARB regulatory proposals in workshops, hearings, conferences, and other forums.
20%-E	Facilitate effective communication and coordination with other branches and divisions within CARB and other State agencies on regulatory development, emissions/cost/health benefits modeling, implementation, enforcement issues, incentive funding, and infrastructure needs.
10%-E	Perform administrative duties that include hiring, staff evaluation and development, timesheets, and other administrative personnel tasks. Prepare documents and provide input for budget and legislative purposes. 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. May perform other duties under the scope of the classification.