

DUTY STATEMENT

DUTY STATEMENT

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| Employee Name: Vacant | Current Date: July 2024 |
| Classification: Air Resources Supervisor I | Position #:673-920-3762-008 |
| Division/Office: Sustainable Transportation and Communities | CBID: S09 |
| Section: Climate Investments Implementation | |
| Supervisor Name: Mario Cruz | Supervisor Classification: Air Resources Supervisor II |

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| 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: |

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

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| <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 and 6 Air Pollution Specialists.

Total number of positions in Section/Branch/Office for which this position is responsible: 7

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The mission of the Climate Investments Branch (CIB) is to advance State policies and investments that address climate change and advance equity with a primary focus on implementing California Climate Investments and developing tools, resources, and strategic partnerships. CIIS provides support for California Climate Investments community-centered programs focused on housing, land use, and building decarbonization and leads the Division's efforts to advance sustainable, equitable growth.

Specifically, CIIS develops strategies and quantification tools to measure and communicate environmental, economic, and public health benefits that arise from investments; leads outreach and engagement efforts with public partners and facilitates coordination with interagency partners; supports the integration of workforce development standards into select programs; develops and supports policies to advance housing production and preservation and other growth in a way that aligns with climate and equity objectives; and supports California Air Resources Board (CARB) efforts to advance racial equity at all levels.

CONCEPT OF POSITION: The manager will work closely with the Branch Chief, the Division Office, and other managers within the Branch and Division to meet the mission of the section and the goals of the Branch and Division through collaborative leadership, expertise, and initiative. The manager is responsible for staffing and contract resources, supervising the section's work to ensure deliverables are meeting objectives and timelines, reinforcing personnel and other administrative policies and procedures, and resolving sensitive program and personal issues with tact and diplomacy. The manager facilitates team interactions to establish trust and build section cohesiveness and is responsible for fostering a team environment based on the tenets of shared respect, trust, inclusion, honesty, collaboration, analytical precision, and clear communication. The manager is expected to develop constructive relationships with program managers and staff within CARB and at other State agencies and represent the program in meetings with other divisions, the Executive Office, the Chair's Office, the Board, CalEPA, other State agencies, the Governor's Office, the Legislature, interested parties, and the public. Some travel will be required.

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| <u>% OF TIME</u> | <u>RESPONSIBILITIES OF POSITION</u> |
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| 40% - E | <p>Conduct hiring and onboarding of new staff as needed and constructively evaluate staff performance periodically (i.e., annually for permanent staff and every four months for probationary staff). Assign and delegate the responsibility of projects to the appropriate staff, establish deadlines, and provide direction, training, and regular feedback on assignments. Manage and monitor staff workload to ensure effective, timely, and accurate delivery and execution of work assignments within the Section. Guide and review methodologies, guidance, and other products generated from the Section and others within CIB for accuracy, clarity, technical depth, and consistency with Division and the CARB policies and objectives, and with existing Section and Branch products, including but limited to, programmatic requirements, writing style, and format. Oversee the development of briefing materials, contracts, reports, legislative analyses, budget change proposals, and other documents appropriate for use by CARB, CalEPA, the Governor’s Office, and the Legislature.</p> |
| 30% - E | <p>Oversee Section staff supporting the implementation of California Climate Investment programs related to affordable housing, land use, building decarbonization, and other community-centered efforts to ensure they are reducing greenhouse gas emissions, prioritizing funding for disadvantaged and low-income communities, engaging communities, quantifying environmental, economic, and public health benefits, and providing transparency on funding outcomes. Supervise the development and implementation of new housing- and land use-related program efforts of the Division. Plan, organize, and direct CIB’s outreach efforts to raise awareness of climate investment programs and help address barriers to accessing investment programs.</p> |
| 15% - E | <p>Collaborate with agencies administering California Climate Investments, including other CARB sections, branches, and divisions, on program implementation. Build a productive working relationship with program managers and resolve differences in scientific approaches (often driven by each agency’s primary mission), while also considering the input of affected public and private parties. Coordinate with other managers within CIB to align California Climate Investments outreach with other branch efforts, and ensure consistent program implementation. Keep the branch chief and Division Office apprised of issues in the areas of Section responsibility and recommend strategic action to resolve those issues.</p> |
| 10% - E | <p>Pursue career development opportunities through completion of Individual Development Plans, associated participation in conferences, webinars, and trainings. Represent CARB at conferences and meetings with other CARB branches and divisions, the Executive Office, Chair’s Office, the Board, CalEPA, other State agencies, the Governor’s Office, Legislature, interested parties, and the public. Some travel will be required</p> |

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| 5% - M | Lead and carry out special projects as assigned by branch and division management to support the implementation of California Climate Investments, Assembly Bill 32, and the priorities of the Sustainable Transportation and Communities Division. As directed, provide input, prepare, and represent plans and documents required for budget, personnel, legislative, and public purposes. |
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