

DUTY STATEMENT

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Employee Name: Vacant	Current Date: August 1, 2024
Classification: Air Resources Supervisor I	Position #:673-510-3762-008
Division/Office: Monitoring and Laboratory Division	CBID: S09
Section: Air Monitoring South Section	
Supervisor Name: Kathleen Gill	Supervisor Classification: ARS 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):
Climbing wall mounted rung ladders to access rooftop monitoring stations.
- Duties may 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:

- Air Resources Engineer (1)
 - Air Pollution Specialist (8)
 - Staff Air Pollution Specialist (1)
 - Air Resources Technician II (1)
- Total number of positions in Section/Branch/Office for which this position is responsible: eleven (11)

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: NA

MISSION OF SECTION:

The Air Monitoring South Section (AMSS) supports California Air Resources Board's (CARB) air pollution control programs by performing measurements and providing accurate and precise data to help define the nature, extent, and trends of the State's air quality. The AMSS supervises and coordinates the operation, installation, and maintenance of air monitoring and meteorological instrumentation, data acquisition systems, and samplers for particulates and toxic compounds at air monitoring stations located throughout Southern California. Data provided by the section is used to determine compliance with State and National Ambient Air Quality Standards, for area designations, SIP planning, agricultural burn management, and trend analysis. AMSS provides technical support to local Air Pollution Control Districts (APCD) in the form of instrument calibrations, consultation, technical assistance, and training.

CONCEPT OF POSITION:

The Air Resources Supervisor I supervises eleven (11) staff members in the establishment of air monitoring sites, the execution and completion of regulatory air quality monitoring, and reporting air quality data. Duties of the section include day to day operation, maintenance, and equipment repair for data collection at air monitoring sites, collaborating with divisions throughout CARB to meet data needs (AQPSD, TTD, ASD etc.) and to get AQSB needs met (procurement, contracts, leases, etc.), collaborating with vendors to develop, design, enhance, and test monitoring equipment and samplers to get the highest quality data, ensuring data meets quality criteria, delivering data in a timely manner to clients (AQMIS, AIR Now, AQS, etc.), and consulting with Federal, State, and local agencies on air pollution control and monitoring.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Assign section responsibilities and specific projects to staff considering job classifications and abilities. Plan and schedule work projects including station establishment and operation, data analysis, calibrations, and local district support.
25% - E	Review all staff work products including data, standard operating procedures, protocols, reports, equipment specifications, letters, memos, project plans, schedules, timesheets, travel claims, contracts and procurement documentation, facility lease renewals, and other work products for accuracy and completeness. Approve or note deficiencies and return them to staff for further refinement. Ensure timeliness of all section

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	products, especially data validation and submittal. Address and resolve quality control issues including audit findings and air quality data actions.
15% - E	Provide formal and informal feedback to staff on job performance, current issues, safety, and policies through annual performance appraisals, informal one-on-one meetings, section staff meetings, and monitoring site inspections.
10% - E	Investigate and take corrective action as necessary when infractions of work policies occur. This includes meeting with staff, giving verbal notice, preparing letters of warning, and documenting positive and negative behavior. Provide staff with opportunities for training and development to correct issues.
10% - E	Provide consultation and technical training on air monitoring programs and methods to CARB staff and local air pollution control agencies. Manage requests for data, site access, and regulatory air quality monitoring. Meet with stakeholders to collaborate on various air quality monitoring projects. Participate in Branch and Division strategic and policy planning. Complete CARB required biannual leadership trainings.
10% - E	Prepare duty statements and job descriptions, conduct hiring interviews, and develop training and individual development plans. Ensure staff participate in both mandatory and discretionary training on a regular basis.
5% - M	Develop staff through job and project counselling and assignment of challenging projects. Schedule vacations and other time away from work. Work on special projects and perform other duties within the scope of the classification, as required.