

DUTY STATEMENT

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Employee Name: Vacant	Current Date: September, 2024
Classification: Air Resources Supervisor I	Position #: 673-450-3762-019
Division/Office: Industrial Strategies Division/ Transportation Fuels Branch	CBID: S09
Section: Fuel Projects Evaluation Section	
Supervisor Name: Natalie Lee	Supervisor Classification: Assistant Division Chief

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 **DIRECTLY** supervises:

Total number of positions in Section/Branch/Office for which this position is responsible: 5

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The Fuel Projects Evaluation Section (FPES) in the Low Carbon Fuels Standard (LCFS) program is responsible for providing a broad range of support services to project proponents developing projects in fuels supply chains to lower the carbon intensity of fuels . This includes processing applications for projects that improve refinery operations, use renewable hydrogen, dairy digester projects producing renewable natural gas for transportation use and other innovative projects. The FPES staff employ life cycle analyses and utilize tools such as the Oil Production Greenhouse Gas Emissions Estimator for carbon intensity calculations.

CONCEPT OF POSITION:

Under direction of the Transportation Fuels Branch Chief, the Air Resources Supervisor (ARS) I of the FPES is the first line supervisor of a section of professional and technical employees performing complex economic and engineering work. The ARS I provides technical and administrative support to section staff and collaborates closely with supervisors from other sections in the branch and the Branch Chief to plan and organize program work.. Typical tasks performed include, but are not limited to: planning, evaluating, and managing activities of the section, supervising the certification and monitoring of fuel pathways as they relate to the LCFS project-based crediting, and presenting technical staff recommendations to management and at stakeholder meetings, workshops, and board meetings.

% OF TIME	RESPONSIBILITIES OF POSITION
30% - E	Supervises and manages staff. Develops and implements section workplans and contributes to the development of branch and program workplans. Conducts personal hiring, training and performance management activities ensuring adherence to all agency policies. Coordinates with other LCFS sections and division programs to facilitate LCFS reporting and credit generation. Coordinates with internal teams and external stakeholders for third-party verification of certified projects to ensure regulatory compliance

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25% - E	Supports LCFS program staff by translating regulatory requirements into staff actions to review, approve and monitor project applications. Leads projects by translating the needs (into definable and achievable projects to be performed by staff. Analyzes data submitted by fuel reporting entities and prepares this data for dissemination to the public in various forms; recommends enforcement action for LCFS violations; develops and implements regulatory guidance; and monitors the LCFS credit market to deter and detect manipulation.
20% - E	Works with other LCFS sections to complete the certification of applications and provide support on certification and monitoring of fuel pathways. Coordinates with the Fuels Section to facilitate LCFS reporting and crediting for all certified projects and with the Alternative Fuels Section to develop novel credit generating opportunities as part of amendments to the LCFS regulation. Coordinates with internal teams and external stakeholders for third-party verification of certified projects to ensure regulatory compliance.
15% - E	Participates in the preparation and review of reports, educational materials, speeches, correspondence, budgets, and other activities of the Transportation Fuels Branch, Industrial Strategies Division, and Executive Office. Presents reports to the Board, management, and the public in support of the duties specified above. Travels as necessary.
10% - M	Establishes and maintains active liaison with local, State, and federal agencies and with industrial and academic organizations. Performs other personnel tasks as required within the scope of the classification.