

DUTY STATEMENT

Duty Statement

Employee Name: Vacant	Date: Sep. 2024
Classification: Air Resources Supervisor I	Position: 673-710-3762-017
Division: Air Quality Planning and Science Division	Branch: Consumer Products & Air Quality Assessment Branch
Section: Technical Development Section	CBID: R09
Supervisor Name: Ravi Ramalingam	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:

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:

- 2 – Air Resource Engineer
- 5 – Air Pollution Specialist

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

For Leadspersons or Team Leaders Only

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

Mission of Section

The Technical Development Section (Section) is responsible for assessing emissions from consumer products, developing and implementing the consumer products regulations, and developing innovative strategies to most effectively reduce ozone forming, toxic and greenhouse gas emissions from consumer products. The Section is also responsible for assisting air districts by assessing emissions from area sources such as architectural coatings and developing suggested control measures. Emissions from consumer products and other area sources react with other pollutants to form ground-level ozone and particulate matter. Reducing emissions from consumer products and architectural coatings therefore plays an integral part in CARB's efforts to improve air quality in all communities and protect public health and the environment.

Concept of Position

Under general direction, the incumbent shall organize, plan, direct, and supervise the activities of the Section staff in carrying out the following activities:

% of Time	Responsibilities of Position
20%-E	Conduct surveys of consumer products and coatings, including architectural coatings, including shelf surveys in targeted communities, and make technology assessments of manufacturers' abilities to develop products that comply with the future effective standards. Assess changes in sales trends for consumer products. Update planning and modeling emission inventory to reflect results of surveys and regulatory amendments.

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% of Time	Responsibilities of Position
20%-E	Develop for Board consideration and implement mass-based and/or reactivity-based regulatory strategies to meet SIP commitments, to reduce the public's exposure to toxic air contaminants, including consideration of bioaccumulation and environmental persistence, and to limit use of high global warming potential compounds in consumer products. Review definitions and requirements in the Consumer Products Regulations, and after eliciting stakeholder input propose regulatory amendments to the Board. Include racial equity considerations when evaluating criteria, toxic and climate pollutant impacts and developing regulatory proposals for consumer products.
20%-E	Coordinate with air districts to maximize consistent implementation of architectural coatings regulations. Oversee development of suggested control measures for coatings and provide input on district rules.
10%-E	Guide implementation of the existing consumer product regulations including product determinations together with partner program staff in other CARB Divisions. Guide research on VOC emissions and environmental fate. Respond to requests for granting volatile organic compound exemptions in the consumer products Regulations. Coordinate with other CalEPA Boards, Departments and Offices and other CARB Divisions, academia, industry and the public in such analyses and rulemakings.
10%-E	Implement the California Clean Air Act Fee Program as it pertains to architectural coatings.
10%-E	Prepare for workshops, board hearings, teleconferences, and consultation meetings with industry, other regulatory agencies including air districts, U.S. EPA, CalEPA boards, offices and departments and the Food and Drug Administration, as well as trade associations, environmental groups, researchers, community groups, other stakeholders, and staff in other CARB divisions. Plan, organize, and direct preparation of Board items.
10%-M	Direct the preparation of correspondence, legislation analyses, SIP submittals, budget change proposals, and technical reports. Respond to queries from the public, academia and other regulatory agencies. Ensure program documents meet Americans with Disabilities Act (ADA) requirements as needed. Represent CARB at meetings, hearings, and conferences. Support and coordinate with other CARB programs as needed.