

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 08/9/2024
Classification: Manager, Air Resources Supervisor I	Position #: 673-310-3762-946
Division/Office: Research	CBID: S09
Section: Lands and Climate Science Section	
Supervisor Name: Toshihiro Kuwayama	Supervisor Classification: Branch Chief, 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:

- 1 – Staff Air Pollution Specialist
- 4 – Air Pollution Specialist

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

5

FOR LEAD PERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Lands and Climate Science Section (LCSS) of the Research Division (RD) conducts comprehensive research to evaluate the direct and indirect interactions between air quality, climate, and natural and working lands (NWL). This research informs the policy decisions related to Agriculture, Forestry, and Other Land Use (AFOLU) mitigation strategies focused on reducing greenhouse gas (GHG) emissions across the state while providing benefits to local and regional air quality. LCSS examines emissions of precursors, GHGs, and air toxics from various sources, including fertilizers, pesticide applications, agricultural burning, wildfires, and prescribed burning. By leveraging scientific knowledge, analysis capabilities, and strategic partnerships, LCSS supports initiatives to achieve carbon neutrality, comply with the National Ambient Air Quality Standards (NAAQS), and improve community air protection. These efforts reinforce the robustness of CARB's decisions and promote effective nature-based climate solutions that improve air quality.

CONCEPT OF POSITION: Under supervision of the Policy, Planning, and Administrative Branch Chief, the Air Resources Supervisor I (ARSI) will manage one Staff Air Pollution Specialist and four Air Pollution Specialists to design, coordinate, and lead comprehensive research projects that update our understanding of the direct and indirect interactions between air quality, climate, and NWL at the state, national, and international levels. The ARSI will work closely with program divisions working on emission inventories, natural carbon sequestration, nature-based climate solutions, regulatory ambient air monitoring, regional air quality modeling, ambient air toxics, and community air protection to support programs surrounding Assembly Bill (AB) 1757, AB 617, State Implementation Plans, and the Scoping Plan. The ARSI will work closely with diverse interested parties, including the California Natural Resources Agency (CNRA), the California Department of Food and Agriculture (CDFA), the California Environmental Protection Agency (CalEPA), the California Department of Forestry and Fire Protection (CalFIRE), National Oceanic and Atmospheric Administration (NOAA), among others. The ARSI is expected to use effective communication to build strong partnerships that help formulate relevant and impactful research that aids state programs and advances science nationally and internationally. The ARSI will also use gained experiences and knowledge to advance and evolve the topic of research based on the agency's needs. Additional duties include stakeholder engagement, staff mentoring, development of research roadmaps, writing technical documents, data analysis, presentations to technical and non-technical stakeholders, and travel.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	<p>Guide and mentor one Staff Air Pollution Specialist (SAPS) and four Air Pollution Specialists (APS) to design, coordinate, and lead comprehensive research focused on the direct and indirect interactions between air quality, climate, and natural and working lands (NWL). Supervise and support the section’s research activities by actively engaging with stakeholders during the research planning process; maintaining up-to-date scientific knowledge on the interactions between air quality, climate, and NWL through literature review and policy discussions with partnering agencies; developing external research concepts; reviewing and evaluating research proposals; ensuring accuracy and clarity of the research objectives; promoting consistency between research and CARB policies while improving the technical depth of various documents; preparing and presenting reports to the Research Screening Committee (RSC); working with the administrative staff to initiate research projects; providing technical guidance to contractors; recommending actions based on final reports; disseminating research findings to relevant parties; providing technical recommendations and support to program leads. Analyze scientific data as needed to improve the robustness of the research being conducted under the section.</p>
20%-E	<p>Develop, implement, and continuously refine a multi-year research plan for the section and the agency to 1) strategically evaluate both the direct and indirect effects of climate change mitigation efforts on natural and working lands (NWL) in the context of Assembly Bill (AB) 1757, AB 617, the Scoping Plan, and State Implementation Plan (SIP) objectives, 2) inform emission inventories, natural carbon sequestration, nature-based climate solution, regional ambient air monitoring, regional air quality modeling, and community air protection programs, 3) ensure that research findings effectively inform policy decisions related to Agriculture, Forestry, and Other Land Use (AFOLU) mitigation strategies aimed at reducing greenhouse gas (GHG) emissions in the state while providing benefits to local and regional air quality, 4) support the advancement of methodologies for tracking GHG emissions and reductions, carbon sequestration, and other benefits from NWL, which are essential for demonstrating progress toward the 2045 carbon neutrality target, and 5) examine emissions of precursors, GHGs, and air toxics from various sources, including fertilizers, pesticide applications, agricultural burning, wildfires, and prescribed burning. Use gained experiences and knowledge to advance and evolve the research focus of the section based on the agency’s needs.</p>
20%-E	<p>Foster partnerships with the California Natural Resources Agency (CNRA), the California Department of Food and Agriculture (CDFA), the California Environmental Protection Agency (CalEPA), the California Department of Forestry and Fire Protection (CalFIRE), the National Oceanic and Atmospheric Administration (NOAA), among other government organizations (GO), non-government organizations (NGO), and community-</p>

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	based organizations (CBO). Leverage the collaborations and use effective communication to formulate relevant and impactful research that aids state programs and advances science at the state, national, and international levels. Promote thoughtful stakeholder engagement.
10%-E	Represent the Section, Branch, Division, and CARB at interagency meetings, Board Hearings, public meetings, workshops, conferences, and other events involving GO, NGO, CBO, industry, and the general public. Develop presentations and reports summarizing technical research findings. Effectively communicate the research objectives, methods, and findings to technical and non-technical audiences. Prepare reports for peer-reviewed publications, CARB's regulatory activities, and the general public. Traveling and overnight stays are required based on needs, subject to the agency's travel policies.
10%-E	Oversee the section's daily operations and perform managerial duties such as hiring and onboarding new staff, evaluating staff performance and providing constructive feedback, assigning tasks and projects, delegating responsibilities, resolving conflicts, line and copy editing, proofreading, establishing deadlines, and providing training opportunities. Provide additional technical assistance and mentoring to staff.
5%-E	Assist the Branch Chief in planning, coordinating, and implementing policies that optimize internal operations and modernize the ways in which the branch communicates. Develop and execute special projects assigned by the Branch and Division Chief. Participate in Division-wide activities such as document reviews, brainstorming sessions, team-building exercises, and meetings. Provide technical- and policy-relevant updates related to NWL, AFOLU, fertilizers, pesticides, agricultural burning, wildfires, prescribed burning, SIP, the National Ambient Air Quality Standards (NAAQS), Scoping Plan, and national and international climate change mitigation activities to the management team, including information on local, state, and federal regulatory developments. Use such information to realign the research activities of the section as appropriate.
5%-E	Work on special projects and perform other duties within the scope of the classification, as required.