

DUTY STATEMENT

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Employee Name: Vacant	Current Date: October 17, 2024
Classification: Air Resources Supervisor I	Position #: 673-450-3762-011
Division/Office: Industrial Strategies Division/ Transportation Fuels Branch	CBID: S09
Section: Fuels Evaluation Section	
Supervisor Name: Vacant	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:

1 Staff Air Pollution Specialist

4 Air Resources Engineer

1 Air Pollution Specialist

1 Air Resources Technician II

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 Fuels Evaluation Section (FES) of the Industrial Strategies Division (ISD) is responsible for processing fuel pathway applications submitted for participation under the Low Carbon Fuel Standard (LCFS) program. Key activities of the section related to new fuel pathways include reviewing fuel pathway applications for accuracy and completeness, using lifecycle analysis models to develop fuel pathways with broad applicability and working with verification teams to confirm information provided by applicants. Staff support LCFS participation by participating in training, assisting in verifier audits, and working closely on enforcement actions when needed. The section provides assistance to the other sections in the branch and works with the Branch Chief in all matters related to the implementation of the LCFS Regulation. Staff also interact with other state, federal and international agencies to facilitate the development of comparable programs in other jurisdictions.

CONCEPT OF POSITION:

Under direction of the Air Resources Supervisor II (ARS II), the Air Resources Supervisor I (ARS I) is the first line supervisor of a section of professional staff performing complex technical work and the first level to which administrative responsibility is assigned. The ARS I (FES Manager) supervises the activities of staff responsible for life cycle assessment of traditional and alternative fuel pathways under the LCFS as described above. Typical tasks performed include, but are not limited to; planning, evaluating, and managing activities of the section, contributing to the implementation of the LCFS regulations, representing the LCFS program at stakeholder meetings, workshops, staff meetings and board meetings.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
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

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	LCFS reporting and credit generation. Coordinates with internal teams and external stakeholders for third-party verification of certified projects to ensure regulatory compliance.
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 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.