

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: October,2024
Classification: Air Resources Supervisor II	Position #: 673-450-3763-004
Division/Office: Industrial Strategies Division	CBID: S09
Section: Transportation Fuels Branch	
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

DUTY STATEMENT

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises:

- 4 Air Resources Supervisor I
- 1 Staff Air Pollution Specialist

Total number of positions in Section/Branch/Office for which this position is responsible: 26

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The Transportation Fuels Branch is responsible for the development and implementation of the Low Carbon Fuel Standard (LCFS) regulation, which reduces greenhouse gas (GHG) emissions from transportation fuels in California. The Branch and the LCFS supports work on state and national control measures to reduce GHG emissions associated with the production, distribution, and use of motor vehicle fuels. The Branch provides assistance with and coordinates with other divisions within the California Air Resources Board (CARB), businesses, environmental organizations, local air pollution control districts and other government agencies, and other stakeholders to conduct regulatory development and implementation, policy evaluations, and technical evaluations and studies to determine the feasibility, cost effectiveness, environmental and social-economic impacts of strategies to reduce the greenhouse gas and other environmental impacts of transportation fuels.

CONCEPT OF POSITION:

Under direction of the Division Chief, the Air Resources Supervisor II (ARS II) directs and supervises the activities of the Climate Change Program Evaluation Branch. The ARS II plans, evaluates, and manages air pollution control programs and projects and implements regulations to reduce air pollution from motor vehicles and stationary sources: and presenting technical staff recommendations are board meetings. As the second supervisory level of the Air Resources Engineer and Air Pollution Specialist classifications, the ARS II manages, plans, organizes, and directs major and highly complex air pollution control programs or investigative studies into the nature and causes of air pollution, of four major sections within a division.

This position requires access to confidential business and market sensitive information; requires coordination with other climate, carbon market, and fuels programs within the division; and policy sensitive discussions with the Division Office, Executive Office, Chair's Office, and external stakeholders. This position is subject to a background check, including felony convictions and credit, because this Branch Chief may have access to highly sensitive carbon market information and/or the ability to electronically control such information.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Oversees the operation and oversight of the Low Carbon Fuel Standard. Directs the preparation of evaluations and analyses of the Program to ensure that it meets all statutory and regulatory requirements.

DUTY STATEMENT

25% - E	Plans, organizes and directs the work of managers and staff developing and implementing the operational aspects of fuels carbon intensity reduction activities. Works cooperatively with other jurisdictions to develop and design similar programs. Works with the senior management team to develop basic strategic and tactical plans for the operation and development of the LCFS and associated personnel.
20% - E	Works within CARB to ensure coordination of board wide GHG activities. Coordinate closely with the Cap-and-Trade, GHG reporting and verification, and short-live climate pollutant programs for alignment on ISD program policies and implementation. Supports the integration of GHG considerations into CARB criteria pollutant control programs. Maintains communication with other CARB Branches and Divisions, other state agencies, local government, and stakeholder groups. Oversees the development of communication and outreach materials related to the LCFS Program.
10% - E	Oversees development and implementation of personnel recruitment, training and orientation plans. Manages and prioritize branch fiscal activities, manage personnel issues, ensure EEO compliance for the branch. Communicates Office priorities to branch staff. This includes reviewing performance appraisals and corrective action documents generated by managers and coordinating with personnel staff to ensure all policies are being respected, supporting a respectful and safe working environment, reviewing and ensuring timely completion of recruitment documents, and prioritizing timely response on administrative deadlines and security trainings.
10% - E	Represents ISD and CARB in meetings with other divisions, the Executive Office, Chairman's Office, Cal/EPA, Administration, Legislature, international and national government agencies, air districts and other local agencies, businesses, communities, and advocacy groups. Provides testimony, speeches, Board presentations, briefing papers, and other oral or written communications to support the branch's programs. Builds and maintains effective working relationships with internal and external stakeholders. Travels as needed.
5% - M	Serves on and coordinates across division management teams to address administrative and program objectives, including analysis of legislative bills and budget planning.