

DUTY STATEMENT

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Employee Name: Vacant	Current Date: November 20, 2024
Classification: Air Resources Supervisor II	Position #: 673-450-3763-006
Division/Office: Industrial Strategies Division	CBID: S09
Section: Climate Data & Risk Reporting 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

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

4 Air Resources Supervisor I

Total number of positions in Section/Branch/Office for which this position is responsible: 24-30

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The Climate Data & Risk Reporting Branch (CDRRB) leads California Air Resources Board's (CARB's) work to implement the requirements of Senate Bill (SB) 253 (Wiener, 2023), the Climate Corporate Data Accountability Act and SB 261 (Stern, 2023), related to Climate Related Financial Risk reporting. As California moves toward a net-zero carbon economy, SB 253 and SB 261 establish mandatory and comprehensive reporting by companies that do business in California to inform investors, empower consumers, and activate companies' action on emissions reductions and risk management. The Branch will work closely with public and private companies, consultants, climate reporting organizations and other stakeholders to launch and administer these closely related programs including efforts to: develop fees that support program implementation; establish reporting standards and processes; develop strategies and resources supporting public reporting of data; conduct comprehensive communications to regulated entities and the public; and support enforcement of the programs. CDRRB staff will employ advanced communications skills and coordinate work with other divisions within the California Air Resources Board (CARB), businesses, environmental organizations, government agencies, and other stakeholders.

CONCEPT OF POSITION:

Under direction of the Division Chief and Assistant Division Chief (ADC) and with the input of first line managers, the Air Resources Supervisor II (ARS II) plans, directs and oversees all activities of CDRRB. The ARS II establishes work plans and timelines, evaluates progress, and actively manages program activities and projects to ensure deadlines are met and deliverables are of the highest quality. The ARS II manages a team of first line managers, directly conducts personnel activities modeling best practice and ensuring adherence to all state and agency policies and supports the managers in the conduct of these activities for their individual sections. The ARS II further represents the programs under their leadership in public meetings and with stakeholders and regularly updates agency leadership on program progress, success and challenges.

This position will potentially require access to confidential business and market sensitive information; requires coordination with other climate, carbon market, and emissions reporting programs within the division; and requires the ability to demonstrate excellent judgement and conduct in sensitive discussions with the Division Office, Executive Office, Chair's Office, and external stakeholders. This position may be 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. Occasionally travel maybe be required.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Provides policy direction, decision making, oversight, strategic planning and resource management for all program activities of the Branch. In collaboration with other managers and division leadership, plans, monitors, and evaluates program activities to ensure statutory and regulatory requirements are met. Coordinates program activities with division leadership and the executive office. Monitors and advises on all legislative activities that affect branch programs.
25% - E	Provides guidance and direction to section managers to plan and manage staff activities, ensure quality staff work products and resolve technical and program issues. Works with managers to complete rulemakings and ensure adherence to the requirements of the Administrative Procedures Act. Builds and maintains the necessary subject matter expertise to support staff and lead program work.
20% - E	Coordinates program activities within the division and agency. 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 program work. Represents the program in meetings, workshops and conferences.
10% - E	Oversees development and implementation of branch administrative and personnel activities including budget and resource planning, recruitment and orientation of new staff as well as development, training and performance management of existing staff. Ensures all administrative activities comply with agency and state policies and prioritizes diversity, equity and inclusion best practices in the branch and division.
10% - E	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	Works with division management to address division wide administrative and program needs, including participation on agency workgroups and workplace initiatives.