

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 11/21/2024
Classification: Assistant Division Chief	Position #: 673-450-3878-004
Division/Office: Industrial Strategies Division	CBID: M09
Section: Division Office	
Supervisor Name: Matthew Botill	Supervisor Classification: 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: 7-9

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The Division Office has overall responsibility for daily operations of the Industrial Strategies Division (ISD), which consists of eight branches and offices. The Division has responsibility for regulatory and non-regulatory activities that address: climate change with major programs implemented by ISD including but not limited to: California's Cap-and-Trade Program; the Assembly Bill (AB 32) Scoping Plan; emissions reporting programs; Short-Lived Climate Pollutants Strategy; Low Carbon Fuel Standard; conventional fuels programs; energy, agriculture and waste sector programs; environmental justice-related activities including the Environmental Justice Advisory Committee; and Natural and Working Lands and Carbon Management Programs. The Division also serves as the agency's primary point of contact on energy issues.

CONCEPT OF POSITION:

Under general direction of the Division Chief, the Assistant Division Chief (ADC) assists in planning, organizing, and directing the activities of the Division, and advises the Division Chief on program and administrative policy matters relating to division responsibilities. The ADC assists in the development, implementation, and direction of programs within the Division and coordinates the activities of the Division with those of other divisions and the Executive Office. The ADC also assists in determining division policies and procedures; obtains, monitors, and allocates available budgetary and personnel resources within the division. In addition, the ADC assists in the prioritization of the division programs and allocates available resources; consults with the Division Chief and members of executive management regarding policy and program development and evaluation and is responsible for special projects as directed by the Division Chief, Executive Officer, or the Board Members. The ADC acts as Division Chief in the Chief's absence. Statewide, domestic and international travel may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Under general direction of the Division Chief, provides overall direction and develops strategies for various aspects of California Air Resources Board's (CARB's) climate change and air quality programs administered in ISD. Leads and directs other programs, policies, or measures that may be developed in response to direction from the Governor's Office, the Board, the Executive Office, or as otherwise required by statute or other legal authority. Has direct responsibility over several branches within the Division, the exact division of labor and responsibilities to be determined by the Division Chief. Anticipates, formulates, and guides the development of policy, programs, plans, strategies, and regulations to meet CARB objectives.

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25% - E	Represents ISD and CARB in meetings with other divisions, the Executive Office, Chair's Office, Cal/EPA, Governor's Offices, Legislature, international, federal and local government agencies, businesses, communities, and advocacy groups. Travel may be required.
20% - E	Assists the Division Chief and works with other members of the Division Office to plan, prioritize, and manage Division resources. Supports and advises Division managers and branch chiefs in the resolution of personnel issues. Oversees Division administration and tracking of contracts and budgets. Serves as Acting Division Chief in the Division Chief's absence.
15% - E	Provides testimony, speeches, Board presentations, briefing papers, and other oral or written communications to support the division's programs. Builds and maintains effective working relationships with internal and external stakeholders.
5% - M	Performs administrative duties including staff evaluation and development, timesheets and other administrative and personnel tasks as necessary.