

DUTY STATEMENT

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Employee Name: Vacant	Current Date: December 2024
Classification: Air Resources Supervisor I	Position #: 673-930-3762-009
Division/Office: Mobile Source Laboratory Division / Laboratory Data Support Branch	CBID: S09
Section: Data Development Services Section	
Supervisor Name: Allen Pham	Supervisor Classification: Air Resources Supervisor II

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor: Allen Pham	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: One (1) Air Resources Engineer and five (5) Air Pollution Specialists

Total number of positions in Section/Branch/Office for which this position is responsible: Six (6) positions.

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

MISSION OF SECTION: The mission of Data Development Services Section is to automate business processes for various business programs such as verifying vehicle/engine emission inventories, certifying compliance with engine/vehicle emission standards, verifying vehicle in-use testing requirements, warranty failure requirements, and inventory of gas cylinders. The section provides expertise in the development, implementation, maintenance of database systems, and applications for these business programs. Some of the services provided by the team include business process analysis, system analysis, designing new databases, modifying database designs based on changes in program regulations, data quality assessments, and ensuring consistency among MSLD databases and with Office of Information Services (OIS) standards for security, application design/deployment, and cloud services.

CONCEPT OF POSITION: Under the general direction of the Air Resources Supervisor II, the Air Resources Supervisor I is the first line supervisor of a section of professional and technical employees performing complex air pollution control and engineering work and the first level to which administrative responsibility is assigned. The Air Resources Supervisor I supervise a section responsible for air pollution and motor vehicle control programs or investigative studies into the nature and causes of air pollution.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% E	Work with supervisors within the Mobile Source Laboratory Division (MSLD), Emissions Certification & Compliance Division, OIS, and direct staff to carry out assignments using their knowledge of vehicle and engine testing programs, certification programs, compliance programs, and emission inventory programs. Directing staff includes matching assignments to individual's skills, ensuring that people understand their assignments, setting due dates, and interactively working with staff to overcome obstacles to getting assignments completed efficiently.
25% E	Review assignments and staff work and provide meaningful feedback to staff. This review includes how the staff analyzed client needs and use of sound scientific or engineering principles. Reviews include checking assignments for compliance with Branch/Division policy, evaluating whether the assignment fulfills its intended purpose, and looking critically at data resulting from an assignment. Ensuring data quality, data security, and providing meaningful feedback which includes pointing out better ways to do a job, and getting input from staff on how errors can be avoided in the future.

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15% E	Provide information and planning input to the Branch and Division Chief and provide policy guidance to staff. This includes keeping the Branch Chief informed of significant work issues and staff issues, obtaining policy and other information from the Branch Chief, and providing this information to staff. It also includes solving supervision problems at the lowest level possible and showing good judgement in deciding when to consult with the Branch Chief about issues that cannot be solved at the Section level.
10% E	Cooperatively work with other managers and supervisors to ensure that business processes run smoothly regardless of unit affiliation and that work efforts requiring more than one group to participate are well coordinated. This also requires constant learning about applications development, data design, backups, and Cloud Infrastructure (how the cloud works, networking, database, fail over systems, and disaster recovery).
5% E	Monitor client satisfaction and identify and implement changes that would improve client satisfaction.
5% E	Provide training and upward mobility opportunities to staff via the management chain. Ensure that staff understand the California Air Resources Board and MSLD policies that support opportunity for advancement. Encourage staff to take advantage of opportunities; and, if possible, facilitate people's efforts to move up by adjusting work schedules or by making other accommodations.
5% M	Do paperwork and keep records as required by State regulations. Staff are required to take training classes made necessary by new assignments or new technology, health and safety training, refresher training for the maintenance of ongoing programs, and training mandated by law or other State authority. This includes training to maintain existing systems that support ongoing programs at MSLD or training necessary for implementing new technologies. Duties will occasionally be in the field or on travel status.