

DUTY STATEMENT

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Employee Name:	Current Date:10/05/2024
Classification: Air Resources Supervisor I	Position #: 673-510-3762-XXX
Division/Office: Monitoring and Laboratory Division	CBID: S09
Section: Oil and Gas Emission Monitoring Section	
Supervisor Name: George Lew	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: 6

Staff Air Pollution Specialist 1

Air Resources Engineer 2

Air Pollution Specialist 3

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Oil and Gas Emission Monitoring Section is responsible for protecting public health by developing and implementing regulations that identify leaks from oil and gas facilities located in health protection zones (defined as 3,200 feet (~one kilometer) from sensitive receptors) as required by SB1137 (Gonzalez, 2022) and AB218 (Gabriel, 2024). This includes coordinating with the Department of Conservation's California Geologic Energy Management Division (CalGEM) to make determinations on leak detection and response plans covering about 28,000 wells.

The Oil and Gas Emissions Monitoring Section also supports the Vapor Recovery and Fuel Transfer Branch's activities including vapor recovery certification evaluations, special studies, testing of gasoline marketing operations, stationary sources, hydrogen fueling stations, abrasive material certification, and independent contractor approvals. The section works with many internal and external stakeholders such as other divisions within California Air Resources Board (CARB), other state agencies, local air districts, equipment manufacturers, oil and gas operators, industrial facility operators, and the public.

CONCEPT OF POSITION:

Under the general direction of the Air Resources Supervisor II, the employee shall supervise, plan, evaluate, and coordinate and direct the activities of the Oil and Gas Emission Monitoring Section and perform the following duties listed in the table below.

This position will require the candidate to possess a driver's license and to pass training courses (including periodic refresher courses) in first aid/CPR/Fall Prevention and defensive driving, enroll in the DMV Pull Notice Program and maintain a "good" driver status. Additionally, the candidate must be willing to travel more than 25 percent of the time, to work in an industrial environment including exposure to air emissions, fumes, heat, and vehicle traffic, to lift up to 50 pounds, to climb and work at elevated heights, and to wear personal protective equipment including, but not limited to a hard hat, safety shoes with toe protection, reflective vest, Nomex overalls, hearing protections, gloves, and safety glasses. This position will require the employee to pass a pre-employment physical.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25-E	Supervise, plan, evaluate coordinate, and direct the activities of the Oil and Gas Emission Monitoring Section. This includes hiring and training, evaluating staff performance periodically and annually, providing leadership, making sure that critical deadlines are met, ensuring that all prepared documents are complete and technically and factually accurate, maintaining a safe work environment by enforcing applicable safety rules, and providing training to ensure that all staff has the same opportunities for success.
25-E	Develop and seek Board adoption of regulations that include but not limited to identifying chemical constituents from leaks from oil and gas facilities which may have health impacts, identifying acceptable surrogates for chemical constituents in leak detection and response plans, establishing performance standards and detection targets for leak detection systems, and evaluating advanced leak detection instruments or equipment. Continue to review and update the adopted regulations to improve their efficacies and improve the efficiency of implementation and compliance.
25-E	Coordinate with the Department of Conservation's Geologic Energy Management Division's (CalGEM) team on decisions regarding approvals for leak detection and response plans (LDRP) covering about 28,000 wells. Periodically review LDRPs, which must be updated every five years.
15-E	Participate in meetings, workshops, hearings with CalGEM and respond to questions and inquiries regarding the regulations from air districts, federal, state, and local agencies, oil and gas operators, environmental organizations, community groups, and the public.
5-E	Develop and implement a \$250,000 contract to collect well head source profile information for methane, hydrogen sulfide, and other constituents, survey the next generation of technology for continuous monitoring of methane, hydrogen sulfide, and other constituents, as applicable, and leverage the data from across the state to determine efficacy of methane as a surrogate for other chemical constituents.
5-M	Perform administrative duties as consistent with classification and as directed by the management of the Monitoring and Laboratory Division.