

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: February 4, 2025
Classification: Air Resources Supervisor I	Position #: 673-450-3762-022
Division/Office: Industrial Strategies Division/ Climate Data & Risk Reporting Branch	CBID: S09
Section: Climate Data Reporting Section	
Supervisor Name: Vacant	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

DUTY STATEMENT

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

Total number of positions in Section/Branch/Office for which this position is responsible: 5

1 Staff Air Pollution Specialist
4 Air Pollution Specialist

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 Reporting Section within the Climate Data & Risk Reporting Branch (CDRRB) is responsible for implementing Senate Bill (SB) 253 (Wiener, 2023), the Climate Corporate Data Accountability Act, which requires large corporations operating in California to publicly disclose their greenhouse gas (GHG) emissions across all scopes. This section ensures that emissions data is accurately reported, publicly accessible, and aligned with recognized international standards. The section engages with reporting entities, third-party verifiers, climate disclosure organizations, and other stakeholders to develop transparent reporting frameworks and methodologies. The team is also responsible for developing compliance mechanisms, administering fees, supporting enforcement, and conducting outreach and technical assistance to regulated entities. This section collaborates closely with other CARB divisions and external partners to ensure consistency and effectiveness in corporate climate data disclosure.

CONCEPT OF POSITION:

Under the general direction of the Air Resources Supervisor II (ARS II), the Air Resources Supervisor I (ARS I) leads a team responsible for the development, implementation, and oversight of GHG emissions reporting requirements under SB 253. The ARS I supervises professional and technical staff engaged in regulatory development, compliance tracking, enforcement, and policy analysis related to corporate climate disclosures. The ARS I ensures that reporting processes are clear, efficient, and enforceable while maintaining consistency with international GHG reporting standards.

The ARS I provides leadership in managing the section's operations, establishing work plans, setting priorities, and overseeing staff performance. This position serves as a primary liaison between CARB and regulated entities, industry representatives, and other stakeholders. The ARS I is responsible for advising management on policy and regulatory issues, preparing technical reports and Board presentations, and supporting legislative and budgetary processes related to the program. Additionally, the ARS I oversees staff recruitment, training, and professional development to ensure a skilled and knowledgeable workforce. The ARS I plays a key role in ensuring the success of SB 253 implementation through effective program management, strategic planning, and stakeholder collaboration.

DUTY STATEMENT

% OF TIME	RESPONSIBILITIES OF POSITION
35% - E	Plans, organizes, and directs the technical and analytical activities of the unit to meet program goals and regulatory requirements. Coordinates the collection and analysis of data (e.g., emissions, compliance, or other relevant program metrics) to inform decision-making and ensure staff produce clear, accurate work products. Oversees contractual agreements and funding to support technical, economic, or policy analyses, ensuring deliverables are effectively executed and align with program objectives. Leads the development of climate and GHG-related regulations and program initiatives, ensuring compliance with the Administrative Procedure Act and integration with broader agency priorities. Sets priorities for program administration and enforcement, balancing legislative mandates, stakeholder interests, and resource constraints.
25% - E	Provides guidance, training, and mentorship to a team of technical and analytical staff, fostering a collaborative, results-oriented environment. Assigns and evaluates work products, offering feedback on complex policy, regulatory, and programmatic issues. Encourages professional development through coaching, skill-building opportunities, and clear performance expectations. Promotes accountability and teamwork, ensuring staff effectively collaborate to achieve program milestones and objectives.
25% - E	Organizes and participates in stakeholder engagements, including public workshops, meetings, and teleconferences with governmental agencies, industry representatives, community groups, and other interested parties. Communicates program objectives, requirements, and technical analyses clearly to diverse audiences, ensuring transparency and encouraging stakeholder input. Represents the section in interagency collaborations, advisory committees, and public forums, building partnerships to advance program goals. Maintains awareness of emerging research and best practices, integrating relevant findings into program strategies, regulations, and outreach. Travel may be required.
15% - E	Performs full supervisory and administrative duties, including recruitment, performance evaluations, staff development, and timesheet approvals. Develops and monitors the program budget, justifies funding needs, and provides input for relevant legislative or policy proposals. Ensures adherence to all administrative policies and procedures, creating and maintaining internal processes and tracking systems for program activities. Maintains program records, procedural documentation, and internal guidelines, ensuring operational efficiency and compliance with applicable requirements.