

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: February 4, 2025
Classification: Air Resources Supervisor I	Position #: 673-450-3762-021
Division/Office: Industrial Strategies Division/ Climate Data & Risk Reporting Branch	CBID: S09
Section: Climate Related Financial Risk 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

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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 Related Financial Risk Section within the Climate Data & Risk Reporting Branch (CDRRB) leads the implementation of Senate Bill (SB) 261 (Stern, 2023), which requires large companies doing business in California to disclose their climate-related financial risks and the measures they are taking to reduce and manage these risks. The section works closely with corporations, investors, consultants, climate reporting organizations, and other stakeholders to establish standardized reporting processes that align with internationally recognized frameworks. This section ensures transparency in corporate risk exposure, informs financial markets, and helps mitigate economic vulnerabilities related to climate change. The team supports public reporting of climate-related financial risks, develops strategies for enforcement and compliance, administers program fees, and engages in outreach and technical assistance. Staff in this section collaborate with other CARB divisions, state and federal agencies, and external stakeholders to ensure a robust and effective reporting program.

CONCEPT OF POSITION:

Under the general direction of the Air Resources Supervisor II (ARS II), the Air Resources Supervisor I (ARS I) oversees professional and technical staff responsible for the development, implementation, and enforcement of climate-related financial risk disclosure regulations under SB 261. The ARS I provides leadership and guidance on regulatory policy development, ensures compliance with reporting requirements, and administers enforcement activities related to climate risk disclosures. The ARS I also oversees stakeholder engagement, works closely with industry representatives, provides recommendations to executive management, and coordinates with other state agencies and regulators to maintain consistency in risk disclosure standards.

The ARS I is responsible for establishing work plans, directing daily operations, and ensuring deliverables align with statutory mandates and program objectives. The ARS I also leads administrative activities such as recruitment, staff training, and performance evaluations. In addition, the ARS I supports legislative and budgetary initiatives, prepares technical reports and regulatory documents, and represents the section in meetings with policymakers, regulated entities, and the public.

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<b>% OF TIME</b>	<b>RESPONSIBILITIES OF POSITION</b>
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 greenhouse gas-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.