

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date:
Classification: ARSII	Position #: 673-150-3763-002
Division/Office: Office of Community Air Protection	CBID: S09
Section: Strategic Incentives and Grants Branch	
Supervisor Name: Deldi Reyes	Supervisor Classification: Division Chief/Director

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:

Directly supervises three (3) positions:
Manager, Administration Section
Manager, Community Funding & Strategy Section
Manager, Incentive Programs Section

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

Responsible for 19 positions:
3 Section Managers
16 Section Staff

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Chief of the Strategic Incentives and Grants Branch is responsible for three sections which work across ARB, along with air districts, community groups, and other stakeholders to implement key elements of the Community Air Protection Program and the legislatively required statewide strategy and five-year strategic plan known as Blueprint 2.0. The Branch oversees the administration of Community Air Grants, incentives guidelines and coordinating incentives grants with air districts that fund the implementation of community-identified emissions and exposure reduction strategies, as well as grants to air districts to operate the program. The Branch also supports the AB 617 Consultation Group, an advisory body to provide guidance to CARB on program implementation. The Branch supports selected communities in Southern California by coordinating and communicating technical information related to emissions inventories, air quality monitoring data, and incentives strategies to reduce emissions or exposures to air pollution. The role requires a passion for innovating to align the Community Air Protection Program with principles of equity and environmental justice and significant engagement with community members, community-based organizations, and air districts. In this position, relationship-building and communication skills are as important as technical proficiency in ensuring the success of the Program.

CONCEPT OF POSITION: Under administrative direction, the Strategic Incentives and Grants Branch Chief organizes, plans, directs, and supervises the activities of the Community Funding and Strategy Section, Incentive Programs Section, and the Administration Section. Occasional travel is required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% E	Plans, organizes, directs, and reviews, through the Strategic Incentives and Grants Branch section supervisors, the planning activities and products needed to implement the five-year implementation strategy and incentives funding guidelines. Oversees the administration of annual Community Air Grants, and leads coordination and engagement of the AB 617 Consultation Group. Co-leads with the Reporting, Assessment and Strategy Branch

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	Chief the updating of the state-wide implementation strategy required by AB 617.
35% E	Coordinates and reviews the completion of CARB-led strategies included in Community Emission Reduction Plans (CERP) and develops and maintains partnerships with air districts and other relevant agencies in support of completion of CERP commitments. Oversees the administration of incentives and implementation grants to air districts through regular coordination with CAPCOA.
15% E	Oversees administrative support for OCAP as a whole to ensure planning and protocols are in place, training and developmental needs are being met and program funds are tracked. Assists the Director in planning, evaluating, organizing, budgeting, and implementing OCAP programs.
10% E	Presents special reports, and provides consultation, data evaluation, and testimony to the Board, Executive Office, Governor's Office, and to others upon request.
5% M	Prepare special reports, data evaluation for presentation purposes. Perform other duties such as acting Division Chief (DC) when DC is out of the office. Travel throughout the State as needed. My perform other duties related to and under the scope of the classification.