

DUTY STATEMENT

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Employee Name: Vacant	Current Date: March 2025
Classification: Air Resources Supervisor I	Position #: 673-210-3762-023
Division/Office: Enforcement	CBID: S09
Section: Data Operations Section	
Supervisor Name: Cody Howard	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: 2 – Staff Air Pollution Specialist, 5 – Air Pollution Specialist, 2 – Air Resources Technician I

Total number of positions in Section/Branch/Office for which this position is responsible: 9

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Diesel Programs Enforcement Branch (DPEB) is responsible for enforcement of California's on and off-road diesel regulations and programs. Examples include the Statewide Truck and Bus, Off-Road Equipment, and Transport Refrigeration Unit Regulations, and the Periodic Smoke Inspection, Verified Diesel Emissions Control Strategies (VDECS), and Heavy-Duty Vehicle Inspection Programs.

The Data Operations Section (DOS) is primarily responsible for developing data-driven enforcement processes, tracking tools, and enforcement reporting systems to improve the efficiency and transparency of CARB's enforcement programs. DOS develops, deploys, and maintains the Remote Emission Monitoring and Enforcement System (REMES), the Enforcement Data Visualization System (EDSS), and provides operational, technical, and enforcement support for the use of Remote Emissions Monitoring Devices. DOS develops and maintains a division-wide data warehouse for streamlined reporting, as well as dashboards to share data both within CARB and publicly on the CARB website. The programmatic responsibilities of DOS will evolve over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: The Air Resources Supervisor I is a first level supervisory position. Under the general direction of the Diesel Programs Enforcement Branch Chief, an Air Resources Supervisor II, the incumbent is responsible for overseeing the branch's data development platforms, streamlined enforcement processes, technology development, remote emissions measurement equipment and processes, and related enforcement services and activities of DOS staff. Additionally, the incumbent assists the Branch Chief with a broad range of general program and workforce management activities, including providing input to the regulatory development process to it aligns with data development needs, developing enforcement strategies and plans, developing and reviewing legislative and budget proposals, budgeting, recruiting and hiring new staff, conducting regular case review meetings, completing probation reviews and annual staff performance reviews, and preparing monthly, quarterly, and annual program status and performance reports.

Finally, the incumbent assists the Branch Chief with activities involving other government agencies at the local, regional, state, federal, and international levels, non-governmental and media organizations, private industry groups, and the general public. Travel may be required up to 25%.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Plan, organize, direct, and supervise the section's day-to-day enforcement activities including policy development, coordination between teams, developing software and tools to improve enforcement processes, reporting, and transparency. Oversee the section's data development platforms, streamlined enforcement processes, technology development, remote emissions monitoring equipment and processes, and related enforcement services and activities of DOS staff.
25% - E	Provide overall management and administration of DOS. Direct staff who collect, analyze, and interpret data on emissions and compliance databases to develop policy recommendations to support CARB's data-driven enforcement processes. Review technical and policy reports, memos, letters, and presentations on diesel enforcement. Lead staff responsible for compiling data for public facing documents and websites such as CARB's Annual Enforcement Report, Enforcement Data Visualization System, and others as needed.
15% - E	Monitor DOS performance. Conduct regular project reviews and annual performance reviews with all staff. Prepare monthly, quarterly, and annual status and performance reports.
15% - E	Participate in the evaluation of current enforcement programs; the identification, assessment, and implementation of potential changes and improvements to existing enforcement programs including providing input to the regulatory development process and developing enforcement strategies and plans; and the development of new emission reduction programs, including preparing and reviewing legislative and regulatory proposals, attending public workshops and hearings, developing budget proposals.
5% - E	Represent the California Air Resources Board at meetings, conferences, and other events involving other government agencies, non-governmental and media organizations, industry groups, and the general public.
5% - M	On a rotating basis with other Diesel Programs Enforcement Branch managers, act on behalf of the Branch Chief in his or her absence. Perform other duties as required which fall under the scope of this classification.