

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: March 25, 2025
Classification: Air Resources Supervisor I	Position #: 673-450-3762-024
Division/Office: Industrial Strategies Division/ Carbon Management Branch	CBID: S09
Section: Strategies Assessment 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
1 Air Resources Engineer
1 Engineering Geologist
2 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 Strategies Assessment Section (SAS) supports the deployment of Carbon Capture, Utilization, and Storage (CCUS) technologies and projects, consistent with the mandates of Senate Bill 905 (Caballero, 2022). The 2022 Update to the CA Scoping Plan identified deploying CCUS as a critical strategy to support California's ability to achieve carbon neutrality by 2045. SAS is responsible for developing and administering CARB's CCUS Program. SAS staff evaluate the efficacy, safety, and viability of CCUS and DAC technologies. SAS staff are also responsible for the development and implementation of regulations that define financial assurance, monitoring, reporting and other requirements for CCUS and CDR projects. Section staff also develop and update protocols to support CCUS and CDR deployment and are responsible for designing and administering a voluntary, streamlined permit application and data portal to assist CCUS and CDR project permitting. This work requires close collaboration with a number of other state agencies and a wide range of stakeholders and the team works with and manages contractors contributing to these efforts.

CONCEPT OF POSITION:

Under the general direction of the Air Resources Supervisor II (ARS II), the Air Resources Supervisor I (ARS I) serves as the first-line supervisor overseeing professional and technical staff engaged in emissions and air quality technical and policy work. The ARS I provides leadership and direction for a team of staff developing and implementing regulations, policies, protocols and guidance related to CCUS projects consistent with statutory mandates including Senate Bill 905 (SB 905). The ARS I is responsible for planning, organizing, coordinating, and managing the day-to-day operations of the section; ensuring consistent application of program policies; advising management on program issues; presenting technical and policy recommendations at Board meetings; and representing the program before stakeholders, industry representatives, and public agencies. The ARS I also performs a full range of administrative responsibilities including hiring, performance evaluations, training, and staff development, as well as preparing documents and providing input for budget and legislative purposes.

% OF TIME	RESPONSIBILITIES OF POSITION
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30% - E	Plans, organizes, directs, and coordinates the work of technical staff. Provides guidance, training, and mentorship to staff; assigns and evaluates work products; and fosters a collaborative, results-oriented environment. Consults with team members on complex programmatic issues, sets priorities, and ensures alignment of work objectives with broader organizational and legislative directives.
25% -E	Directs the collection and analysis of technical data. Supervises and reviews the preparation of clear, accurate, and comprehensive technical reports, documentation, and staff work products. Oversees staff managing contract funding and directly manages agreements as needed for additional technical and policy analysis, ensures that contracts are effectively executed and managed and deliverables meet program objectives. .
20% - E	Directs, leads and oversees staff development of regulations, ensuring compliance with all Administrative Procedures Act, economic and environmental requirements. Coordinates with internal divisions and external agencies to ensure requirements are met and that regulations are completed properly, timely and align with statewide climate and air quality objectives.
15% - E	Organizes and participate in meetings, workshops, and teleconferences with government agencies, industry representatives, environmental groups, and other stakeholders involved in GHG reduction strategies, CCUS, and CDR. Communicates program objectives, requirements, and technical analyses to diverse audiences, ensuring transparency, clarity, and opportunities for stakeholder input. Represents the section in interagency collaborations, advisory committees, and public forums to foster partnerships and advance program goals. Stays current on emerging research, literature, and industry best practices to inform policy development and enhance program efficacy Travels as necessary.
10% - M	Performs full administrative responsibilities including recruitment, staff evaluations and development, timesheet approvals, and other personnel tasks. Prepares, monitors, and justifies budget items; provides input for legislative and policy proposals relevant to CCUS and CDR. Ensures adherence to all administrative policies and procedures; develops internal processes and tracking systems to maintain operational efficiency. Develops and maintains programmatic records, procedural documents, and internal guidelines related to CCUS and CDR activities.