

DUTY STATEMENT

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Employee Name: Vacant	Current Date: April 2024
Classification: Air Resources Supervisor II	Position #:637-510-3763-003
Division/Office: Monitoring and Laboratory Division	CBID: 09
Section: Community Air Monitoring Branch	
Supervisor Name: Walter Ham	Supervisor Classification: CEA
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 the 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

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

Four section managers (ARS I).

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

Thirty-two staff including four (4) section managers.

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FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

N/A

MISSION OF SECTION:

The Community Air Monitoring Branch (CAMB) conducts community air monitoring activities throughout California. CAMB collaborates and coordinates with internal and external stakeholders to address local community concerns by conducting community engagement, outreach, capacity building, project scoping, and air monitoring. CAMB collects air quality data in and around communities and emission sources during routine operations, un-planned releases, and emergency conditions. The branch also maintains air monitoring and data management activities to support programs that measure toxic air contaminants, pesticides, greenhouse gases, short-lived climate pollutants, and physical observations of the atmosphere through remote sensing instruments. The branch is responsible for evaluating new technologies such as real-time speciation monitors and air sensors to evaluate their effectiveness in generating data to support CARB’s goals. CAMB provides community air monitoring technical services, guidance materials, outreach, and training to community-based organizations, tribal organizations, academia, and governmental agencies.

CONCEPT OF POSITION:

Under the general direction of the Chief of the Monitoring and Laboratory Division, the CAMB Chief is a second level supervisory position responsible for planning, organizing, and directing the work of the CAMB, including providing direction and assistance to subordinate managers and staff that conduct community air monitoring, incident air monitoring, and advanced air monitoring activities throughout the State. The incumbent has overall responsibility for a broad range of general program and workforce management activities, including working with the management team to establish Branch policies and developing community air monitoring strategies and plans. The position plans and manages budgets, contracts, and staff resources to ensure the effective and efficient operation of CARB’s community air monitoring program. Travel may be required up to 20% of the time.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Plan, organize, and prioritize community air monitoring programs to meet client expectations. Review and approve plans and documents including standard operating procedures, monitoring plans, quality assurance project plans, equipment specifications, procurement, and contract requests, and supporting documentation to support community air monitoring operations. Oversee the coordination and implementation of emergency and other incident-related air monitoring, sampling, field surveillance, data transfer, and communications.
25% - E	Provide overall technical direction and assistance to section managers in interpreting program requirements. Ensure programs meet defined data quality, data capture, and data reporting criteria through performance review and take corrective actions as necessary. Implement new procedures and policies to

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	integrate new technology to improve the programs' overall performance. Monitor overall CAMB performance and the performance of each of the Branch's sections. Prepare written reports and make presentations on sensitive issues to CARB executive management and others as required.
20% - E	Meet with stakeholders in person and remotely to collaborate on air monitoring programs, project scoping, data quality objectives, survey protocols, and outreach. Collaborate with partners to develop air quality data reports and present findings to both internal and external clients.
10% - E	Manage the overall recruitment, hiring, and training of Community Air Monitoring Branch staff. Assist subordinate Air Resources Supervisor I's with their administrative and personnel-related duties. Ensure that all CAMB employees are made accountable to meet work performance standards and initiate disciplinary action, when required. Conduct probation reports and annual performance reviews with all subordinate Air Resources Supervisor I's.
5% - E	Track CAMB spending and prepare budgets and Budget Change Proposals to meet monitoring requirements. Plan and manage administrative needs of air monitoring programs including leases, data management, equipment maintenance, and technology upgrades.
5% - E	Collaborate extensively with CARB executives and program managers from other CARB business units on a broad range of activities. Represent CARB at meetings, conferences, and other events involving other governmental agencies at the local, regional, state, federal, and international levels, non-governmental and media organizations, industry groups, and the general public
5% - M	On a rotating basis with other MLD branch chiefs, act on behalf of the Monitoring and Laboratory Division Chief or the Assistant Division Chief in their absence. May perform other duties under the scope of the classification.