

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: April 2024
Classification: Air Resources Supervisor I	Position #: 673-930-3762-003
Division/Office: Mobile Source Laboratory Division/Riverside	CBID: 9
Section: Light-Duty Testing Section "A"	
Supervisor Name: Gary Mikailian	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

DUTY STATEMENT

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: Four (4) Air Resources Engineers and one (1) Air Pollution Specialist

Total number of positions in Section/Branch/Office for which this position is responsible: Five (5)

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Light-Duty Testing Section “A” (LDTSA) is part of the Light-Duty Testing Branch. The primary objective of the LDTSA is to provide reliable and accurate exhaust emissions data in support of regulatory and research activities consistent with California Air Resources Board’s mission to improve air quality. To accomplish this goal, the LDTSA operates five (5) test cells for testing light- and medium-duty vehicles, motorcycles, and all-terrain vehicles at the Southern California Headquarters facility.

CONCEPT OF POSITION: The Air Resources Supervisor I (ARS I) under direction of the Air Resources Supervisor II (ARS II) is the first line supervisor of a section of professional employees performing complex air pollution control and engineering work, and the first level to which administrative responsibility is assigned. The ARS I supervise a section that is responsible for air pollution and motor vehicle control programs towards investigative studies into the nature and causes of air pollution.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Provide direction and support to staff in the Section to help them complete their assignments. Directing staff includes matching assignments to individual skills, ensuring that they understand their assignments, setting due dates, and interactively working with staff to overcome obstacles in getting assignments completed effectively.
25% - E	Review assignments and staff work and provide meaningful feedback through management chain. Reviews include checking assignments for compliance with Branch direction and Division policy, evaluating whether or not the assignment fulfills its intended purposes, and looking critically at data resulting from an assignment. Providing meaningful feedback includes pointing out better ways to do a job and getting input from staff on how errors can be avoided in the future.
10% - E	Provide information and planning input to the Branch Chief and Division Chief and provide policy guidance to staff. This includes keeping the Branch Chief informed of significant work and staff issues, obtaining policy and other information from the Branch Chief and providing this information to

DUTY STATEMENT

	staff. It also includes solving supervision problems at the lowest level possible and showing good judgement in deciding when to consult with the Branch Chief about issues that cannot be solved at the Section level.
10% - E	Cooperatively work with other laboratory managers and supervisors to ensure that laboratory processes run smoothly regardless of unit affiliation and that staff are coordinated for laboratory efforts requiring more than one group to participate.
5% - E	Monitor client satisfaction and identify and implement changes that would improve client satisfaction.
5% - E	Maintain current knowledge of technical procedures and methods for measuring motor vehicle exhaust emissions.
10% - M	Do paperwork and keep records as required by State regulations. May perform other duties as assigned within the scope of the classification.