

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 4/12/2024
Classification: Air Resources Supervisor I	Position #: 673-450-3762-011
Division/Office: Industrial Strategies Division/ Transportation Fuels Branch	CBID: S09
Section: Fuels Evaluation Section	
Supervisor Name: Natalie Lee	Supervisor Classification: Assistant Division Chief

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: 6

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The Fuels Evaluation Section of the Industrial Strategies Division is responsible for developing new fuel pathways and for evaluating fuel pathway applications from fuel producers or their designated consultants. Once the section certifies new fuel pathways, those pathways are available for reporting under the Low Carbon Fuel Standard (LCFS). Fuel pathways provide regulated parties with greater flexibility for complying with the LCFS regulation designed to reduce the carbon intensity of transportation fuel by twenty percent by 2030. Key activities of the section related to new fuel pathways include reviewing fuel pathway applications for accuracy and completeness, assisting alternative fuel producers with the development of new or modified fuel pathways, and using lifecycle analysis models to develop fuel pathways with broad applicability. The inclusion of mandatory verification in the LCFS regulation effective 2019 requires staff in the section to provide ongoing support to the LCFS verification team. This could include participating in verifier training sessions, assisting in verifier audits, traveling for California Air Resources Board (CARB) initiated on-site visits and working closely on enforcement actions resulting from audits and site visits.

The section also provides assistance to the other sections in the branch and works with the Branch Chief in all matters related to the implementation of the Low Carbon Fuel Standard Regulation. Staff also interact with other state, federal and international agencies to facilitate the development of comparable programs in other jurisdictions.

CONCEPT OF POSITION:

Under direction of the Assistant Division Chief, the Air Resources Supervisor I is the first line supervisor of a section of professional and technical employees performing complex engineering work and the first level to which administrative responsibility is assigned. The Air Resources Supervisor I (The FES Manager) supervises the activities of Air Resources Engineers, an Air Pollution Specialist and a Staff Air Pollution Specialist and is responsible for life cycle assessment of traditional and alternative fuel pathways under the LCFS as described in the Mission of Section above. Typical tasks performed include, but are not limited to: planning, evaluating, and managing activities of the section, supervising the development and implementation of the LCFS regulation, and presenting technical staff recommendations to management and at stakeholder meetings, workshops, and board meetings. Travels as necessary.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% - E	<p>Supervises and manages the staff of the Fuels Evaluation Section. Leads a team of analysts supporting the LCFS by assisting alternative fuel producers with the development of new or modified fuel pathways, reviewing fuel pathway applications for accuracy and completeness, and working with the verification team to ensure proper validation and verification of fuel pathways. Develops staff capability in the use of computer models to calculate carbon intensities of fuel pathways with broad applicability, researches the latest science and engineering for fuel production processes and methods of life cycle analysis and applies this information to the evaluation of novel fuel production technologies. Manages staff entrusted with monitoring latest updates to the science of land use change and other indirect consequences of fuel production and use, and interacts with academics and stakeholders to develop consensus on evaluation of emissions associated with these indirect effects.</p>
30% - E	<p>Provides line management of the Fuels Evaluation Section projects by translating the needs (as defined by the Chief of the Industrial Strategies Division and the Chief of the Transportation Fuels Branch) into definable and achievable projects to be performed by staff. Performs administrative duties including staff performance appraisals, probation reports, staff development, timesheets, and other administrative and personnel tasks as necessary. Ensures staff are provided the appropriate training and meet policy guidelines. Manages contracts as necessary.</p>
20% - E	<p>Participates in the preparation and review of reports, educational materials, speeches, correspondence, budgets, and other activities of the Transportation Fuels Branch, Industrial Strategies Division, and Executive Office. Prepares and presents reports to the Board, management, and the public in support of the duties specified above.</p>
10% - M	<p>Establishes and maintains active liaison with local, State, and federal agencies and with industrial and academic organizations. Performs other tasks as required within the scope of the classification.</p>