

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 4/12/2024
Classification: Air Resources Supervisor I	Position #: 673-450-3762-010
Division/Office: Industrial Strategies Division/ Transportation Fuels Branch	CBID: S09
Section: Fuels 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:

- 1 Staff Air Pollution Specialist
- 3 Air Resources Engineers
- 2 Air Pollution Specialists

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 Section of the Industrial Strategies Division is responsible for supporting the Low Carbon Fuel Standard Regulation (LCFS) by developing and maintaining the LCFS reporting tools and data management system that facilitates reporting, and credit banking and transfers, settling compliance obligations, and third-party verification. The LCFS is a market-based reporting program designed to reduce the carbon intensity of transportation fuel by twenty percent by 2030. Key activities of the section include working with fuel reporting entities to ensure proper registration in the LCFS and reporting of data, analyzing data submitted by fuel reporting entities and preparing this data for dissemination to the public in various forms, and developing and implementing provisions to promote the transition to zero emission transportation. Stakeholders that the section often works with include fuel producers and marketers, utilities, automakers, charging equipment providers and hydrogen station developers, ports and terminal operators, technology manufacturers, project proponents, consultants, and other governmental agencies.

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 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 data analysis and the first level to which administrative responsibility is assigned. The FS Manager supervises the activities of Air Resources Engineers, Air Pollution Specialists, and a Staff Air Pollution Specialist and is responsible for ensuring proper administration of 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>
45% - E	Supervises and manages the staff of the Fuels Section. Supports the LCFS by developing and maintaining the LCFS Reporting Tool (LRT), Credit Banking and Transfer System (CBTS), and Alternative Fuels Portal (AFP); works with fuel reporting entities to ensure proper registration in the LCFS and reporting of data; analyzes data submitted by fuel reporting entities and preparing this data for dissemination to the public in various forms; recommends enforcement action for LCFS violations; develops and implements provisions to promote the transition to zero emission transportation; and monitors the LCFS credit market to deter and detect manipulation.
25% - E	Provides line management of the Fuels 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.
20% - E	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. Maintains contracts and budgets.
10% - M	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.