

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: 7/7/2025
Classification: Associate Governmental Program Analyst	Position #: 673-510-5393-XXX
Division/Office: MLD	CBID: R01
Section: Administrative Section	
Supervisor Name: Aimee Davis	Supervisor Classification: SSMI

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor: <i>Aimee Davis</i>	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 checked="" type="checkbox"/> Lead Person
<input 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: N/A

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The Administrative Section supports the California Air Resources Board's control programs by providing consolidated administrative support to the Monitoring and Laboratory Division.

The Section tracks the funding of contracts/procurement and reconciles all budgets including grant funds; edits and formats documents including Executive Orders, correspondence, reports, and scholarly papers; administers the Division's asset management plan, as well as performs other administrative duties.

The section also operates and maintains a stockroom/warehouse in support of the statewide ambient air monitoring network, the Division's analytical laboratories, and the instrument repair laboratory in Sacramento.

CONCEPT OF POSITION:

Under the supervision of a Staff Services Manager I, the incumbent provides more complex administrative analysis and support for the Monitoring and Laboratory Division (MLD)'s Statewide Mobile Monitoring Initiative (SMMI).

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Serves as the administrative lead for CARB's Statewide Mobile Monitoring Initiative bridging the monitoring vendors, community engagement components, technical experts, Program staff, and stakeholders. Oversees contractual and administrative aspects of contract management including developing contract documents, ensuring contract deliverables, assisting with implementation, coordination, and outreach with third parties as needed. Provide internal and external contract administration coordination. Serves as contract liaison, tracks and approves invoices and ensures compliance with the contract terms and available funding.

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25% - E	Responsible for Community Air Monitoring Plan review and analysis. Ensures plan packages are complete and within budget authority. Collaborates with the Staff Air Pollution Specialists and other Associate Government Program Analyst (AGPA) to make recommendations and resolve issues.
20% - E	Prepares purchase documents to initiate the purchase of equipment, instrumentation, and component parts. Processes procurement documents for other supplies and equipment and provides guidance to program staff, as needed. Reviews and analyzes requests to ensure that the package is complete; including all backup documentation, appropriate budget authority, billing information, and exemptions. Prioritizes orders based on guidelines provided by the Manager and Division Chief. Works cooperatively with Administrative Services Division (ASD) staff to resolve purchase order issues.
15%- E	Develops and analyzes Internal engagement reports. Presents findings to management and stakeholders. Attends and participates in meetings and conference calls with other Division staff and external stakeholders. Creates agenda, captures meeting minutes and action items for review. Independently plans and performs necessary follow up, as needed. Coordinates with the Public Information Officer on public reporting of the SMMI project.
10% - M	Provides back up support to other members of the administrative team including but not limited to answering phone calls, receiving visitors, processing correspondence, providing shipping and receiving coverage, processing travel expense claims and answering questions from staff and management.