

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: August 6, 2025
Classification: Air Resources Supervisor II	Position #: 673-450-3763-007
Division/Office: Industrial Strategies Division	CBID: S09
Section: Carbon Management Branch	
Supervisor Name: Sydney Vergis	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:

3 Air Resources Supervisor I

Total number of positions in Section/Branch/Office for which this position is responsible: 24

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The Industrial Strategies Division (ISD) is responsible for regulatory and non-regulatory activities for climate change (including the implementation of the Cap-and-Trade Program, Low Carbon Fuel Standard (LCFS), and Greenhouse Gas (GHG) Mandatory Reporting Regulation), development and update of the AB 32 Climate Change Scoping Plan, motor vehicle fuels, oil and gas methane monitoring and mitigation, strategies to reduce short-lived climate pollutants, and miscellaneous stationary and area-wide sources. ISD also serves as the California Air Resources Board (CARB)'s point on energy and waste sector programs and issues.

CONCEPT OF POSITION:

Under the direction of the Division Chief and Assistant Division Chiefs, and with the input of first line managers, this Air Resources Supervisor II (ARS II or Branch Chief) plans, directs, and oversees all activities of the Branch. The Carbon Management Branch (CMB) guides the development and implementation of strategies that help California meet carbon neutrality, as required by AB 1279, by supporting and advancing carbon dioxide removal (CDR) efforts. This ARS II oversees multiple sections responsible for implementing SB 905 (CARB's Carbon Capture Utilization, and Storage Program) and AB 1757 (expanding greenhouse gas emission reductions and carbon sequestration from lands and nature-based solutions).

The ARS II establishes work plans and timelines, evaluates progress, and actively manages program activities and projects to ensure deadlines are met and deliverables are of the highest quality. The ARS II manages a team of first line managers, providing leadership and mentorship, and directly conducts personnel activities modeling best practice and ensuring adherence to all state and agency policies and supports the managers in the conduct of these activities for their individual sections. The ARS II further represents the programs under their leadership in public meetings and with stakeholders and regularly updates agency leadership on program progress, success and challenges. Occasionally travel may be required.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Provides policy direction, decision making, oversight, strategic planning and resource management for all program activities of the Branch. In collaboration with other managers and division leadership, plans, monitors, and evaluates program activities to ensure statutory and regulatory requirements are met. Coordinates program activities with division leadership and the executive office. Monitors and advises on all legislative activities that affect branch programs.
25% - E	Provides guidance and direction to section managers to plan and manage staff activities, ensure quality staff work products and resolve technical and program issues. As needed, works with managers to complete rulemakings and ensure adherence to the requirements of the Administrative Procedures Act. Builds and maintains the necessary subject matter expertise to support staff and lead program work.
20% - E	Coordinates program activities within the division and agency. Maintains communication with other CARB Branches and Divisions, other state agencies, local government, and stakeholder groups. Oversees the development of communication and outreach materials related to program work. Represents the program in meetings, workshops and conferences.
10% - E	Oversees development and implementation of branch administrative and personnel activities including budget and resource planning, recruitment and orientation of new staff as well as development, training and performance management of existing staff. Ensures all administrative activities comply with agency and state policies and prioritizes diversity, equity and inclusion best practices in the branch and division.
10% - E	Provides testimony, speeches, Board presentations, briefing papers, and other oral or written communications to support the branch's programs. Builds and maintains effective working relationships with internal and external stakeholders. Travels as needed.

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5% - M	Works with division management to address division wide administrative and program needs, including participation on agency workgroups and workplace initiatives.
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