

## DUTY STATEMENT

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### DUTY STATEMENT

|  |   |
|--|---|
| Employee Name: Vacant  | Current Date: September 4, 2025                             |
| Classification: Air Resources Supervisor I   | Position #: 673-450-3762-027                                |
| Division/Office: Industrial Strategies Division/ Oil & Gas and GHG Mitigation Branch | CBID: S09   |
| Section: Fuels Specifications Section  |   |
| Supervisor Name: Kathleen Kozawa   | Supervisor Classification: Air Resources Supervisor II, OOC |

|  |       |
|--|-------|
| 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: 4

1 Staff Air Pollution Specialist  
1 Air Resources Engineer  
1 Air Pollution Specialist  
1 Associate Governmental Program Analyst

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

### MISSION OF SECTION:

The Fuels Specifications Section (FSS, or Section) within the Oil and Gas and GHG Mitigation Branch (OGGMB) develops and implements the regulation to authorize 15% ethanol blending (E15) in California. FSS evaluates and addresses emissions and potential impacts of increased participation in existing programs such as the Low Carbon Fuel Standard (LCFS) resulting from increased ethanol use in California fuels. FSS also provides technical support to all impacted parties involved in fuels production, distribution, and use. The Section provides support for other projects in OGGMB and other fuel-related programs across California Air Resources Board (CARB) divisions.

### CONCEPT OF POSITION:

The primary responsibility of the Air Resources Supervisor I (ARS I) in the FSS is to act as the first-line supervisor for professional and technical staff developing and implementing programs regulating criteria pollutant and greenhouse gas (GHG) emissions from fuels and fuel production, including regulations related to the use of E15 in California gasoline. Under the direction of the Air Resources Supervisor II, the ARS I oversees staff in the development of regulations, technical analyses, and implementation strategies that support CARB's fuels programs. The ARS I supervises engineers, scientists, and specialists responsible for complex environmental and engineering analyses, stakeholder engagement, and technical and policy development. The ARS I ensures programs are responsive to California's changing fuel supply and clean energy transition goals, while coordinating with other CARB divisions, State agencies, and external stakeholders.

| <u>% OF TIME</u> | <u>RESPONSIBILITIES OF POSITION</u>  |
|------------------|--|
| 30% - E          | Assign, supervise, and review the work of professional staff responsible for developing and implementing regulations and programs to address emissions and impacts of E15 in California gasoline and other fuels. Provide guidance on scientific, engineering, and policy matters to ensure staff meet program objectives and deadlines. |

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|         |   |
|---------|---|
| 20% - E | Oversee development of fuels regulations, technical analyses, and environmental evaluations, including emissions modeling, feasibility assessments, and regulatory impact analyses. Direct staff in preparing rulemaking documents, technical support materials, and Board presentations.   |
| 20% - E | Design, direct, and evaluate technical studies and research on fuel properties, emissions impacts, and infrastructure implications related to E15 and other fuels. Prepare and review technical reports, correspondence, briefing materials, and issue papers. Ensure study results and technical work products are incorporated into regulatory analyses and policy development. Represent CARB as a management representative in public meetings, workshops, and interagency discussions on topics related to fuels regulations and specifications. |
| 15% - E | Coordinate Section activities with other CARB divisions, CalEPA, other State agencies, and external stakeholders to ensure consistency and alignment of policies. Supervise staff participation in workshops, stakeholder meetings, and interagency consultations related to fuels programs.  |
| 10% - M | Performs full supervisory and administrative responsibilities, including hiring, performance evaluations, staff development, and timekeeping. Contributes to budget planning, program tracking, and legislative analysis. Develops internal processes and documentation to ensure operational effectiveness and alignment with CARB-wide priorities.  |
| 5% - M  | Provide input and prepare documentation for budget, personnel, and legislative purposes. Participate in branch and division management planning. Travel as necessary to support Section activities.   |