

DUTY STATEMENT

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DUTY STATEMENT

Employee Name:	Current Date: October 2025
Classification: Air Resources Supervisor II	Position #:637-510-3763-003
Division/Office: Monitoring and Laboratory	CBID: 09
Section: Air Monitoring Support Branch	
Supervisor Name: Walter Ham	Supervisor Classification: CEA

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 the 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:

3.0 Air Resources Supervisor I

Total number of positions in Section/Branch/Office for which this position is responsible: 27

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The Air Monitoring Support Branch (AMSB) supports air monitoring activities throughout California. This includes the maintenance and repair of air monitoring equipment throughout the state. The Branch also conducts community air monitoring activities throughout California. AMSB collaborates and coordinates with internal and external stakeholders to address local community concerns by conducting community engagement, outreach, capacity building, project scoping, and air monitoring. AMSB collects air quality data in and around communities and emission sources during routine operations. The branch also oversees all data management activities for the Division, including data generation, evaluation, processing, and display. The branch is responsible for evaluating new technologies such as real-time speciation monitors and air sensors to evaluate their effectiveness in generating data to support CARB's goals. AMSB also provides air monitoring technical services, guidance materials, outreach, and training to community-based organizations, tribal organizations, academia, and local air monitoring organizations.

CONCEPT OF POSITION:

Under the general direction of the Chief of the Monitoring and Laboratory Division, the AMSB Chief is a second level supervisory position responsible for planning, organizing, and directing the work of the Branch, and providing direction and assistance to subordinate managers and staff that conduct air monitoring activities throughout the State. The incumbent has overall responsibility for a broad range of general program and workforce management activities, including working with the management team to establish Branch policies and developing community air monitoring strategies and plans. The position plans and manages budgets, contracts, and staff resources to ensure the effective and efficient operation of CARB's air monitoring programs. Travel may be required up to 20% of the time.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
20% - E	Plan, organize, and prioritize community air monitoring programs to meet client expectations. Review and approve plans and documents including standard operating procedures, monitoring plans, quality assurance project plans, equipment specifications, procurement, and contract requests; and supporting documentation to support community air monitoring operations.

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20% - E	Provide overall technical direction and assistance to section managers in interpreting program requirements. Ensure programs meet defined data quality, data capture, and data reporting criteria through performance review; and take corrective actions as necessary. Implement new procedures and policies to integrate new technology to improve the programs' overall performance. Monitor overall CAMB performance and the performance of each of the Branch's sections. Prepare written reports and make presentations on sensitive issues to CARB executive management and others as required.
20% - E	Oversee the Division's ambient air monitoring data management activities. This includes developing, maintaining, and overseeing a new universal data management system that supports field, laboratory, and quality management activities.
15% - E	Meet with stakeholders in person and remotely to collaborate on air monitoring programs, project scoping, data quality objectives, survey protocols, and outreach. Collaborate with partners to develop air quality data reports and present findings to both internal and external clients.
10% - E	Manage the overall recruitment, hiring, and training of Branch staff. Assist subordinate Air Resources Supervisor I's with their administrative and personnel-related duties. Ensure that all AMSB employees are made accountable to meet work performance standards and initiate disciplinary action, when required. Conduct probation reports and annual performance reviews with all subordinate Air Resources Supervisor I's.
5% - E	Track AMSB spending and prepare budgets and Budget Change Proposals to meet monitoring requirements. Plan and manage administrative needs of air monitoring programs including leases, data management, equipment maintenance, and technology upgrades.
5% - E	Collaborate extensively with CARB executives and program managers from other CARB business units on a broad range of activities. Represent CARB at meetings, conferences, and other events involving other governmental agencies at the local, regional, state, federal, and international levels, non-governmental and media organizations, industry groups, and the general public
5% - M	On a rotating basis with other MLD branch chiefs, act on behalf of the Monitoring and Laboratory Division Chief or the Assistant Division Chief in their absence. Perform other ARS II duties as necessary.