

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: October 1, 2025
Classification: Air Resources Supervisor I	Position #: 673-450-3762-016
Division/Office: Industrial Strategies Division/Oil & Gas and GHG Mitigation Branch	CBID: S09
Section: Program Assessment Section	
Supervisor Name: Kathleen Kozawa	Supervisor Classification: Air Resources Supervisor II

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: 4

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

3-APS

1-ARE

1-SAPS

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The purpose of the Oil and Gas and GHG Mitigation Branch (OGGMB) within the Industrial Strategies Division is to provide a focal point for the development and implementation of programs related to oil and gas systems, fuels specifications, and related activities and ongoing evaluation of the success of the associated strategies, regulations and programs.

CONCEPT OF POSITION:

Under the general direction of the Air Resources Supervisor II (ARS II), the Air Resources Supervisor I (ARS I) oversees professional and technical staff responsible for the development, implementation, complex air pollution control and engineering work and the first level assigned to administrative responsibility. The ARS I supervises a section responsible for technical analysis of community exposure to oil and gas facilities, methane leaks from the natural gas system, and determines appropriate monitoring methods for biogas. The ARS I also oversees stakeholder engagement, provides technical and policy recommendations to management, and coordinates with other agencies and internal divisions to ensure consistent and effective program delivery. The ARS I is responsible for establishing work plans, directing daily operations, and ensuring program activities meet statutory mandates and policy goals. In addition, the ARS I leads administrative functions such as recruitment, performance evaluations, and staff development. The ARS I also supports budget and legislative initiatives, and represents the section in meetings with policymakers, regulated entities, and the public. Travel may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Assigns and supervises work of the Program Assessment Section staff. Works with the senior management team to develop and implement oil and gas system programs and personnel in the Industrial Strategies Division.
30% - E	Oversees the development and evaluation of tools for reducing air pollution related to oil and gas and related activities, including pollutant monitoring programs, direct regulations, and other approaches. Supervises staff working with experts and stakeholders to gather information, research and economic analysis to support the design and evaluation of these programs. Supervises the development of communication and outreach materials.

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20% - E	Works with other California Air Resources Board (CARB) divisions and other State Agencies to ensure coordination of agency-wide and state-wide oil and gas related activities. Travel may be required.
10% - E	Performs administrative duties including staff performance appraisals, probation reports, staff development, timesheets, and other administrative and personnel tasks as necessary. Ensures staff receive appropriate training and meet policy guidelines. As directed, provides input, prepares and presents plans and documents required for budget, personnel, and legislative purposes.
5% - M	Represents CARB's oil and gas related programs to outside organizations and individuals. Other duties as assigned commensurate with the position. Travels as required.