

DUTY STATEMENT

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DUTY STATEMENT

Employee Name:	Current Date: October 2025
Classification: Air Resources Supervisor II	Position #: 673-510-3763-XXX
Division/Office: Monitoring and Laboratory Division	CBID: S09
Section: Area Source and Testing Branch	
Supervisor Name: Walter Ham	Supervisor Classification: 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: April 16, 2025

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

☐ None	☐ Lead Person
☒ Supervisor	☐ 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: 21

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Area Source and Testing Branch (ASTB) conducts a variety of activities to support the Division's air monitoring around area sources, as well as overseeing the implementation of various regulatory programs, including small off-road engines (SORE), portable fuel containers (PFC), and outboard marine tanks (OMT). The Branch is responsible for 1) protecting public health by reviewing and determining whether leak detection and response plans (LDRP) covering about 28,000 wells meet regulatory requirements; 2) developing and implementing regulatory programs, including testing and certification activities, to achieve emission reductions from SORE, PFC and OMT; and 3) collecting air quality data in and around communities during un-planned releases and/or emergency events.

CONCEPT OF POSITION: Under the general direction of the Chief of the Monitoring and Laboratory Division, the ASTB Chief is a second level supervisory position responsible for planning, organizing, and directing the work of ASTB, including providing direction and assistance to subordinate managers and staff that conduct incident air monitoring, regulatory development, testing and certification, and the review and evaluation of leak detection and response plans. 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 overseeing the coordination and implementation of emergency and other incident-related air monitoring operations. The position plans and manages budgets, contracts, and staff resources to ensure the effective and efficient operation of Branch activities. Travel may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Oversee and direct the activities of the Oil and Gas Emission Monitoring team. This includes the review and evaluation of leak detection and response plans (LDRP) and determining if they meet program requirements. The LDRPs cover about 28,000 wells and must be updated every 5 years.
25% - E	Plan, organize, and direct regulatory activities to reduce VOC, NOx, and GHG emissions from SORE, PFC, and OMT. This entails the development

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	and implementation of test protocols used to evaluate both exhaust and evaporative emissions and the technologies available to control them, including the operation of CARB's Sealed Housing for Evaporative Determination (SHED).
25% - E	Plan, organize, and prioritize incident air monitoring programs to meet client needs. Review and approve air monitoring plans, equipment specifications, and procurement and contract requests; as well as data collection, interpretation, and communication.
10% - E	Coach and provide formal and informal feedback to section managers on job performance, current issues, safety, and policy through group meetings, informal one on one meetings, and formal annual performance appraisals. Assign work, in consultation with supervisors, that are based on staff job classifications, skills, and capabilities, and ability to train new staff.
5% - E	Establish and maintain collaborative relationships with individuals in the course of work, especially with air districts. Make presentations and represent the division and the agency in meetings and conferences
5% - E	Track ASTB spending and prepare budgets, division spending plans, and Budget Change Proposals to meet program requirements. Plan and manage administrative needs; including, data management, equipment maintenance, and technology upgrades.
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 duties as necessary.