

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 11/17/2025
Classification: Assistant Division Chief	Position #: 673-510-3878-001
Division/Office: Monitoring & Laboratory	CBID: M09
Section: N/A	
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 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:

Together with Division Chief, 170 managers and staff in the Division

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The Monitoring and Laboratory Division staff are CARB's air quality and emissions measurement experts. MLD's primary responsibility is operation and maintenance of California's air quality monitoring network, including related chemical laboratory analysis and quality assurance programs. The Division operates a state-of-the art laboratory for evaluating consumer products in support of CARB's regulatory, air quality, and enforcement programs. The Division is responsible for developing and implementing community air monitoring programs to support a variety of agency priorities, such as the Community Air Protection Program (AB 617) and monitoring in and around oil and gas infrastructure (SNAPS, SB 1137). MLD staff evaluate and certify vapor recovery control equipment used at gasoline dispensing facilities, and develop regulations and strategies for controlling emissions from a range of gasoline-powered equipment and fueling systems.

CONCEPT OF POSITION:

Under the general direction of the Division Chief, Monitoring and Laboratory Division, the Assistant Division Chief assists the chief in planning, organizing, and directing the work of the program staff; formulating policy and strategy recommendations to the Executive Office and California Air Resources Board (CARB or Board); advising and assisting in planning, development, and technical evaluations of air quality and emissions monitoring programs; directing programs to generate high quality and scientifically sound data to support CARB's objectives; overseeing multiple facilities and field operations including state-of-the-art and high value equipment and instrumentation; and facilitating client and stakeholder communications. The Assistant Division Chief acts as a member of the Executive Staff and represents the Board in meetings with legislative staff, State, federal, other states, and international agencies. The Assistant Division Chief assists the Chief in supervising seven (7) Branch Chiefs and twenty (20) Section Managers. The Division has 170 total staff. Travel may be required up to 20% of the time.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%- E	Assists the Division Chief in directing the development and implementation of policies, plans, and technical programs that produce high quality and scientifically sound measurements; accurately and appropriately characterize air quality and emissions; and support CARB's strategic program objectives such as community air protection and a transition to zero emission vehicles and technologies.

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20%- E	Assists the Division Chief in directing the operation of the state's ambient air monitoring, laboratory analysis, and quality assurance programs; coordinate with client divisions, U.S. EPA, and air districts and recommend actions to maximize operational efficiency and strategic deployment of state resources; recommend actions and implement change to improve data quality and completeness, streamline data reporting practices, and optimize processes to improve timeliness of communicating air quality information.
20%- E	Assists the Division Chief in planning, prioritizing, and managing Division resources including identifying and recommending actions to address emerging operational needs; building collaborative processes and leading organizational change; supporting and advising supervisors in management activities such as hiring and personnel matters; providing oversight of contracts, budgets, procurement, training, safety, facilities, equal employment opportunities, and other administrative responsibilities. Serves as acting Division Chief.
15%- E	Assists the Division Chief in representing the Board in stakeholder meetings, hearings, and technical committees, and appears before the Board to make regulatory and policy recommendations. Assists the Division Chief in building strong interdivisional and interagency relationships, collaborating with outside entities including academia, community organizations, and NGOs, and in leading special projects
10%- E	Provides technical, policy, and regulatory expertise on air quality programs.
5%- M	Participate in interdivisional workgroups and meetings to support agency planning and administration. Perform other duties as necessary under the scope of the classification.