

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: December, 2025
Classification: Air Resources Supervisor I	Position #:673-450-3762-026
Division/Office: Industrial Strategies Division/ Carbon Management Branch	CBID: S09
Section: Carbon Strategies Section	
Supervisor Name: Adam Moreno	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:

- 1 Staff Air Pollution Specialist
- 2 Air Resources Engineer
- 2 Air Pollution Specialist

Total number of positions in Section/Branch/Office for which this position is responsible: 6

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION:

The Carbon Strategies Section (CSS) supports the deployment of CCUS and CDR approaches needed for California to achieve carbon neutrality by 2045 and in support of national and international efforts to advance carbon capture, utilization, and sequestration (CCUS) and carbon dioxide removal (CDR), consistent with the mandates of Senate Bill 905 (Caballero, 2022). As part of this mission, the SDS is responsible for evaluating the efficacy, safety, and viability of CCUS approaches as well as CDR approaches, developing and/or updating protocols for CCUS and CDR deployment, and evaluating CCUS and CDR project applications submitted under CARB-adopted protocol(s). The section will support other sections within the Carbon Management Branch in developing regulatory proposals that support the deployment of CCUS and CDR approaches, designing and implementing a permit data portal, conducting CCUS and CDR project tracking and reporting, evaluating CCUS and CDR project applications submitted under CARB-adopted protocol(s), and other SB 905 related activities.

CONCEPT OF POSITION:

The Air Resources Supervisor I (ARS I) is the first line supervisor of a section that manages professional and technical staff performing complex air pollution control and engineering work, and is also the first level to which administrative responsibility is assigned. Under the direction of the Air Resources Supervisor II, the ARS I is responsible for the development of greenhouse gas (GHG) rules and regulations and for developing protocols for carbon capture, utilization, and sequestration projects and carbon dioxide removal projects. The ARS I directs the activities of Air Resources Engineers, Air Pollution Specialists, and Staff Air Pollution Specialists. The ARS I ensures the successful completion of the activities of multiple scientists and engineers performing advanced technical, scientific, financial, environmental, and risk analyses for policy, protocol, and regulation development. The ARS I will also direct and execute stakeholder and partner outreach, upper management and executive briefing, and policy and technical document development.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Plans, organizes, directs, and coordinates the work of technical staff. Provides guidance, training, and mentorship to staff; assigns and evaluates work products; and fosters a collaborative, results-oriented environment. Consults with team members on complex programmatic issues, sets priorities, and ensures alignment of work objectives with broader organizational and legislative directives.
25% -E	Directs the collection and analysis of technical data. Supervises and reviews the preparation of clear, accurate, and comprehensive technical reports, documentation, and staff work products. Oversees staff managing contract funding and directly manages agreements as needed for additional technical and policy analysis, ensures that contracts are effectively executed and managed and deliverables meet program objectives.
20% - E	Directs, leads and oversees staff development of regulations and protocols, ensuring compliance with all Administrative Procedures Act, economic and environmental requirements. Coordinates with internal divisions and external agencies to ensure requirements are met and that regulations are completed properly, timely and align with statewide climate and air quality objectives.
15% - E	Organizes and participate in meetings, workshops, and teleconferences with government agencies, industry representatives, environmental groups, and other stakeholders involved in GHG reduction strategies, CCUS, and CDR. Communicates program objectives, requirements, and technical analyses to diverse audiences, ensuring transparency, clarity, and opportunities for stakeholder input. Represents the section in interagency collaborations, advisory committees, and public forums to foster partnerships and advance program goals. Stays current on emerging research, literature, and industry best practices to inform policy development and enhance program efficacy Travels as necessary.
10% - M	Performs full administrative responsibilities including recruitment, staff evaluations and development, timesheet approvals, and other personnel tasks. Prepares, monitors, and justifies budget items; provides input for legislative and policy proposals relevant to CCUS and CDR. Ensures adherence to all administrative policies and procedures; develops internal processes and tracking systems to maintain operational efficiency. Develops and maintains programmatic records, procedural documents, and internal guidelines related to CCUS and CDR activities.