

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: December, 2025
Classification: Air Resources Supervisor I	Position: 673-450-3762-020
Division/Office: Industrial Strategies Division/ Carbon Management Branch	CBID: S09
Section: Nature-Based 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:

- 2 Staff Air Pollution Specialist
- 5 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 California Air Resources Board (CARB) is the State agency responsible for reducing greenhouse gas emissions for the State of California. It is CARB's responsibility to develop a strategy for California to be carbon neutral by 2045, implement policies to achieve carbon neutrality, and to track progress towards that objective. As part of this effort, Natural and Working Lands (NWL) are a critical component of California's climate change mitigation strategy. NWL refers to all forests, shrublands, grasslands, croplands, deserts, wetlands, and developed lands within California's boundaries.

The Nature-Based Strategies Section (NBSS) brings together all of these lands, quantifying their socio-ecological impacts, to formulate statewide holistic nature-based climate action policy. Specifically, this section leads the integration of natural systems into California's overall carbon neutrality and climate action efforts. To accomplish this the NBSS uses data and scientific inference to inform and develop cutting-edge statewide nature-based policies, decisions, and programs.

The NBSS works in close coordination with other California State agencies to support the natural-based carbon dioxide removal needed for California to achieve carbon neutrality. As part of this mission, the NBSS is responsible for supporting the development of nature-based carbon removal targets, tracking progress towards nature-based climate targets, evaluating the viability of various nature-based strategies, and supporting the development of requirements to ensure the environmental integrity of nature-based carbon removals as part of the agencies broader efforts to implement AB 32, SB 32, SB 905, AB 1279, AB 1757, and SB 901. The section is also responsible for supporting the deployment of nature-based climate solutions that support the State's water, biodiversity, adaptation/resiliency, air quality, and other environmental and economic goals and helps to advance national and international efforts on nature-based climate solutions.

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 leading a team of scientists, engineers and policy makers to monitor and model ecosystems and develop policies to accelerate climate action. The ARS I directs the activities of Air Resources Engineers, Air Pollution Specialists, and Staff Air Pollution Specialists. Typical tasks performed include, but are not limited to: planning, evaluating, and managing air pollution control programs and projects; implementing regulations to reduce air pollution and GHG emissions; and presenting technical staff recommendations at Board meetings.

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<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
30% - E	Plans, organizes, directs and coordinates the work of engineers, staff air pollution specialists, and air pollution specialists in the evaluation of nature-based climate solutions. Supervises the development and implementation of nature-based carbon removal targets, tracking of nature-based climate targets, accounting of nature-based carbon dynamics, evaluations of the viability of various nature-based strategies, and supports the development of requirements to ensure the environmental integrity of nature-based carbon removals as part of the agencies broader efforts to implement AB 32, SB 32, AB 1279, and AB 1757. Supervises the section in developing methods that evaluate the statewide and regional water, biodiversity, adaptation/resiliency, air quality, and other environmental and economic benefits of deploying nature-based carbon dioxide removal. Assigns and evaluates the work of subordinates; and consults with staff regarding programs, problems and objectives. Reviews reports, makes presentations, and performs other related duties.
20% - E	Oversees supportive contract funding and intergovernmental projects to monitor and model carbon and GHG fluxes from natural and working lands, conduct literature reviews and new research on nature-based solutions, and develop new tools to evaluate the carbon, GHG, and co-benefits of nature-based solutions. Manages staff and contractors in developing clear and accurate presentations, technical reports, and documentation related to the activities described above.
20% - E	Works closely with other CARB staff and other Federal and State agency staff on natural and working lands target setting, carbon and GHG accounting, environmental monitoring, the development of policies, technical guidance/materials, and other work needed to implement the AB 32 Scoping Plan, AB 1757, and other related legislation and policies.
20% - E	Organizes and participates in meetings, workshops and telephone conferences with other governmental agencies, industry representatives, environmental groups and other interested parties. Travels as necessary
10% - M	Performs administrative duties that include hiring, staff evaluation and development, timesheets and other administrative personnel tasks and prepares documents and provide input for budget and legislative purposes. Ensures the continued access to resources for staff, including CARB's high-performance computer cluster.