

## Duty Statement – Leadership

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### Duty Statement

☐ Current ☒ Proposed

RPA Number: TBD	Classification Title: Air Resources Supervisor I	Position Number: 673-210-3762-006
Incumbent Name: TBD	Working Title: Enforcement Air Resources Supervisor I	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Enforcement Division	Section/Unit: Vehicle Enforcement Section	Reporting Location: Riverside or Sacramento – Depot Park
Supervisor's Name: John Ng	Supervisor's Classification: Air Resources Supervisor II	CBID: S09
Confidential Designation:  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Designated Position for Conflict of Interest:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Telework Eligible:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervision Exercised: <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory		

### General Statement

CARB's mission is to promote and protect public health, welfare, and ecological resources through effective reduction of air pollutants while recognizing and considering effects on the economy. CARB is the lead agency for climate change programs and oversees all air pollution control efforts in California to attain and maintain health-based air quality standards. Among many programs, the Vehicle Enforcement Section (VES) is primarily responsible for enforcing CARB mobile source regulations that are designed to improve air quality by reducing emissions generated by non-compliant on- road vehicles (including cars, trucks, motorcycles, recreational marine vessels, and kit cars), and non-compliant off-highway recreational vehicles (including all-terrain vehicles, sand rails, sand carts, utility carts, golf carts, dirt bikes, and other off-highway recreational vehicles with greater than 25- horsepower engines). Enforcement of CARB regulations is necessary as it transforms abstract laws into real-world actions that maintain public safety, upholding the rule of law, deterring non-compliance, punishing offenders, and building trust in institutions such as CARB.

On a case-by-case basis, the VES section may support other programs such as add on or modified parts or also investigate any laboratory and certified fraud. The programmatic responsibilities of VES will evolve over time as current programs adjust and new programs are implemented.

### Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Supervisors and managers are responsible for understanding and demonstrating the leadership competencies of business acumen, inspirational leadership, results-oriented, stewardship, talent management, and vision & strategic thinking.

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### Position Description

The Air Resources Supervisor I is a first level supervisory position. Under the general direction of the Vehicle, Parts, and Consumer Products Enforcement Branch Chief, an ARS II, the incumbent is responsible for planning, organizing, tracking, training staff, supervising, managing, and directing the day-to-day inspection, investigation, case resolution, litigation support, and other related services and activities performed by Vehicle Enforcement Section staff. Additionally, the incumbent assists the Branch Chief with a broad range of general program and workforce management activities, including developing and reviewing legislative and budget proposals, budgeting, recruiting new staff, training new staff, developing annual work plans, conducting case review meetings, briefing the Division Chief and Executive Office as necessary, completing probation and annual staff performance reviews, and preparing quarterly and annual enforcement reports. Finally, the incumbent assists the Branch Chief with activities involving other government agencies at the local, regional, state, federal, and international levels, non-governmental and media organizations, private industry groups, and the general public.

% of Time	Essential Functions
35%	Plan, organize, track, direct, and supervise the day-to-day vehicle enforcement (includes on an off highway vehicles), vehicle and fleet inspection, investigation, case resolution, litigation support, and related enforcement services and activities.
35%	Provide overall management and administration of the Vehicle Enforcement Section and On-Road or Off-Road Vehicle Programs, including the 49-State Vehicle Program, the Off- Highway Recreational Vehicle Program, the Dealership and Fleet Tampering Program, and investigations involving illegal AECDs, software, and defeat devices.
10%	Monitor Vehicle Enforcement Section performance.  Conduct individual case management check-ins with staff on a regular basis, and complete annual performance reviews with all staff. Prepare staff case load reports for the Branch Chief as necessary. Ensure that staff are carrying an adequate case load and are being productive at all times. Prepare monthly, quarterly, and annual status and performance reports.
10%	Participate in the evaluation of current enforcement programs, the identification, assessment, and implementation of potential changes and improvements to existing enforcement programs, and the development of new emission reduction programs, including preparing and reviewing legislative and regulatory proposals, attending public workshops and hearings, developing budget change proposals, and conducting ad-hoc analyses and special studies.
5%	Represent CARB at meetings, conferences, and other events involving other government agencies, non-governmental and media organizations, industry groups, and the general public.

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% of Time	Marginal Functions
5%	On a rotating basis with other Vehicle, Parts, and Consumer Products Enforcement Branch managers, act on behalf of the Branch Chief in their absence.

### Typical Physical Conditions/Demands

This position requires frequent sitting, and extended screen/monitor use. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation.

### Typical Working Conditions

The incumbent will work in a smoke-free environment. Depending on the reporting location of the incumbent, the cubicle may be located on the 2<sup>nd</sup> floor of an enclosed, windowed building in Riverside or in a single-floor facility in Sacramento that is enclosed, non-windowed. The work schedule is Monday through Friday. The position may require the incumbent to work adjusted hours, including evening and weekend work, that may be necessary when the department is mission tasked. Travel may be required within the state.

### Special Requirements of Position (Check all that apply):

- ☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☒ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Travel up to 20 percent between Sacramento and Riverside
- ☐ Bilingual Fluency needed in \_\_\_\_\_(language)
- ☐ Other-

### Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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### Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\* Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you*

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*believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?

☐ Yes      ☐ No

Employee Name:

Employee Signature:

Date:  
Date

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### Definitions/Instructions

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**RPA Number** – RPA number as provided by Position Control

**Classification Title** – Official classification title as per CalHR

**Position Number** – Full position number (agency-unit-class-serial, e.g., 673-810-5142-###)

**Incumbent Name** – Current employee

**Working Title** – This may differ from the classification title.

**Effective Date** – Day incumbent signed new or revised duty statement.

**Tenure** – Select from Permanent, Limited-Term, Retired Annuitant, etc.

**Time Base** – Select from Full-Time, Part-Time, Intermittent, etc.

**Intermittent Hours per Month** – Intermittent hours worked.

**Division/Office** – Name of division or office name of the position

**Section/Unit** – Name of section or unit of the position

**Reporting Location** – Where the position reports

**Supervisor's Name** – Current supervisor

**Supervisor's Classification** – Current supervisor's classification

**CBID** – Bargaining Unit of the position. Bargaining Unit numbers can be found using the [CalHR Bargaining Unit Search](#) page.

**Confidential Designation** – Confidential Designation is for employees with a CBID of E48

**Designated Position for Conflict of Interest** – Refer to [CARB's Conflict of Interest Code](#) or [CalEPA's Conflict of Interest Code](#) for designated positions.

**Position Telework Eligible** – Will vary as per the CARB's telework policy.

**Supervision Exercised** – Contingent upon job needs and duty requirement. For allocation reach out to HR for assistance.

**General Statement** – Provide a summary of the main purpose and functions of the position as it relates to the Agency, 3-5 sentences.

*Example: To provide human resources guidance to the programs of the California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA) through providing timely, accurate, and customer service-oriented human resources support.*

**Competencies** – Review [definitions of competencies](#) below.

**Position Description** – Provide a brief overview of the position and its main functions related to the Division.

*Example: Under the general direction of the Administrative Services Division (ASD) Chief (CEA Level B), the Human Resources Branch Chief ensures the Department's personnel programs follow laws, regulations, policies, and best practices. Provides direction, guidance, and consultation to the CARB and CalEPA management and executive teams. Performs as subject matter expert to managers and supervisors on personnel-related matters. Serves as the Department's technical expert for personnel matters and handles the most critical and sensitive human resources matters.*

**Essential Functions** – The fundamental job duties of the position. Essential Functions are recommended to be no higher than 40% nor lower than 10%. Essential Functions are the duties the

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position exists solely to perform. There are a limited number of employees available to perform these functions and they're typically highly specialized.

**Marginal Functions** – Other job duties related to the position that are not primary functions (i.e., may be completed/assigned to another employee). Marginal Functions are recommended to be no higher than 10%. **Percentages of Essential and Marginal Functions shall add up to 100%.**

**Typical Physical Conditions/Demands** – The level and duration of physical exertion generally required to perform the tasks required for the position.

*Example: This position requires frequent sitting, standing, walking, bending, and reaching. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. Moving objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise.*

**Typical Working Conditions** – Refers to the working environment and work schedule. Details about any travel requirements may also be listed here.

*Example: The incumbent works in a smoke-free environment on the 19th floor of a high-rise office building in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year-end closing process or when the department is mission tasked. Travel may be required locally and within the state.*

**Special Requirements of Position** – Check all that apply

**Supervisor Statement** – Refer to job duties

**Employee Statement** – Refer to job duties

**Supervisors forward the signed copy of the duty statement to their [Division HR Liaison](#) to be placed in the employee's Official Personnel File.**

## Definitions of Competencies

Effective development of the identified Core Competencies fosters the advancement of the following: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion; Innovative Mindset, Interpersonal Skills, and Resilience.

- **Collaboration** – Develops, maintains, and strengthens relationships while working together to achieve results.
- **Communication** – Listens, writes, and presents ideas, opinions, and information virtually and in person with diverse audiences.
- **Customer Engagement** – Creates a connection with internal and external customers through passive experiences and exceptional service in response to current and future needs.
- **Digital Fluency** – Use technology effectively in the performance of one's job, including integrating and accepting new technology when appropriate.
- **Diversity and Inclusion** – Works effectively in an inclusive workplace where individual differences and perspectives are respected and leveraged to achieve organizational goals.
- **Innovative Mindset** – Demonstrates curiosity, develops new insights, considers creative approaches, and applies novel solutions.
- **Interpersonal Skills** – Interacts positively with courtesy, sensitivity, and respect with various individuals and makes every effort to understand and relate to others; includes managing feelings effectively, expressing oneself appropriately and working with others towards a common goal.

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- **Resilience** – Overcomes challenges, performs well, and remains optimistic and committed under pressure and adversity.

Effective development of the identified Leadership Competencies fosters the advancement of the following: Business Acumen; Inspirational Leadership; Diversity, Equity, Inclusion and Belonging; Results-Driven; Stewardship; Talent Management; Vision and Strategic Thinking.

- **Business Acumen** – Understands and demonstrates sound judgment, fiscal competence, and organizational business knowledge to optimize the quality of operations and services.
- **Inspirational Leadership** – Energizes and creates a sense of direction, purpose, excitement, and momentum for the organization's mission. Creates a positive work environment offering clarity around goals and objectives and ensuring those leading work efforts do so collaboratively to achieve results.
- **Results-Driven** – Focuses efforts to efficiently achieve measurable, customer-driven, and equitable results consistent with the organization's mission, goals, and objectives.
- **Stewardship** – Focuses on being responsible and accountable for managing resources well, choosing to use influence to serve the long-term collective good of the public. Places public interests above self-interests and focuses on the larger purpose or mission of the organization.
- **Talent Management** – Seek to transform our policies, procedures, practices, and culture to ensure our staff reflects the people we serve; able to identify and address structural racism in the agency.
- **Vision and Strategic Thinking** – Supports, promotes, and ensures alignment with the organization's vision and values. Creates a compelling future state of the unit or organization. Understands how an organization must change considering internal and external trends and influences.