

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: January 2026
Classification: Air Resources Supervisor I	673-510-3762-021
Division/Office: Monitoring and Laboratory Division	CBID: E
Section: Technology Advancement Section	
Supervisor Name: David Ridley	Supervisor Classification: ARS 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): Climbing wall mounted rung ladders to access rooftop monitoring platforms.
- ☐ 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:

Staff Air Pollution Specialist (3)
Air Pollution Specialist (3)
Air Resources Engineer (2)

Total number of positions in Section/Branch/Office for which this position is responsible: Eight (8)

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Technology Advancement Section conducts evaluations, method development, and deployment of innovative technologies to enhance air monitoring capabilities. The work spans cutting-edge measurement tools, from low-cost sensors and research-grade instruments to advanced data systems for communications, storage, analysis, and visualization. The team conducts rigorous technology evaluations in the field, in controlled atmospheric chambers, and with mobile platforms to ensure measurement accuracy and reliability. This includes supporting special studies to monitor and survey neighborhoods for adverse air quality impacts from nearby sources. The section develops and standardizes methods and tools to be leveraged across the branch and division, strengthening the effectiveness and defensibility of air monitoring and data management operations statewide.

CONCEPT OF POSITION: The Air Resources Supervisor I supervises eight (8) staff members in the design, monitoring, and data analysis of the special community air monitoring programs; technical and contractual administration of the Statewide Mobile Monitoring Initiative; development of data management, analysis, and visualization capabilities for the division and the evaluation and application of new air monitoring technologies from low cost sensors, to mobile monitoring platforms, to state-of-the-art mass spectrometry and remote satellite sensing. Valid driver's license and occasional use of personal transportation for work related travel.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
20-E	Plan and schedule all work projects including development of community air monitoring plans (CAMP), test procedures and reports, collection of community air monitoring measurements, data management infrastructure, data analysis, report preparation, presentation of findings, and stakeholder outreach. Assign section responsibilities and specific projects to staff considering job classification and abilities.
20-E	Review all staff work products including quality assurance project plans, standard operation procedures, CAMPs, community assessment reports, equipment specifications, letters, memos, schedules, travel claims, contract and procurement documentation, and other work products for accuracy and

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	completeness. Approve or note deficiency and return to staff for further refinement.
15-E	Provide formal and informal feedback to staff on job performance, current issues, safety, and policies through annual performance appraisals, informal one-on-one meetings, section staff meetings, and monitoring site inspections. Ensure efficient allocation of Branch assets and resources.
15-E	Plan for and oversee section administration, including procurement & contracts, training, and ensure that state administrative forms (Form 700, and many others) are filed properly and on time by staff.
10-E	Meet with community and industry stakeholders to collaborate on community concerns, monitoring priorities, data quality objectives, development of CAMPs, presentation of findings, and potential actions.
10-E	Cross manages inter-divisional projects with regular meetings, collaborative spirit, and understanding of all stakeholder's/partner's needs and expertise. Meet with stakeholders to collaborate on project objectives, roles, and deliverables.
5-M	Prepare duty statements, conduct hiring interviews, onboard new staff, assist staff in preparing individual development plans.
5-M	Investigate and take corrective action as necessary when infractions of work policies occur. This includes meeting with staff, giving verbal notice, preparing letters of warning, and documenting positive and negative behavior. Perform other duties as necessary under the scope of the classification.