

Duty Statement – Leadership

Duty Statement

Current Proposed

RPA Number:	Classification Title: Air Resources Supervisor I	Position Number: 673-450-3762-006
Incumbent Name: Vacant	Working Title: CCPS Supervisor	Effective Date: 3/16/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: Market Monitoring Section	Reporting Location: CalEPA Headquarters Building
Supervisor's Name: Mark Sippola	Supervisor's Classification: ARS II	CBID: S09
Confidential Designation: <input type="checkbox"/> Yes <input 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

The purpose of the Market Monitoring Section within the Climate Change Program Evaluation Branch is to oversee the Cap-and-Invest Program market to ensure the successful implementation of the Cap-and-Invest Program and to provide ongoing evaluation of the success of the associated strategies, regulations, and programs.

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.

Position Description

Under the direction of Air Resources Supervisor II, the Air Resources Supervisor I (ARS I) directs and supervises the activities of expert technical staff to oversee the Cap-and-Invest Program (Program) market. The ARS I oversees a highly skilled team tasked with developing and implementing the market monitoring provisions of the Cap-and-Invest Regulation, evaluating and developing tools to analyze and monitor Program participants, supporting Program participants with compliance, investigating potential violations of the Cap-and-Invest Regulation, and enforcing Program provisions. The ARS I coordinates with other sections within the Climate Change Program Evaluation Branch, other California Air Resources Board divisions, other State and Federal agencies, jurisdictions with a linked program, and other external organizations as appropriate to safeguard the carbon market. The ARS I works with senior management to develop periodic reports and public outreach materials related to overseeing and understanding the market.

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Due to the position’s access to market-sensitive Cap-and-Invest Program information, an individual in this position may be subjected to a background check to ensure the integrity of the market program.

% of Time	Essential Functions
30%	Supervises, assigns, and oversees the work of the Market Monitoring Section. Supervises staff responsible for entity management and oversight of the California Cap-and-Invest Program, including entity registration, market communications, market monitoring and surveillance, and compliance. Supervises staff who manage contracts for market surveillance, auction processes and procedures, and other related topics. Works with the senior management team to develop personnel in the Industrial Strategies Division to support the development and implementation of climate change programs.
15%	Designs, directs, and evaluates technical studies and research to assist in the development and evaluation of tools for monitoring the integrity and effectiveness of programs, incentives, voluntary actions, offsets, and other approaches to reduce greenhouse gas emissions that may be used to attain the mandates of AB 32 and related statutes. Coordinates monitoring efforts as necessary with any linked partner jurisdictions. Works with national and international experts and stakeholders to gather information, research, and economic analysis to support the continued integrity of the design and implementation of climate change programs. Plans, evaluates, develops, and implements internal and external strategies and procedures to acquire and protect market-sensitive information.
15%	Reviews and writes policy and technical reports, regulatory proposals, memos, letters, report summaries, and oral presentations for the Board, management, industry, and the general public. Presents Cap-and-Invest Program market data and oversight concepts to Board Members, upper management, and the general public in workshops and hearings. Represents CARB's climate change program to outside organizations and individuals. In coordination with and at the direction of senior management, supervises the development of communication and outreach materials on the Cap-and-Invest Program, especially related to auctions and market oversight activities
15%	Recruits, interviews, hires, trains, and reviews performance of staff of the section, and holds regular one-on-one and section-wide discussions with staff on project status. Assigns, tracks, reviews, and provides feedback on staff work. Develops staff expertise, promotes technical and policy understanding of staff, and continues formal management training.
10%	Coordinates with CARB legal office on enforcement matters and to resolve violations of market rules as appropriate. Coordinates with other sections within the Climate Change Program Evaluation Branch to review regulatory compliance questions and ensure conformance with regulatory requirements. Coordinates with staff at the Commodity Futures Trading Commission, Securities and Exchange Commission, and the Federal Energy Regulatory Commission to deter and investigate fraudulent and manipulative activities in related energy markets and to develop enforcement cases, as appropriate.

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10%	Works with other CARB branches and divisions to ensure coordination of the Cap-and-Invest Program with other GHG measures and activities and to safeguard the integrity of the carbon market.

% of Time	Marginal Functions
5%	As directed, provides input, prepares, and presents plans and documents required for budget, personnel, and legislative purposes. Performs other personnel tasks as required within the scope of the classification.

Typical Physical Conditions/Demands

This position requires frequent sitting and frequent use of hands, wrists, and fingers for keyboarding, mousing, and document manipulation.

Typical Working Conditions

The incumbent in this position works in a smoke-free environment in a windowed cubicle on the 6th floor of a high-rise office building in downtown Sacramento. The work schedule is Monday through Friday, and additional work time, including evening and weekend work, may be necessary to meet the needs of the division. Travel, both within and outside California, may be required.

Special Requirements of Position (Check all that apply):

<input type="checkbox"/> Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). <input type="checkbox"/> Duties require participation in the DMV Pull Notice Program. <input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below) <input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. <input type="checkbox"/> Travel up to _____ percentage <input type="checkbox"/> Bilingual Fluency needed in _____(language) <input type="checkbox"/> 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: Mark Sippola	Supervisor Signature:	Date: Date
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Employee Statement

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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 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employee Name:	Employee Signature:	Date: Date

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Definitions/Instructions

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.