

**Duty Statement – Leadership**

**Duty Statement**

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Air Resources Supervisor I	Position Number: 673-450-3762-025
Incumbent Name: Vacant	Working Title:	Effective Date: 3/2/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: Emissions Data Quality Assurance Section	Reporting Location: Sacramento
Supervisor’s Name: Minh H. Pham	Supervisor’s Classification: Air Resources Supervisor 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 Program Planning and Management Branch of the Industrial Strategies Division is responsible for the program planning and management aspects of implementing the California Global Warming Solutions Act of 2006 (AB 32). The Emissions Data Quality Assurance Section is responsible for implementing the verification requirements of the Regulation for the Mandatory Reporting of Greenhouse Gas (GHG) Emissions (MRR). The section is also responsible for developing emission estimation and verification criteria and coordinating data quality assurance. To implement these responsibilities, the section develops and conducts verifier training, accredits verification bodies and individual third -party verifiers, reviews potential for verifier conflict of interest, conducts audits of verifier performance as part of oversight responsibilities, audits emission s data reports, coordinates verification statement set-asides and petitions, and collaborates on development of regulations and guidance for reporting entities and verifiers. This section is also responsible for implementing the requirements of the Cost of Implementation Fee Regulation (COI Fee). To implement these responsibilities, the section quality assures reported data, calculates COI Fees based on data reported and the California State budget, coordinates with the Administrative Services Division of the California Air Resources Board (CARB) in assisting with billing fee payers, and develops regulations and guidance for reporting entities and verifiers.

**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**

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The Air Resources Supervisor I (ARS I) is the first line supervisor of a section of professional and technical employees performing complex air pollution control and engineering work and the first level to which administrative responsibility is assigned. The ARS I supervises and is responsible for data gathered, quality assured, and third-party verified under the Mandatory Reporting Regulation, in support of multiple CARB programs including the Cap-and-Trade Program, the COI Fees Program, and the Statewide GHG Inventory. The ARS I works directly with third -party verifiers to provide training, accreditation, technical support, and oversight. The ARS I also oversees and supports staff who perform those activities. The position requires close interaction and teamwork with CARB staff and management across Branches and Divisions, as well as staff and management from other public and private organizations.

This position may require the ARS I to voluntarily agree to a background criminal and credit check to ensure the integrity of the carbon market program due to the position's access to market sensitive information.

% of Time	Essential Functions
35%	Provides general supervision to staff in the development and implementation of the verification program for GHG emission data reporting. Develops staff expertise, promotes staff technical and policy understanding and continuously evaluates the need for additional staff training. Developing staff expertise includes reviewing the lead auditor’s work at site visits, which requires some travel and participation in the DMV Pull Notice Program. Verification oversight requires field work. CARB employees observing site visits at industrial facilities, including but not limited to petroleum refineries, hydrogen plants, oil and gas production fields, cement plants, and electricity generation and cogeneration facilities, must wear safety equipment as required by the facility operator. The following safety equipment may be required, based on the particular facility type: hard hat, safety glasses, hearing protection, fire resistant coveralls, and safety footwear.
25%	Plans and manages section projects, including implementation of verification program for the MRR, development of emission estimation and verification criteria, coordination of data quality assurance, and implementation of the Cost of Implementation Fee Regulation, including calculation and review of invoiced fees.
20%	Develops and oversees program budgeting, contracts, and planning activities. This includes the annual plan for Verification Program Audit and Oversight; development of budget documentations related to the verification program for GHG emission reporting and the development of contract documents and monitoring contractor performance.

% of Time	Marginal Functions
10%	Participate in and represent CARB in meetings, committees, and conferences with other state, federal, and international agencies as well as public and private organizations. Travels as necessary.
10%	Leads and carries out special projects assigned by management to support implementation of AB 32.

**Typical Physical Conditions/Demands**

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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.

This position may be eligible for hybrid in-office work and in-state telework. The amount of telework is at the agency's discretion and is based on the California Air Resources Board's (CARB's) current telework policy. While the CARB may support telework, some in-person attendance is also required.

**Typical Working Conditions**

The incumbent works in a smoke-free environment on the 6th floor of a high-rise office building in downtown Sacramento in an enclosed, non-windowed or 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):**

<input type="checkbox"/> Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
<input checked="" 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 checked="" type="checkbox"/> Travel up to <u>5%</u> 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:	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 believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable*

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*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