

Duty Statement – Leadership

Duty Statement

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Air Resources Supervisor	Position Number: 673-450-3762-020
Incumbent Name: Vacant	Working Title: Manager of Nature Based Strategies	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: 40
Division/Office: Industrial Strategies Division	Section/Unit: Carbon Management Branch/Nature Based Strategies Section	Reporting Location: Sacramento HQ/CalEPA
Supervisor's Name: Adam Moreno	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 checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory		

General Statement

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: 7

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

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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.

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

% of Time	Essential Functions
30	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.

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20	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	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	Organizes and participates in meetings, workshops and telephone conferences with other governmental agencies, industry representatives, environmental groups and other interested parties. Travels as necessary

% of Time	Marginal Functions
10	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.

Typical Physical Conditions/Demands

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. Lifting and carrying objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise.

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 office cubicle. The work schedule is Monday through Friday. Travel may be required locally and within and outside of 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 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)
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<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: Adam Moreno	Supervisor Signature:	Date: 4/30/2026
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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 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.