

**Duty Statement – Leadership**

**Duty Statement**

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Air Resources Supervisor I	Position Number: 673-400-3762-004
Incumbent Name: VACANT	Working Title: Manager, Toxic Control Section	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Transportation and Toxics Division	Section/Unit: Toxics Control Section	Reporting Location: Sacramento
Supervisor's Name: Matthew O'Donnell	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**

The Transportation and Toxics Division (TTD) is responsible for regulatory and non-regulatory activities to: reduce air toxics, criteria air pollution, and greenhouse gases from freight transportation (including implementation of existing rules, development of new rules and plans, and administration of incentive programs); characterize the health risk from toxic air contaminants; and develop and implement regulatory measures and other programs to reduce the localized health risk from air toxics. The impacts of poor air quality are disproportionately felt by disadvantaged communities and race is the single largest predictor of whether someone will be adversely impacted by air pollution. Thus, TTD aims to prioritize elevated health risks in disadvantaged communities to ensure that we are more equitably serving all Californians and is committed to advancing racial equity and practicing effective community outreach and engagement. This requires supporting policies that fairly address environmental and socioeconomic inequities throughout the State and is supported by meaningfully engaging with air quality partners, especially in low income and communities of color. Air Quality Partners include community members, environmental justice advocates and organizations, community-based organizations, air districts, regulated entities, and other impacted individuals.

The Risk Reduction Branch is responsible for risk assessment and risk management activities to understand and reduce the health impacts of exposure to air toxics in California. The branch performs health risk assessments and other health analyses to support CARB's regulatory and incentive programs to cut emissions and exposure, including those related to California's Sustainable Freight Initiative; leads division review/comment on environmental documents for proposed major freight facilities and provides recommendations on technology and operational practices to reduce community exposure; develops, adopts, and implements airborne toxic control measures (ATCM) for commercial and industrial sources of air toxics (such as chrome platers, dry cleaners, composite wood products, etc.) in coordination with other divisions; conducts the screening analyses to prioritize compounds and sources for new control actions; designs, builds, and updates health modeling tools for use by air districts, industry, and consultants; works with disadvantaged communities exposed to

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air toxics; provides guidance to the 35 local air districts on risk management; consults with other State environmental agencies on air toxics issues; and serves as the point of contact with federal agencies on national toxics regulations. All of the emission reduction activities seek to reduce criteria pollutants, greenhouse gases, and short-lived climate pollutants from the same sources.

**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 general direction of the Air Resources Supervisor (ARS) II, the ARS I is responsible of planning, evaluating, and managing air pollution control programs and projects and implementing regulations to reduce air pollution from motor vehicles and stationary sources; and presenting technical staff recommendations at board meetings. Also, the ARS I supervises professional and technical employees performing complex air pollution control and engineering work that are responsible for air pollution and motor vehicle control programs or investigative studies into the nature and causes of air pollution.

% of Time	Essential Functions
35	Consistently evaluate projects, policies, programs, regulations, and decisions to identify and address racial inequity, including inequitable processes and impacts. Use racial equity tools, strategies, and techniques to develop, implement, and update project-specific equity action plans for all work products. Direct section staff in developing and implementing airborne toxic control measures (ATCMs) for stationary sources, plus other actions to reduce or eliminate the health risk from exposure to air toxics and support the development of those control measures and actions. This includes working with various CARB staff to support efforts to expand health endpoints, including cancer, used to evaluate the health benefits of CARB regulations and emissions reduction programs. Assist staff who serve as CARB liaisons on air toxics with industry and other governmental agencies. Prepare policy and technical reports, memos, letters, and presentations on air toxics related topics to inform CARB, other government agencies, industry, and members of the public. Use community engagement tools, strategies, and techniques to develop, implement, and update project-specific community outreach and engagement plans.
35	Supervise staff who collect, analyze, and interpret data on emissions and health risk to develop policy recommendations and support CARB’s sustainable freight and toxics program efforts. Review technical and policy reports, memos, letters, and presentations on air toxics freight transport, and other special assignments from the division office and branch chief to inform and persuade decision makers within CARB, CalEPA, Department of Finance, the Governor’s Office, and the general public. Meaningfully engage with air quality partners from diverse

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	backgrounds and communities by developing and maintaining relationships, communicating effectively, participating in meetings as needed, and being available as a resource to help partners navigate technical processes and meaningfully participate in CARB processes.
25	Build and maintain positive working relationships across CARB branches and divisions at all levels of management, as well as with community members, elected officials, air districts, other State/federal environmental agencies, and regulated industries. Coordinate with and support other sections within the Branch as needed, including addressing fluctuating peak workload demands associated with the development of CARB’s air toxics program priorities, risk assessments and analyses, and the development of new or amended airborne toxic control measures. Maintain courteous, professional relationships with internal coworkers and management, and all external stakeholders. Build and maintain relationships and trust with air quality partners to support the advancement of equitable outcomes and processes. Travel as needed.

<b>% of Time</b>	<b>Marginal Functions</b>
5	Assist the branch chief in planning, organizing, and implementing special projects as assigned by Branch and Division management to support the development and implementation of toxics and freight-related programs.

**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 7th floor of a high-rise office building in downtown Sacramento in an enclosed, windowed office cubicle. The work schedule is Monday through Friday. 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 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
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<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: Matthew O'Donnell	Supervisor Signature: <i>Matthew O'Donnell</i>	Date: 9/13/2023
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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

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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**

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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.