

Duty Statement – Leadership

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Duty Statement

☒ Current ☐ Proposed

RPA Number: TBD	Classification Title: Supervisor I	Position Number: 673-210-4800-001
Incumbent Name: Vacant	Working Title: Enforcement Supervisor I	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Enforcement Division	Section/Unit: Enforcement Division Administration Section	Reporting Location: TBD
Supervisor's Name: Heather L. Quiros	Supervisor's Classification: C.E.A.	CBID: S01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☐ Managerial ☒ Supervisory		

General Statement

The Enforcement Division Administration Section (EDAS) is responsible for the administrative functions of the Enforcement Division (ED). The section provides analytical support services in the areas of personnel, budgets, accounting, contracts, equipment, space planning, web page maintenance, and other functions.

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 Division Chief (DC) and the Assistant Division Chief (ADC), the Supervisor I (Supervisor I) oversees the Administration program and Section of CARB's Enforcement Division. The Supervisor I exercises a high degree of initiative and independence in this capacity and possesses extensive knowledge on State administrative procedures. The Supervisor I has primary management oversight for and provides leadership, direction, and supervision to the analytical and clerical classifications within EDAS. The incumbent provides consultative and technical support to division management as it pertains to various phases of the recruitment and hiring process and ensures compliance with relevant laws, regulations, and policies.

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% of Time	Essential Functions
25%	Directs and supervises EDAS staff in the performance of personnel, budget, procurement, accounting, contracts, fleet, facilities, website management, and settlement agreements/standard documentation. Provides direction and guidance to subordinate staff regarding ongoing assignments and daily work activities to ensure deadlines are met. Delegates responsibility to staff to facilitate timely completion of work. Plan, direct implement, evaluate, and control the division's administrative program in consultation with the DC and the ADC. Provides ongoing recommendations to the DC/ADC on long-range administrative planning. Work closely with CARB's Administration Services Division, Fiscal Services Division, and the Office of Information Services Division to support administrative and IT needs.
15%	Counsels and advises managers and supervisors on recruitment and hiring, performance appraisals, probations reports, disciplinary matters, and various administrative matters. Provides guidance and interpretation of various laws, regulations, rules, and serves as a resource for division managers and supervisors. Provides review and recommendation on disciplinary documentation. Reviews and recommends solutions regarding discipline and other employee issues to the DC and the ADC.
15%	Provides policy guidance to the DC/ADC on various administrative areas such as personnel management, organizational structure, and labor relations. Develops, authors, and updates division policies, procedures, and guidance material as it pertains to administrative functions, ensuring procedures are clear, concise and accurate.
10%	Oversee the Standard Process for Enforcement Division settlement templates and the movement of case documentation. Research, review, and provide analysis on enhancement of standard documentation processes and procedures, training division staff and management when necessary. Develops policies, procedures, and guidance material on standard documentation and ensures compliance. Works closely with division management, the Legal Office, and investigators to evaluate the effectiveness of revised procedures.
10%	Promotes a positive, productive, and supportive team environment. Coaches, develops, directs, and evaluates subordinate administrative staff; assigns workload and special projects to staff and evaluates and reviews the completed product for accuracy and adequacy; develops the analytical and decision-making skills of subordinate staff through discussion and critique. Provides leadership, while arranging and approving training and development opportunities for staff to increase knowledge base and encourage upward mobility. Utilizes effective communication strategies and performance management techniques in providing staff feedback; counsels staff as needed.
10%	Serves as a subject matter expert on process improvement for the Enforcement Division Administration Section. Independently evaluates workflow processes to improve accountability, operational efficiencies, and customer experience.

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	Employs a variety of techniques to evaluate workflow processes. Prepares work plans specific to process improvement projects. Leads and participates in teams consisting of subject matter experts and end-users to evaluate workflows, and policies and procedures, that guide and support specific processes.
10%	Review work and evaluate staff performance by completing probationary reports, annual performance appraisals and individual development plans to ensure performance expectations are met. Completes personnel action documentation and conducts hiring interviews to maintain adequate staffing levels and facilitate the recruitment process. Review and approve administrative requests from staff including leave, travel, and training in a timely and appropriate manner and consistent with policy.

% of Time	Marginal Functions
5%	Implement and complete special projects as assigned, depending on division needs and priorities. Performs other ad-hoc assignments as needed. Attend weekly branch chief meetings, monthly managers meetings, weekly check-in meetings, and other required meetings and trainings as necessary.

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. May require occasional lifting or moving light materials weighing up to 40 pounds.

Typical Working Conditions

Riverside:

The incumbent primarily works in a smoke-free environment of a three-story office building in an enclosed, windowed office cubicle. The work schedule is Monday through Friday. Travel, including overnight travel, may be required locally and within the state. Travel between Enforcement's Sacramento and Riverside offices will be required monthly and as necessary, since staff in the section are split amongst the Sacramento and Riverside Enforcement offices.

Sacramento:

The incumbent primarily works in a smoke-free environment of a single-story office building in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Travel, including overnight travel, may be required locally and within the state. Travel between Enforcement's Sacramento and Riverside offices will be required monthly and as necessary, since staff in the section are split amongst the Sacramento and Riverside Enforcement offices.

Special Requirements of Position (Check all that apply):

- ☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☒ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)

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|---|
| ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. |
| ☒ Travel up to 10 percent |
| ☐ Bilingual Fluency needed in _____(language) |
| ☐ 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: Heather L. Quiros	Supervisor Signature:	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 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? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	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.