

Duty Statement – Leadership

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resources Supervisor II	Position Number: 673-920-3763-002
Incumbent Name:	Working Title: Branch Chief	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Sustainable Transportation and Communities Division	Section/Unit: Climate Investments Branch	Reporting Location: Sacramento
Supervisor's Name: Annalisa Schilla	Supervisor's Classification: Classification: Division Chief	CBID: S09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☐ Managerial ☒ Supervisory		

General Statement

Sustainable Transportation and Communities Division uses multi-disciplinary teams to integrate research, transportation and land use planning, regulations, and incentives to foster sustainable communities that provide a range of affordable housing and transportation options that drive electrification, reduce vehicle miles traveled, support carbon sequestration, and meet community needs in a manner that promotes equity, access to opportunity, and community resiliency

The Climate Investments Branch supports sustainable communities by advancing State policies and investments that address climate change, with a strong focus on communities most impacted by pollution and limited access to resources. The Branch serves as a key steward of California Climate Investments, in collaboration with the California Environmental Protection Agency, the Department of Finance, and other State agencies, directing billions of Cap-and-Invest dollars toward projects that reduce harmful emissions, protect public health, strengthen local economies, and support natural environments. The Branch also supports the Division's work to foster transportation, housing, and climate policy alignment through efforts such as the joint public meetings with the California Transportation Commission and the Department of Housing and Community Development.

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.

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Position Description

Under the direction of the Chief of the Sustainable Transportation and Communities Division, this position supervises the work and activities of sections using scientific and analytical principles and practices to support the development of effective policies, plans, strategies, and projects, either on an individual basis or as part of a team.

As Branch Chief, you will work closely with the California Air Resources Board (CARB) leadership to lead these high-profile initiatives. You will work with managers in the Branch to guide the California Climate Investments as a model for national and international replication and help scale the impact of the state's climate leadership. You will also work closely with leadership across the Division to shape the next evolution of the Branch's work, leveraging its multi-disciplinary expertise to foster sustainable communities for all.

The Branch Chief is responsible for leading the development, implementation, and overall direction of programs and policies within the Branch; obtaining, monitoring, and allocating personnel resources and funding within the Branch; and advancing the Branch's work through communicating, coordinating, and where necessary negotiating with other divisions, the Executive Office, other agencies at all levels of government, academic and non-governmental partners, regulated parties, communities, advocates and other stakeholders, and members of the public, among other duties.

% of Time	Essential Functions
30%E	Oversee staff and managers coordinating the comprehensive California Climate Investments program. Ensure quality and timeliness of branch work products. The branch is responsible for establishing funding guidelines, including requirements for disadvantaged and low-income households and communities; developing quantification methodologies for environmental and economic benefits; project tracking and reporting; and formulating investment and expenditure plans for Cap-and-Trade auction proceeds. Provide policy direction to implement the California Climate Investments program to ensure it achieves the statutory, Administration, and Board objectives for efficient reduction of climate pollution and associated criteria and toxics air pollution, fiscal accountability and public transparency, and benefits to disadvantaged and low-income communities. Guide managers and staff to resolve policy, program, and technical issues to support an effective program.
20%E	Plan, organize, and direct branch managers and staff in the visioning, development, and utilization of the branch's multi-disciplinary expertise to foster sustainable communities by advancing State policies and investments that address climate change, with a strong focus on communities most impacted by pollution and limited access to resources. In coordination with other branches and divisions, participate in developing and implementing climate-related plans and policies, enhancing Board-wide environmental justice efforts, and delivering other high-priority initiatives. Lead the Division's work integrating transportation,

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	housing, and climate policy through joint public meetings with the California Transportation Commission and the Department of Housing and Community Development.
15%E	Work with the Division Chief and Assistant Division Chief to formulate policies and procedures, implement Board personnel directives, prepare and advocate budget proposals, review and revise legislative proposals, and complete high-profile special projects identified by the Executive Office, the Chair's Office or California Environmental Protection Agency (CalEPA) Keep Division Chief and Assistant Division Chief apprised of issues in the areas of Branch responsibility and recommend strategic actions to resolve those issues. Support and advise managers on resource assessments and project planning, recruitment and hiring, performance evaluation, resolution of personnel issues, and other conflicts. Ensure quality and timeliness of branch administrative assignments, including contracts, budgets, training, safety, equal employment opportunities, and other subjects as directed by the Division Office and Executive Office. Perform branch supervisory duties including development and evaluation of managers, timesheets, and other administrative and personnel tasks as necessary.
15%E	Represent CARB in meetings with other branches and divisions, the Executive Office, Chairman's Office, the Board, CalEPA, other State agencies, Governor's Office, Legislature, local governments, businesses, communities, advocacy groups, and the public to provide policy direction and reporting on the development and implementation of California Climate Investment programs and other State initiatives. Build positive and productive relationships with agency, community, government, and industry representatives. Develop consensus where possible. Present and defend CARB proposals in workshops, hearings, conferences and other forums. Travel as necessary
15%E	Review, edit and recommend for approval policy and technical reports, memos, letters, presentations, analyses of legislative bills, budget proposals, plans, and reports to inform and persuade decision-makers. Ensure all written and oral communications from the Branch reflect Board and Division policies and meet quality expectations. Deliver testimony, speeches, presentations, briefing papers, and other oral or written communications to support the Branch's programs.

% of Time	Marginal Functions
5%M	Other duties as required such as managing Branch resources and work, responding to public inquiries, and other administrative duties related to Branch and Division issues.

Typical Physical Conditions/Demands

- Position located in a high-rise building.
- Requires being stationary, consistent with office work, for extended periods.
- Standard office environment (artificial lighting, controlled temperature, etc.).
- Daily use of a personal computer, office equipment, and/or telephone.

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Typical Working Conditions

Works in a standard office environment. Frequent use of a computer and standard office equipment is required. Regular interaction with internal staff, local and regional agencies, and external stakeholders is required.

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)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Travel up to 5 percentage
- ☐ 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:	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 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

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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.