

Duty Statement – Leadership

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resources Supervisor I	Position Number: 673-920-3762-015
Incumbent Name:	Working Title: Building Decarbonization Policy Manager	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Sustainable Transportation and Communities Division	Section/Unit: Emerging Strategies	Reporting Location: 1001 I Street, Sacramento
Supervisor's Name: Melanie Zauscher	Supervisor's Classification: ARS II	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 (STCD) 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 Building Decarbonization and Innovative Strategies Branch within the Sustainable Transportation and Communities Division supports the California Air Resources Board's (CARB) mission to reduce greenhouse gas (GHG) emissions, protect public health, and advance equity through policies and programs that advance building decarbonization and sustainable communities. This work includes developing policies and programs that reduce operational GHG emissions from buildings and reducing embodied carbon in construction materials, as directed to in Assembly Bill (AB) 2446 (Holden) and AB 43. A core part of the Branch's mission is ensuring that the benefits of building decarbonization—such as improved air quality, lower energy costs, and healthier homes—reach all communities, particularly those historically burdened by pollution and underinvestment.

The Emerging Strategies Section leads policy development and implementation to reduce GHG emissions from building operations, such as through the Clean Space and Water Heater Standards) as committed to in California's 2022 Strategy for the State Implementation Plan. The section is responsible for policy analysis and design, regulatory development and implementation, preparing regulatory documents and related reports and presentations, engaging with and incorporating feedback from interested parties and the public, and collaborating with public agencies and others on complementary building decarbonization policies. Equity considerations are integrated throughout this work to ensure that policy design, engagement processes, and implementation approaches are accessible, inclusive, and responsive to community needs.

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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

Working independently and under the direction of the Chief of the Building Decarbonization and Innovative Strategies Branch, the Air Resources Supervisor supervises and mentors staff leading the policy development and implementation of the Clean Space and Water Heater Standards and other building decarbonization policies and programs that reduce GHG emissions. Occasional travel may be required up to 5 percent of time.

% of Time	Essential Functions
35%-E	Oversee regulatory development. Supervise and mentor staff 1) developing new regulatory proposals and amendments for reducing GHG emissions from space and water heaters; 2) drafting and preparing regulatory and technical staff reports and related materials; 3) managing related contracts, 4) conducting and contributing to in-house analysis focused on costs, benefits, technical feasibility, and equity implications to support the development and implementation of Clean Space and Water Heater Standards.
20%-E	Oversee implementation efforts. Supervise and mentor staff 1) evaluating barriers regulated entities and other impacted parties may face and propose solutions as appropriate; 2) tracking progress and compliance with the regulation; and 3) tracking equity impacts of the regulation.
15%-E	Oversee policy and outreach engagement efforts. Supervise and mentor staff conducting engagement efforts, including meetings with interested parties, community events, and public meetings, to support the development and implementation of Clean Space and Water Heater Standards. Oversee presentations and other materials for these meetings and events. Build relationships with regulated entities and other impacted parties. Represent CARB externally at meetings, conferences, and workshops related to assigned topics. Advocate for CARB's views in external meetings and, where possible, build consensus positions.
15%-E	Oversee coordination and collaboration with other CARB groups, state agencies, air districts, federal agencies, and others regarding the regulatory development of Clean Space and Water Heater Standards and complementary policies, such as incentives, utility rate design, building standards, consumer awareness, and workforce development.
10%-E	Perform supervisory administrative activities including hiring, evaluating, and training staff. Manage resource allocation across sections to ensure adequate coverage of assignments. Oversee staff management of contracts. Oversee the development of work plans that identify key deliverables and timelines, as well as

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	engage in and lead strategic and racial equity planning initiatives at section, branch, and division levels.
% of Time	Marginal Functions
5%-M	Oversee or perform other assignments as needed, including responding to public inquiries; commenting on legislation; drafting budget change proposals; developing briefing materials and presentations; and giving presentations to public audiences related to Section, Branch, and Division priorities. Travel may be required.

Typical Physical Conditions/Demands

Requires prolonged periods of sitting or standing at a desk and working on a computer. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. It requires visual acuity to read and prepare documents and use a computer screen. It involves frequent use of standard office equipment such as computers, phones, copiers, and printers. May involve occasional travel to attend meetings or trainings.

Typical Working Conditions

Work is performed in a smoke-free, climate-controlled office building in an enclosed, office cubicle. It involves prolonged periods of sitting or standing at a desk and working on a computer. Requires frequent interaction with staff, interested parties, or the public via phone, email, or video conferencing. Noise levels are typically low to moderate. Hybrid telework availability is according to agency policy and may be subject to change over time. The work schedule is Monday through Friday.

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

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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: 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.