

Duty Statement – Leadership

ASD/HRB-12A (New. 12/2025) Page 1 of 7

Duty Statement

☒ Current ☐ Proposed		
RPA Number:	Classification Title: Air Resources Supervisor I	Position Number: 673-400-3762-005
Incumbent Name: Vacant	Working Title:	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Transportation and Toxics Division	Section/Unit: Marine Strategies Section	Reporting Location: 1001 I Street, Sacramento, CA 95814
Supervisor's Name: Tracy Haynes	Supervisor's Classification: Air Resources Supervisor 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

MISSION OF DIVISION: 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.

MISSION OF SECTION: The Marine Strategies Section develops and implements innovative voluntary and regulatory programs to reduce the public's exposure to toxic air contaminants and to reduce criteria and greenhouse gas emissions (GHG) from emission sources including ocean-going vessels and other freight transport related sources. The section provides support to CARB activities pertaining to the implementation of measures under AB32 and other freight-related measures to improve the efficiency of freight transport in California and to demonstrate and promote zero and near-zero emission technologies for freight transport. The section also provides technical assistance and guidance to local air districts, other governmental agencies, the public, and affected industries on air pollution controls and risk management, reviews federal regulations and programs, and works to

Duty Statement – Leadership

ASD/HRB-12A (New. 12/2025) Page 2 of 7

ensure that they are integrated effectively in California and participates in a variety of workgroups to maintain expertise in the field.

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

The Air Resources Supervisor I (ARS I) works under the direction of the Air Resources Supervisor II (Branch Chief). The ARS I is the first line supervisor of a section of professional and technical employees performing complex air pollution control and engineering work and the first level to which administrative responsibility is assigned. The ARS I supervises a section responsible for air pollution and motor vehicle control programs or investigative studies into the nature and causes of air pollution. This specific ARS I leads a technical team of engineers and scientists who provide expertise on freight-related equipment, engines, and technologies. This highly skilled and technically focused team is responsible for implementing the Ocean-Going Vessels At Berth Regulation, including evaluating emission control strategies for effectiveness and durability to reduce emissions from ocean-going vessels at berth in California ports and terminals. This ARS I may also support regulation development and other activities to support the Division's sustainable freight programs.

% of Time	Essential Functions
35	In coordination with other divisions and branches, oversee the development and implementation of regulatory and voluntary approaches to control emissions from marine vessels. Supervise staff who design and implement other innovative approaches to cut air pollution from seaports as part of the California Sustainable Freight Strategy and State Implementation Plan and provide technical assistance on exposure and health risk assessments. Activities include development, amendment and implementation of regulations and enforceable agreements (including inventory, technology evaluations, and emission reduction plans), projects to advance the emission control technology, and administration of contracts. 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.
35	Build and maintain positive working relationships across CARB's 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 evaluation of technologies, risk assessments and analyses, and the development of new or amended regulations. Serve as an advisor to Division

Duty Statement – Leadership

ASD/HRB-12A (New. 12/2025) Page 3 of 7

	and CARB management on priorities for future rulemaking, guidance, and incentives related to reducing community exposure to air toxics and other air pollutants from the marine sector. Meaningfully engage with air quality partners from diverse 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	Supervise staff members who prepare policy and technical reports, memos, letters, and presentations on air toxics related topics to inform the Board, Executive Office, 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. Travel may be required for meetings, conferences, and stakeholder outreach.

% of Time	Marginal Functions
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 related programs.

Typical Physical Conditions/Demands

This position requires prolonged periods of sitting or standing at a desk and working on a computer. Some walking, bending, and reaching may be required. 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. Work is performed in a climate-controlled office environment. However, occasionally you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

The incumbent works in a smoke-free environment in an office building in an office or cubicle. The work schedule is Monday through Friday. May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing. Noise levels are typically low to moderate. May involve occasional travel to attend meetings or trainings.

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 <u>5-10</u> percentage ☐ Bilingual Fluency needed in _____(language) ☐ Other-
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Duty Statement – Leadership

ASD/HRB-12A (New. 12/2025) Page 4 of 7

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		
Employee Name: Vacant	Employee Signature:	Date: Date