

Duty Statement – Leadership

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Duty Statement

☐ Current ☒ Proposed

RPA Number: N/A	Classification Title: Air Resources Supervisor II	Position Number:673-510-3763-004
Incumbent Name:	Working Title: Branch Chief	Effective Date: 9/2/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Monitoring and Laboratory Division	Section/Unit: Laboratory Analysis Branch	Reporting Location: 1927 13 th & T Street
Supervisor's Name: Walter Ham	Supervisor's Classification: CEA	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

The Laboratory Analysis Branch (LAB) provides analytical chemistry services including method development, sampling media preparation, sample analysis, data quality assessment, and timely data reporting to support federal and state ambient air quality regulations for criteria pollutant and toxic air contaminant monitoring, consumer products testing, ambient and application pesticide monitoring, and special health studies and air quality related research. Analytical data generated by LAB undergoes thorough quality assurance and quality control review to meet client expectations with the ultimate goal of protecting public health. Data clients include US EPA, CARB divisions, and local air pollution control/air quality management districts

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 Chief of the Monitoring and Laboratory Division, the Laboratory Analysis Branch (LAB) Chief oversees four laboratory sections to ensure high quality data is delivered to clients within established timeframes. The LAB Chief oversees and prioritizes the laboratory budget to maintain laboratory facilities, state-of-the-art analytical instrumentation, laboratory information management system technologies, instrument and equipment maintenance contracts, and qualified professional staff. The LAB Chief supervises four Air Resources Supervisor I managers for the

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Inorganic Laboratory Section, the Laboratory Support Section, the Organics Laboratory Section, and the Special Analyses Section.

% of Time	Essential Functions
30	Plan, organize, and prioritize LAB activities to meet client expectations. Review and approve analytical data packages, operating standards procedures, quality assurance/quality control documents, and laboratory policy to verify proper execution of laboratory methods. Coordinate laboratory programs with the Air Quality Management Branches. Meet with clients as needed to provide updates, negotiate services and timelines, communication changes, and discuss data issues.
30	Develop budgets and budget change proposals, and closely monitor the current LAB budget. Plan and supervise laboratory facility improvements, including replacement and upgrades of analytical instrumentation and equipment using an asset management plan. Work with CARB's Administrative Service Division and Office of Information Technology to facilitate completion of equipment orders, maintenance contracts, and data processing needs. Prepare comprehensive training plans to support staff development.
20	Interpret policies and develop proposals for policies and procedures. Oversee preparation of clear, complete, and technically accurate reports. Prepare and give presentations.
10	Monitor laboratory operations to verify compliance with safety and hazardous waste disposal regulations, including appropriate staff training. Evaluate and provide feedback to managers on job performance and review time reports for accuracy and completeness.

% of Time	Marginal Functions
10	Stay abreast of upcoming CARB, US EPA and district rulemakings, monitor pertinent journals and news sources, establish and maintain cooperative relationships with individuals contacted in the course of work and develop good working relationships with other laboratories. May perform other duties related to and under the scope of the classification.

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.

Typical Working Conditions

The incumbent works in a smoke-free environment on the 2nd floor of an office building in downtown Sacramento in an enclosed office cubicle with a window.

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 _____ 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		
Employee Name:	Employee Signature:	Date: Date