

Duty Statement – Leadership

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

Duty Statement

☐ Current ☒ Proposed

RPA Number: TBD	Classification Title: Air Resources Supervisor I	Position Number: 673-210-3762-020
Incumbent Name: Vacant	Working Title: Enforcement Air Resources Supervisor I	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Enforcement Division	Section/Unit: Petroleum Oversight & Enforcement Section	Reporting Location: TBD
Supervisor's Name: Rachel Connors	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

The Petroleum Oversight and Enforcement Section (POES) is responsible for protecting disadvantaged communities by directly enforcing and/or providing oversight to air districts to ensure compliance with federal, state, and local regulations designed to minimize emissions from the oil and gas industry and achieve federal air quality attainment standards and California's greenhouse gas goals. POES will inspect oil and gas facilities for compliance with regulatory requirements, take direct enforcement action as appropriate, support and review enforcement actions at the local level, and coordinate with state and local agencies to assess the level of emissions control at facilities. Additionally, POES is responsible for overseeing enforcement of various other oil and gas programs at CARB including carbon capture and storage programs, and California's traditional fuels regulations. The programmatic responsibilities of the Section will evolve over time as current programs mature and new programs are implemented

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 Field Operation Branch (FOB) Chief, an Air Resources Supervisor II, the Air Resources Supervisor I (ARS I) is responsible for planning, organizing, and conducting the day-to-day inspection, investigation, case resolution, litigation support and other related services of

Duty Statement – Leadership

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

POES. The ARS I will assist the Branch Chief with a broad range of general program and management activities.

% of Time	Essential Functions
30%	Oversee core enforcement work of the section. Organize, direct, and supervise the day-to-day inspection, investigation, documentation, resolution, and related enforcement services and activities of the section staff at oil and gas extraction as well as downstream distribution and refining facilities.
20%	Coordinate with local, state, and federal partners to develop enforcement plans. Coordinate with California Environmental Protection Agency (CalEPA), the California Natural Resources Agency, California Geologic Energy Management Division (CalGEM), local air districts, and community stakeholders to develop enforcement plans that identify key work goals, inspection locations, and enforcement methods. These plans will focus on determining compliance with federal, state, and local regulations; assessing the level of emission control of individual inspected sources as well as requirements that apply to categories of sources at a state and/or local level; and determining opportunities to better protect the public health of local communities from pollution generated by oil and gas operations.
20%	Develop and publish reports. In consultation with state and local partner agencies, develop and publish reports that evaluate current compliance at individual facilities and across industry with state and local requirements, the effectiveness of local enforcement programs, potential improvements to existing enforcement and emission control programs, and the development of new emission reduction programs. Ensure reports are reviewed through a public process which may include public workshops or consultation with individual public and private stakeholders.
20%	Manage staff. Oversee and manage all recruitment and hiring efforts for the section. Provide onboarding to ensure newly hired section staff become productive members of the section and contribute to the mission of the Agency. Monitor staff performance, providing regular and timely feedback on work performed. Provide direction and guidance to subordinate staff regarding ongoing assignments, daily work activities, field work, and investigations to ensure deadlines are met. Establish reasonable deadlines and monitor workload to ensure work is completed accurately and timely. Provide coaching and mentorship to staff to achieve their work-related performance goals and identify new topic areas and skillsets for future development. Conduct annual performance appraisals and probation reports when necessary, provide ongoing feedback to staff on their performance and evaluate training needs. Review and approve administrative requests from staff including leave, travel, and training in a timely and appropriate manner following leave usage guidelines.

% of Time	Marginal Functions
5%	Represent CARB at statewide conferences and meetings with government agencies, industry groups, local community leaders, environmental justice leaders, and the public. Develop and improve relationships with community partners, industry stakeholders, and internal stakeholders to meet Enforcement goals

Duty Statement – Leadership

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

5%	Coordinate with and support other sections within the branch as needed. Assist the Branch Chief in planning, organizing, and implementing special projects as assigned by Branch and Division management. On a rotating basis, serve as the point of contact for the Branch in the Branch Chief's absence. May perform other duties within the scope of the classification as required.
----	---

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 lifting or moving materials weighing up to 40 pounds. Requires the utilization of a 32-pound self-contained breathing apparatus. You may be exposed to outdoor weather, dust, or noise. Duties require use of protective hearing equipment and annual hearing examinations.

Typical Working Conditions

Sacramento – Depot Park Office:

The incumbent primarily works in a smoke-free environment of a one-story office building in an enclosed, non-windowed office cubicle. The incumbent may conduct inspections throughout California. The position requires working at elevated heights or near fast moving machinery or traffic. Duties require use of hearing protection and annual hearing examinations. The work schedule is Monday through Friday. Occasional evening and weekend work may be necessary when the department is mission tasked. Travel, including overnight travel, may be required locally and within the state.

Riverside Office:

The incumbent primarily works in a smoke-free environment of a three-story office building in an enclosed, windowed office cubicle. The incumbent may conduct inspections throughout California. The position requires working at elevated heights or near fast moving machinery or traffic. Duties require use of hearing protection and annual hearing examinations. The work schedule is Monday through Friday. Occasional evening and weekend work may be necessary when the department is mission tasked. Travel, including overnight travel, may be required locally and within the state.

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 25 percent
- ☐ Bilingual Fluency needed in _____(language)
- ☐ Other-

Supervisor Statement

Duty Statement – Leadership

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

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: Rachel Connors	Supervisor Signature:	Date:
------------------------------------	-----------------------	-------

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:

Duty Statement – Leadership

ASD/HRB-12A (New. 12/2025) Page 5 of 7

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

Duty Statement – Leadership

ASD/HRB-12A (New. 12/2025) Page 6 of 7

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.

Duty Statement – Leadership

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

- **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.