

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resources Supervisor I	Position Number: 673-920-3762-032
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: Mobile Source Control Division	Section/Unit: ACCB	Reporting Location: Sacramento or Riverside
Supervisor's Name: Shobna Sahni	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: ☐ None ☒ Lead		

General Statement

Mission of Section: The Zero-Emission Vehicle (ZEV) Market Advancement Section resides within the Advance Clean Cars Branch (ACCB) of the Mobile Source Controls Division (MSCD). The mission of ACCB is to foster a sustainable market for ultra-clean and zero emission light-duty vehicle technologies through regulations and market supporting policies.

The ZEV Market Advancement Section is responsible for developing, coordinating, and implementing complementary policies to facilitate and encourage the uptake of light-duty ZEVs. These efforts include developing the Window sticker and battery labeling regulations; supporting consumer awareness of ZEVs through marketing, research, education, and outreach; California, multi-state, and international ZEV partnership activities; implementation of the Clean Miles Standard Regulation; implementation of the ZEV Regulation; and complementary ZEV policy assessments.

Concept of Position: Under the general direction of the Air Resources Supervisor II (ARS II), the Air Resources Supervisor I (ARS I) serves as the first-line supervisor overseeing professional and technical staff engaged in emissions and air quality technical and policy work. The ARS I provides leadership and direction for a team of staff developing and implementing regulations, policies, protocols and guidance related to the Zero Emission Vehicle (ZEV) Regulations including outreach for the adoption of ZEV technology. The ARS I is responsible for planning, organizing, coordinating, and managing the day-to-day operations of the section; ensuring consistent application of program policies; advising management on program issues; presenting technical and policy recommendations at Board meetings; and representing the program before stakeholders, industry representatives, and public agencies. The ARS I also performs a full range of administrative responsibilities including

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hiring, performance evaluations, training, and staff development, as well as preparing documents and providing input for budget and legislative purposes.

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.

Position Description

% of Time	Essential Functions
30%	Plans, organizes, directs, and coordinates the work of technical staff. Provides guidance, training, and mentorship to staff; assigns and evaluates work products; and fosters a collaborative, results-oriented environment. Consults with team members on complex programmatic issues, sets priorities, and ensures alignment of work objectives with broader organizational directives.
25%	Supervises and reviews the preparation of clear, accurate, and comprehensive evaluations, technical reports, documentation, and staff work products. Oversees staff implementing zero emission vehicle regulations.
20%	Directs, leads and oversees staff development of regulations, ensuring compliance with all Administrative Procedures Act, economic and environmental requirements. Coordinates with internal divisions and external agencies to ensure requirements are met and that regulations are completed properly, timely and align with statewide climate and air quality objectives.
15%	Organizes and participates in meetings, workshops, and teleconferences with government agencies, industry representatives, environmental groups, and other stakeholders involved in zero emission vehicle regulation implementation. Communicates program objectives, requirements, and technical analyses to diverse audiences, ensuring transparency, clarity, and opportunities for stakeholder input. Represents the section in interagency collaborations, advisory committees, and public forums to foster partnerships and advance program goals. Stays current on emerging research, literature, and industry best practices to inform policy development and enhance program efficacy Travels as necessary.

% of Time	Marginal Functions
10%	Performs full administrative responsibilities including recruitment, staff evaluations and development, timesheet approvals, and other personnel tasks. Prepares, monitors, and justifies budget items; provides input for policy proposals relevant to zero emission vehicles. Ensures adherence to all administrative policies and

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	procedures; develops internal processes and tracking systems to maintain operational efficiency.
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Typical Physical Conditions/Demands

Daily use of a state-supplied computer is required. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

This position is located in a high-rise building, and requires being in a stationary position, consistent with office work, for extended periods. Work is conducted in a standard office environment which includes artificial lighting and controlled temperatures.

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 __10%__ 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*

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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

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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 here 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

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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 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.

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- **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.
- **Resilience** – Overcomes challenges, performs well, and remains optimistic and committed under pressure and adversity.