

Duty Statement – Leadership

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resource Supervisor I	Position Number: 673-930-3762-013
Incumbent Name: Vacant	Working Title: Section Manager	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Laboratory Division	Section/Unit: Measurement Assessment and Research Section	Reporting Location: Sacramento, CA
Supervisor's Name: Tao Huai	Supervisor's Classification: Air Resource 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 Measurement Assessment and Research Section (MARS) operates the Mobile Source Emissions Testing Facility in Sacramento, equipped with a heavy-duty chassis dynamometer, advanced laboratory analyzers, Portable Emissions Measurement Systems (PEMS), and the Portable Emissions Acquisition System (PEAQS) to produce high-quality, legally defensible emissions data. MARS's mission is to support the development of heavy-duty on-road and off-road vehicle regulations, strengthen emissions inventories, inform enforcement actions, advance the Clean Truck Check program, and drive research initiatives. Through surveillance testing of in-use on-road and off-road heavy-duty vehicles and equipment, MARS provides critical insights into real-world emissions performance and regulatory effectiveness.

MARS also serves as a platform for evaluating and demonstrating new test approaches, advancing innovative methods for measuring in-use emissions, and improving testing capabilities. Working collaboratively with CARB mobile source workgroups, MARS develops and executes test plans, conducts comprehensive emissions testing, and delivers robust data analyses to guide policy decisions and protect air quality. These efforts provide the scientific foundation to achieve reductions in criteria pollutants, greenhouse gases, and toxic air contaminants from the heavy-duty sector.

Competencies

As an Air Resources Supervisor I, the incumbent should strive to develop advanced proficiency in the competencies of collaboration; communication; customer engagement; digital fluency; diversity, equity, inclusion, and belonging; innovative mindset; interpersonal skills; and resilience.

To successfully perform the job's essential functions while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives, and Goals, the incumbent should also strive to develop expert proficiency in the following competencies:

- collaboration

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- digital fluency
- innovative mindset

As an Air Resources Supervisor I, the incumbent should strive to develop a novice proficiency in the leadership competencies of business acumen; inspirational leadership; diversity, equity, inclusion and belonging; results-driven; stewardship; talent management; vision and strategic thinking.

To successfully perform the job's essential functions while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives, and Goals, the incumbent should also strive to develop basic proficiency in the following competencies:

- inspirational leadership
- results-driven
- vision and strategic thinking

Position Description

Under the general direction of the Air Resources Supervisor II, the incumbent independently carries out program and project responsibilities that involve highly sensitive and complex issues, often related to emerging or undefined areas. This position includes direct supervision of engineers engaged in advanced air pollution control and engineering work. It represents the first level at which administrative responsibilities are formally assigned. The incumbent is responsible for planning, evaluating, and managing research initiatives and regulatory programs aimed at reducing air pollution from heavy-duty vehicles and freight-related emissions. This includes implementing and overseeing regulations, guiding technical staff, and presenting recommendations to the Board and other stakeholders. The role requires a deep understanding of CARB's policies and programs, emerging heavy-duty vehicle technologies, low-level emissions sampling and measurement techniques, and a comprehensive knowledge of the Code of Federal Regulations as it pertains to engine testing.

% of Time	Essential Functions
30%	Manage the day-to-day activities of the MARS including the oversight of the planning, design, implementation, and completion of emission test projects at the laboratory and in the field. Direct and supervise the activities of staff performing complex air pollution control and engineering work.
25%	Apply scientific methods and engineering principles to review all exhaust test requests and test plans to ensure that the proper vehicle/equipment will be procured, the correct emission test procedure will be performed, and the review on all test data to ensure the emission test data that was generated is valid and usable.
15%	Review all staff assignments for accuracy and completeness and stay abreast of all relevant, technical issues that involve heavy-duty vehicle/equipment exhaust emissions testing. Review all reports, correspondence, and memoranda that document emissions test data generated by the MARS.
10%	Interact with client divisions and vehicle/equipment manufacturers to discuss and explore the test methods and logistics for the engine testing.

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10%	Hire, train, and evaluate the performance of the MARS staff. Provide staff with career development opportunities, and complete administrative duties as required.
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% of Time	Marginal Functions
10%	Perform other duties as required which may include supervising all activities related to the Section, conducting special projects, making presentations, coordinating with other State and Federal agencies involved with environmental protection, and ensuring that all administrative requirements of the section are completed as required.

Typical Physical Conditions/Demands

Typical Working Conditions

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: Tao Huai	Supervisor Signature:	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*

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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., 673-810-5142-001)

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 -

https://www.calhr.ca.gov/Pay%20Scales%20Library/PS_Sec_15.pdf

Confidential Designation – (Refer to the program needs, and job duties required)

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 – Select [appropriate proficiency level](#) for the classification for both core and leadership competencies. May select up to 3 competencies that require a higher proficiency level than is standard for the classification, based on the duties of the position. 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-leadership 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 Workforce Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity, Equity, Inclusion, and Belonging; 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.

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- **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.

Effective development of the identified Leadership Competencies fosters the advancement of the following Leadership Competencies: 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.