

Duty Statement – Leadership

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Duty Statement

☐ Current ☒ Proposed -		
RPA Number:	Classification Title: Air Resources Supervisor I	Position Number: 673-510-3762-023
Incumbent Name:	Working Title: Section Supervisor	Effective Date: 10/20/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Monitoring and Laboratory Division	Section/Unit: Standards Laboratory Section	Reporting Location: 1927 13 th Street, Sacramento
Supervisor's Name: Manisha Singh	Supervisor's Classification: ARS 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 mission of the Standards Laboratory Section is to provide certification and verification services for both gaseous and measurement type standards in support of California's ambient air monitoring network and, assessments of new monitoring technologies in support of the Community Air Protection Program established under AB 617. Section staff perform (i) certification and verification services of calibration and monitoring instruments, compressed gases, and measurement devices used by CARB and local air districts and (ii) evaluations of advanced sensor equipment designed for ambient air monitoring at or near sensitive receptor locations and in disadvantaged communities. The results are an important element of CARB's commitment to produce accurate, timely, and relevant ambient air quality data for public awareness, regulatory purposes, and research studies.

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.

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Position Description

Under the general direction of the Chief, Quality Management Branch, the SLS manager will direct and supervise the activities of six staff to ensure that (i) the ambient air monitoring standards operated by monitoring agencies throughout California comply with procedures and regulations set forth by the United States Environmental Protection Agency (U.S. EPA) and (ii) to evaluate the performance of sensor equipment to generate technically sound ambient air monitoring data for identifying localized neighborhood scale air pollution issues. Typical tasks include, but are not limited to planning, implementing, evaluating, and managing the operations of CARB Standards Laboratory. The SLS manager is also responsible for overseeing evaluation of air sensor technologies.

% of Time	Essential Functions
35	Plan, organize and direct the activities of staff in the operation of CARB Standards Laboratory. Ensure certification equipment is calibrated and maintained, as well as used in accordance with state and federal requirements. Work collaboratively with staff and management throughout CARB, local air monitoring organizations, U.S. EPA, and other stakeholders to assess program operations, harmonize air monitoring policies, and track effectiveness in meeting federal Primary Quality Assurance Organization requirements. Maintain dialogue with Branch Chief for briefing of significant work and staff issues and obtaining policy and other information for distribution to staff. Identify and manage procurement needs necessary to support ongoing laboratory operations, ensuring that equipment, materials, and services align with program priorities and regulatory requirements.
25	Plan and direct the activities of staff in the operation, monitoring and maintenance of the environmental test chamber, evaluations of emerging sensors, compiling and analyzing test information to determine sensor performance. Procure and evaluate air monitoring instruments and new technologies; develop and manage annual service contracts and procurement for resources and assets.
20	Review all staff work products including testing results, technical reports, letters, memos, project plans, quality assurance documents, standard operating procedures, and training materials, for accuracy and completeness.
15	Perform administrative duties including hiring staff, staff performance appraisals, probation reports, staff development, timesheets, and other administrative and personal tasks as necessary. Ensure staff are provided the appropriate training and meet policy guidelines.

% of Time	Marginal Functions
5	Perform other duties as assigned. Travel as necessary.

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 at the Monitoring and Laboratory Division

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- ☐ 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 _____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:
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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: