Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resources Supervisor I	Position Number:673-920-3762-007
Incumbent Name:	Working Title: California Climate Investments Manager	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Sustainable Transportation and Communities Division	Section/Unit: Climate Investments Benefits Section	Reporting Location: TBD
Supervisor's Name: Amy Budahn	Supervisor's Classification: Air Resources Supervisor II	CBID: S 09
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 Climate Investments Branch (CIB) is to advance State policies and investments that address climate change and advance equity with a primary focus on implementing California Climate Investments and developing tools, resources, and strategic partnerships. The Climate Investments Benefits Section works toward a vision of a diverse California where all people live, work, and thrive in healthy, equitable, and climate-smart communities that are supported by a sustainable built environment, clean energy, and accessible, sustainable transportation choices. To advance policies and investments that address climate change and support the quality of life for all people in California, CIB:

• Guides, supports, coordinates, and promotes the California Climate Investments programs;
• Provides quantification tools and resources for estimating, tracking, improving, and communicating the environmental, economic, equity, workforce, health, and other effects of climate-related policies and investments; and
• Collaborates broadly with a diverse set of partners, including local community members; State, Federal, local, and tribal governments; private and nonprofit sector actors; and global partners on climate change.

The Climate Investments Benefits Section provides technical and policy support for these actions specific to investments in transportation, energy, and research.

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

The manager will work closely with the Branch Chief, the Division Office, and other managers within the Branch and Division to meet the mission of the section and the goals of the Branch and Division through collaborative leadership, expertise, and initiative. The manager is responsible for staffing and contract resources, supervising the section's work to ensure deliverables are meeting objectives and timelines, reinforcing personnel and other administrative policies and procedures, and resolving sensitive program and personal issues with tact and diplomacy. The manager facilitates team interactions to establish trust and build section cohesiveness and is responsible for fostering a team environment based on the tenets of shared respect, trust, inclusion, honesty, collaboration, analytical precision, and clear communication. The manager is expected to develop constructive relationships with program managers and staff within CARB and at other State agencies and represent the program in meetings with other divisions, the Executive Office, the Chair's Office, the Board, CalEPA, other State agencies, the Governor's Office, the Legislature, interested parties, and the public. Some travel will be required. This position directly supervises 3 Air Resources Engineers, and 3 Air Pollution Specialist

% of Time	Essential Functions
40%	Conduct hiring and onboarding of new staff as needed and constructively evaluate staff performance periodically (i.e., annually for permanent staff and every four months for probationary staff). Assign and delegate the responsibility of projects to the appropriate staff, establish deadlines, and provide direction, training, and regular feedback on assignments. Manage and monitor staff workload to ensure effective, timely, and accurate delivery and execution of work assignments within the Section. Guide and review methodologies, guidance, and other products generated from the Section and others within CIB for accuracy, clarity, technical depth, and consistency with Division and the CARB policies and objectives, and with existing Section and Branch products, including but limited to, programmatic requirements, writing style, and format. Oversee the development of briefing materials, contracts, reports, legislative analyses, budget change proposals, and other documents appropriate for use by CARB, CalEPA, the Governor's Office, and the Legislature.
30%	Oversee Section staff supporting the implementation of California Climate Investment programs related to transportation, energy and research to ensure they are reducing greenhouse gas emissions, prioritizing funding for disadvantaged and low-income communities, engaging communities, quantifying environmental, economic, and public health benefits, and providing transparency on funding outcomes. Supervise the development and implementation of new transportation and energy program efforts of the Division. Plan, organize, and direct CIB's outreach efforts to raise awareness of climate investment programs and help address barriers to accessing investment programs.
10%	Coordinate with program managers at other State agencies and with other CARB sections, branches, and divisions on implementation of CARB's quantification methods, funding guidelines for agencies administering California Climate Investments, and data collection efforts. Develop constructive relationships with program managers and resolve differences in scientific approaches (often driven by

	each agency's primary mission), while also considering the input of affected public and private stakeholders. Keep the branch chief and Division Office apprised of issues in the areas of Section responsibility and recommend strategic action to resolve those issues.
10%	Represent CARB at conferences and meetings with other CARB branches and divisions, the Executive Office, Chair's Office, the Board, CalEPA, other State agencies, the Governor's Office, Legislature, stakeholders, and the public. Travel as necessary.

% of Time	Marginal Functions
5%	Pursue career development opportunities through completion of Individual Development Plans, associated participation at conferences, webinars, and trainings, and implementation and sharing of best practices and lessons learned.
5%	Lead and carry out special projects as assigned by the branch and division management to support the implementation of California Climate Investments, Assembly Bill 32, and the priorities of the Sustainable Transportation and Communities Division. As directed, provide input, prepare, and represent plans and documents required for budget, personnel, legislative, and public purposes.

Typical Physical Conditions/Demands

Daily use of a personal computer, office equipment, and/or telephone.

Typical Working Conditions

Position located in a high-rise building. Telework is available. Standard office environment (for example, artificial lighting, controlled temperature, etc.).

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

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

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

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.

- **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; Talen 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.