## Duty Statement

☐ Current ☒ Proposed

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|---|---|---|
| RPA Number: N/A | Classification Title:<br>Air Resources Supervisor I | Position Number:<br>673-510-3762-014 |
| Incumbent Name:<br>N/A | Working Title: LSS Supervisor | Effective Date:<br>10/28/2026 |
| Tenure:<br>Permanent | Time Base:<br>Full-Time | Intermittent Hours Per Month: |
| Division/Office:<br>Monitoring and Laboratory Division | Section/Unit: Laboratory Support Section | Reporting Location: 1927 13th Street, Sacramento, CA |
| Supervisor's Name:<br>Michael Werst | Supervisor's Classification:<br>Air Resources Supervisor II | CBID: S09 |
| Confidential Designation:<br>☐ Yes ☒ No | Designated Position for Conflict of Interest:<br>☒ Yes ☐ No | Position Telework Eligible:<br>☒ Yes ☐ No |
| Supervision Exercised:<br>☐ Managerial ☒ Supervisory | | |

## General Statement

The Laboratory Support Section (LSS) is responsible for supporting the Laboratory Analysis Branch's (LAB) three additional analytical laboratory sections: Inorganic Laboratory Section (ILS), Organic Laboratory Section (OLS), and Special Analysis Section (SAS). LAB provides analytical laboratory services for criteria pollutant, toxic air contaminant, community air monitoring, special projects, and consumer product enforcement programs. Responsibilities of the Branch include overall sample management and the reporting, reviewing, validation, and approval of analytical data for submittal to U.S. EPA, CARB Enforcement Division, and other clients. To support these regulatory mandates, LSS provides analytical support to ILS, OLS, and SAS for sample control and management (sample shipping/receiving, log-in, tracking, storage, and disposition), quality assurance and quality control oversight, Laboratory Information Management System (LIMS) database administration, and data management including submittal of data to clients.

## 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 general direction of an Air Resources Supervisor II, the employee shall supervise, plan, evaluate, coordinate, and direct the activities of the section.

| % of Time | Responsibilities of the Position |
|---|---|
| 30 | Plan and schedule all work projects including development of test procedures and reports, data management infrastructure, data analysis, report preparation, presentation of findings, and outreach. Assign section responsibilities and specific projects to staff considering job classification and abilities. Meet with client sections, client divisions and, federal, state, and local agencies to define or refine project objectives. Provide analytical support for these client divisions on sample control and management, quality assurance and quality control oversight of laboratory data. |
| 25 | Review all staff work products including all data releases, standard operating procedures, quality control manual, protocols, reports, equipment specifications, letters, memos, project plans, schedules, travel claims, procurement and contract requests, and other work products for accuracy and completeness. Oversee data quality assurance and quality control program. Approve and/or note deficiencies and return work products to staff for further refinement. |
| 15 | Provide formal and informal feedback to staff on job performance, current issues, safety, and policy through annual performance appraisals, informal one-on-one meetings and section staff meetings. Provide leadership in maintaining a safe work environment by enforcing safety rules and ensuring that staff is adequately trained. |
| 15 | Supervise sample and data management for the branch. This includes sample control (shipping/receiving, log-in, tracking, storage and disposition), data transfer, archive and reporting. Investigate, recommend, advocate, and implement data management improvements, whether hardware, software or process based. |
| 5 | Investigate and take corrective action as necessary when infractions of work policies occur. This includes meeting with staff, giving verbal notice, preparing letters of warning, and documenting positive and negative behavior. |
| 5 | Prepare duty statements, conduct hiring interviews, develop individual development plans. Develop staff through job and project counselling and assignment of challenging projects. Schedule and track staff vacations and other time away from work. Review Time Reports for accuracy. Act as branch chief when requested. |

| % of Time | Marginal Functions |
|---|---|
| 5 | Stay informed about new advances in laboratory management, good laboratory practices, and data management to learn best approaches to laboratory support through webinars, seminars, journals and publications, and rulemakings and networking with other laboratory professionals. |

## 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 on the 1st floor of a two-story building in downtown Sacramento in an office. The work schedule is Monday through Friday.

## 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 _____ 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: |
|---|---|---|
| | | |

## 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?<br>☐ Yes ☐ No | | |
|---|---|---|
| Employee Name: | Employee Signature: | Date: |
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