Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resources Supervisor I	Position Number: 673-510-3762-016
Incumbent Name:	Working Title: Quality Management Section Manager	Effective Date: 11/4/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Monitoring and Laboratory Division	Section/Unit: Quality Management Section	Reporting Location: 1927 13th Street, Sacramento, CA 95811
Supervisor's Name: Manisha Singh	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 Quality Management Section (QMS) is responsible for ensuring that the California Air Resources Board (CARB) meets its federally mandated Primary Quality Assurance Organization (PQAO) responsibilities. The PQAO is responsible for the quality management activities that support California's ambient air monitoring program. Specifically, the section will provide quality assurance oversight and guidance of the PQAO districts. The section will also coordinate with PQAO districts and provide training, support, organization, and communication for all Quality Assurance activities.

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 the direction of the Air Resources Supervisor II, the incumbent will direct and supervise the activities of staff performing quality assurance/quality control and liaison support to air monitoring organizations throughout California, and is the first level to which administrative responsibilities are assigned. Typical tasks include, but are not limited to: planning, implementing, evaluating, and managing programs and projects throughout CARB's PQAO to ensure that the quality management practices are consistent, align and meet federal, state, and PQAO requirements.

% of Time	Essential Functions
35	Plan, organize, and direct the activities of staff in overseeing all quality management activities among the state's air monitoring organizations that comprise CARB's PQAO. 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 toward meeting federal, state, and PQAO requirements. Maintain dialogue with Branch Chief for briefing of significant work and staff issues and obtaining policy and other information for distribution to staff.
25	Direct the activities of staff in the coordination and communication of quality assurance/quality control information, development and management of a formal ambient air monitoring program, and review of the air monitoring programs to ensure compliance with state and federal requirements for the collection, analysis, validation, and reporting of ambient air data.
20	Review all staff work products including quality management documents, standard operating procedures, and training materials for accuracy and completeness.
15	Hire and train new staff. Provide formal and informal feedback to staff on job performance, current issues, and policy through annual performance appraisals, one-on-one meetings, and section meetings. Provide staff with career development training and opportunities. Complete other administrative duties as required.

% of Time	Marginal Functions
5	Perform other duties as required. 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 on the 2nd floor of an office building in downtown Sacramento in an enclosed office cubicle with a window. 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: Manisha Singh	Supervisor Signature:	Date: 2/26/2026

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