Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: C.E.A. B	Position Number: 673-110-7500-XXX
Incumbent Name: Edith Chang	Working Title: Deputy Executive Officer, Planning, Freight, and Toxics	Effective Date: Click or tap to enter a date.
Tenure: CEA	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Executive Office	Section/Unit:	Reporting Location: Sacramento-Headquarters
Supervisor's Name: Courtney P. Smith	Supervisor's Classification: Chief Deputy Executive Officer	CBID: M01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ Managerial ☐Supervisory		

General Statement

The California Air Resources Board's (CARB) mission is to promote and protect public health, welfare, and ecological resources through the effective and efficient reduction of air pollutants while recognizing and considering the effects on the economy of the State. In support of this mission, the Executive Office (EO) is responsible for planning, organizing, and directing the activities of CARB, the Divisions within CARB, and the staff within those divisions. The Executive Office works closely with the Chair's Office and Board members, the California Environmental Protection Agency, the Governor's Office, other state agencies, the Legislature, and external stakeholders to carry out the mission of CARB.

CARB values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and the environment.

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 Executive Officer and Principal Deputy Executive Officer, and as part of CARB's executive team, the Deputy Executive Officer (DEO), Planning, Freight, and Toxics, serves

as a member of the executive staff and advises and assists in the development, planning, coordination, policy formulation, strategic planning, and technical evaluation of new and emerging air pollution control programs and policies related to air quality planning, air quality monitoring, and freight and other toxics emissions and control strategies. The position assists the Executive Officer in directing the federal, State, and local air pollution control programs; identifies issues and subject matter and reviews staff reports in the preparation of agendas and other material for Board meetings; acts as part of the Executive Staff in identifying issues, participating in the formulation of air pollution policies, and developing strategies to best meet program objectives; prepares and reviews legislative proposals; represents CARB and the Executive Office in meetings and hearings; represents CARB in negotiating air pollution related issues with industry and federal, State, and local agencies and the general public; coordinates special projects as assigned by the Board or Executive Officer; and manages highly technical staff responsible for providing the highest quality scientific information and technology possible for actions to protect the health of the people and the environment of California from the effects of air pollution. This position provides oversight for the Transportation and Toxics Division, the Air Quality Planning and Science Division, and the Monitoring and Laboratory Division.

% of Time	Essential Functions
30%	Oversees and provides policy direction for air quality planning, including development and adoption of State Implementation Plans (SIP); directs State's strategies to meet National Ambient Air Quality Standards, regulatory development, and implementation of major CARB regulations and programs affecting: vehicle and equipment manufacturers and producers and sales of transportation fuels, and small off-road equipment manufacturers; stationary sources of toxic air pollution including but not limited to: oil and gas production, chrome platers, gas stations, refineries, electricity generations, and others; freight movement and logistics including but not limited to: ocean-going vessels, harbor craft, land-side port freight equipment, rail freight, drayage, and warehousing and shipping containers; Heavy, light industrial and commercial sources of toxics air contaminants.
25%	Oversees and provides policy direction for measurement of ambient levels of air pollution including design, installation, maintenance, and operation of air quality monitoring stations and equipment, calibration of air monitoring equipment, auditing of air district air monitoring systems, serving as a primary quality assurance organization, laboratory analysis of content of consumer products; develops and maintains inventories of air pollution, toxics, and greenhouse gas emissions in the State; develops and maintains records of air pollution levels throughout the State.
25%	Acts as CARB's primary representative with other state air quality officials and works with top level executives/staff from local air districts, USEPA, Department of Transportation, Department of Agriculture, the Office of Environmental Health Hazard Assessment, the Department of Pesticide Regulation, the California Energy Commission, California Department of Forestry and Fire Protection, and other state agencies on issues related to air quality planning, freight, and air toxics.
15%	In collaboration with other Deputy Executive Officers, advises the Executive Officer regarding board-wide policy on both external and internal issues to ensure consistency and to meet CARB's mission. Reviews, analyzes and makes recommendations on the priority, technical soundness and feasibility of proposals

	for budget and programmatic expansion and redirections; represents the Board and Executive Officer in sensitive or controversial interagency activities involving technical, scientific or policy related issues or projects; participates in hearings and presents expert testimony in proceedings before the Board and other agencies; and other job-related duties as assigned.

% of Time	Marginal Functions
5%	Perform other job-related duties as assigned by the Principal Deputy Executive Officer or Executive Officer for operational continuity.

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. Moving objects weighing up to 25 pounds may be necessary.

Typical Working Conditions

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.

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 __15%____ 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