Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Supervisor I	Position Number: 673-610-4800-001
Incumbent Name:	Working Title:	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Control Division	Section/Unit: Grant Processing Section	Reporting Location: Sacramento HQ
Supervisor's Name: Sophia Muñoz	Supervisor's Classification: Supervisor II	CBID: S01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☐ None ☐ Lead		

General Statement

The Supervisor I leads the Grants Processing Section (GPS) within the Mobile Source Control Division (MSCD), ensuring effective, transparent, and auditable administration of statewide incentive programs funded by the Greenhouse Gas Reduction Fund and other sources. The incumbent develops, implements, and continually improves grant processes; oversees fiscal tracking and reconciliation; and supervises a team of analysts to deliver timely, accurate, and compliant grant administration in support of CARB's mission to reduce air pollution.

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.

Position Description

Under the direction of the Supervisor II, the Supervisor plans, organizes, and directs the activities of the Grant Processing Section. The incumbent oversees staff responsible for grant agreement administration, fiscal tracking, expenditure monitoring, fund liquidation activities, and grant reporting. The Supervisor I ensures that grant administration processes are implemented consistently, staff work products meet quality and compliance standards, and grant management systems remain accurate and current. The incumbent serves as the section-level liaison with internal and external partners and provides technical guidance and operational support for grant administration activities.

% of Time	Essential Functions
30%	**Grant Administration Operations and Process Implementation**

	• Manage the day-to-day administration of grant processing activities. • Implement Division grant administration procedures and operational guidance established by management. • Oversee agreement processing, grant documentation, disbursement requests, and grant reporting activities. • Ensure grant administration workflows are completed timely and accurately. • Coordinate resolution of routine operational issues affecting grant processing activities.
30%	**Supervision of Staff and Workload Management** • Plan, organize, assign, and evaluate the work of analysts engaged in grant administration and fiscal tracking activities. • Monitor workloads and establish priorities to meet program deadlines. • Provide technical guidance, coaching, and training to staff. • Review staff work products and ensure quality standards are met. • Support employee development and succession readiness within the section.
15%	**Fiscal Tracking and Grant Monitoring** • Oversee grant expenditure tracking and monitoring activities. • Ensure fiscal tracking tools and reports are maintained accurately. • Monitor encumbrance and liquidation activities and identify potential funding concerns. • Escalate significant fiscal risks, policy issues, or funding concerns to the Supervisor II.
10%	**Quality Assurance and Compliance** • Review grant administration transactions and reports for accuracy and compliance. • Ensure staff maintain complete documentation consistent with State and CARB requirements. • Monitor compliance with grant agreements, reporting schedules, and administrative procedures. • Support audits and data requests by providing accurate records and documentation
10%	**Internal and External Coordination** • Coordinate with program staff, Fiscal Services Division, Legal Office, Accounting, Budgets, and external grantees on grant administration matters. • Facilitate section meetings and communicate grant processing requirements and deadlines. • Represent the section in workgroups and operational meetings. • Promote effective communication among stakeholders involved in grant administration activities.

% of Time	Marginal Functions

5%	**Administrative and Personnel Management** • Complete performance evaluations, probation reports, and other supervisory documentation. • Support recruitment, onboarding, and training activities. • Participate in division initiatives and special assignments. • Oversee preparation of technical adjustments for encumbrance and liquidation extensions. • Perform other related duties as assigned.

Typical Physical Conditions/Demands

This position requires frequent sitting, standing, walking, bending, and reaching. It also requires regular use of hands, wrists, and fingers for keyboarding and document handling. Moving objects weighing up to 25 pounds may be necessary. The work is primarily performed in an office environment.

Typical Working Conditions

The incumbent works in a smoke-free environment on the 3rd floor of a modern office building in downtown Sacramento in an enclosed office cubicle. The work schedule is Monday through Friday, with a hybrid arrangement of two days in the office and three days telework from home. Mandatory overtime may be required on occasion to meet critical work needs. Travel may be necessary locally and within the state for meetings or site visits.

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

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 here 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.