Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resources Supervisor I	Position Number: 673-930-3762-008
Incumbent Name: Vacant	Working Title: Air Resources Supervisor I	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Mobile Source Laboratory Division	Section/Unit: Laboratory Testing Support Section	Reporting Location: Riverside
Supervisor's Name: Allen Pham	Supervisor's Classification: Air Resources Supervisor II	CBID: S09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☐ Managerial ☒Supervisory		

General Statement

The Laboratory Testing Support Section provides system administration for the test automation system, host, LIMS and smaller related systems. System administration includes developing and maintaining the system infrastructure that supports electronic laboratory equipment interfaces, vehicle and engine data acquisition, and data storage.

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 Air Resources Supervisor I is the first line supervisor of a section of professional and technical employees performing complex air pollution control and engineering work and the first level to which administrative responsibility is assigned. The Air Resources Supervisor I supervises a section responsible for air pollution and motor vehicle control programs or investigative studies into the nature and causes of air pollution.

% of Time	Essential Functions
35%	Work with other supervisors within the branch and direct staff to carry out staff assignments using their knowledge of vehicle and engine testing programs, certification programs and emission inventory programs. Directing staff includes matching assignments to individual's skills, ensuring that people understand their

	assignments, setting due dates, and interactively working with staff to overcome obstacles to getting assignments completed efficiently.
25%	Review assignments and staff work and provide meaningful feedback to staff. This review includes how the staff analyzed client needs and use of sound scientific or engineering principles. Reviews include checking assignments for compliance with branch direction and division policy, evaluating whether or not the assignment fulfills its intended purpose, and looking critically at data resulting from an assignment. Providing meaningful feedback includes pointing out better ways to do a job, and getting input from staff on how errors can be avoided in the future
15%	Provide information and planning input to the branch and division chief and provide policy guidance to staff. This includes keeping the branch chief informed of significant work issues and staff issues, obtaining policy and other information from the branch chief and providing this information to staff. It also includes solving supervision problems at the lowest level possible and showing good judgement in deciding when to consult with the branch chief about issues that cannot be solved at the section level.
10%	Cooperatively work with other managers and supervisors to ensure that laboratory processes run smoothly regardless of unit affiliation and that work efforts requiring more than one group to participate are well coordinated.
5%	Monitor client satisfaction and identify and implement changes that would improve client satisfaction.
5%	Provide training and upward mobility opportunities to staff via the management chain. Ensure that staff understand MSLD and agency policies that support opportunity for advancement. Encourage staff to take advantage of opportunities; and, if possible, facilitate people's efforts to move up by making adjustments to work schedules or by making other accommodations.

% of Time	Marginal Functions
5%	Do paperwork and keep records as required by State regulations. Staff are required to take training classes made necessary by new assignments or new technology, health and safety training, refresher training for the maintenance of ongoing programs and training mandated by law or other State authority. This includes training to maintain existing systems that support ongoing programs at MSLD or training necessary for implementing new technologies

Typical Physical Conditions/Demands

This position requires regular sitting, standing, walking, keyboarding, and screen viewing. This role may involve lifting or moving items up to 25 pounds. There may be occasional exposure to dust and noise.

Typical Working Conditions

The incumbent works in a smoke-free environment located on the first floor of a laboratory and office facility in Riverside. The standard work schedule is Monday through Friday. Local and in-state travel may be required.

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:
Allen Pham		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.