Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resources Supervisor II	Position Number: 673-710-3763-006
Incumbent Name: Vacant	Working Title: Branch Director	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Air Quality Planning and Science Division	Section/Unit: Consumer Products and Air Quality Assessment Branch	Reporting Location: Sacramento
Supervisor's Name: Matthew Lakin	Supervisor's Classification: CEA III	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 Consumer Products and Air Quality Assessment Branch is responsible for developing and implementing the State's consumer products regulatory programs, which target the largest source of reactive organic gases under State regulatory authority. The Branch also implements the fee programs under AB10X for consumer products and architectural programs. Branch staff serves as a resource to air pollution control districts in surveying architectural coatings and developing suggested control measures for these coatings. Branch staff also reviews district rules for all coating categories and may assist air districts in efforts to survey other coatings and develop model rules. The Branch develops, manages, maintains and archives preliminary and air quality data in the Aerometric Data Analysis and Management (ADAM) and Air Quality and Meteorological Information System (AQMIS) databases.

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

% of Time	Essential Functions

30	Plan, organize, budget, and schedule branch activities, including supervising three Section Managers. Review and edit branch reports, publications, fee invoices, research concepts, rule reviews and correspondence.
40	Manage development and implementation of surveys on consumer products, architectural coatings, and other coatings. Update planning and modeling emission inventories, including speciation profiles. Oversee development and implementation of consumer products programs and regulations, coatings, suggested control measures, and new SIP strategies aimed at effectively reducing volatile organic compounds, with consideration of impacts on global warming potential, ozone depletion, toxics, and particulate matter formation. Coordinate closely with partner divisions, agencies, and local air districts.
25	Manage the team responsible for administering, maintaining, and enhancing the ADAM and AQMIS databases; ensure seamless data access from ADAM to the community air quality monitoring database, AQView. Coordinate with U.S. EPA, air districts, other divisions and branches on ambient air monitoring issues, trends, and air quality analyses. Support CARB's Toxic Air Contaminant Program. Oversee responses to air quality and metereological data inquiries. Prepare, publish, and distribute data periodically in response to requests.

% of Time	Marginal Functions
5	Assist the Division Director and Assistant Division Director in planning and organizing, budgeting, and implementing the Air Quality Planning and Science Division's programs. Perform other duties as may be necessary to meet the requirements of the Division.

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. Lifting and carrying objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

The incumbent works in a smoke-free environment on the 7th floor of a high-rise office building in downtown Sacramento in an office without a window. The work schedule is Monday through Friday, and the position is not eligible for an Alternative Workweek Schedule. Incumbents should expect some work to be required during the evening and weekend hours to meet deadlines, adjust to rapidly changing priorities, and prepare adequately for upcoming meetings, including internal briefings for upper management, client divisions, and external stakeholders. Travel may be required locally and within the State.

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%_____

☐ 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: Matthew Lakin	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? ☐ Yes ☒ No		
Employee Name:	Employee Signature:	Date: Date