

SACRAMENTO METROPOLITAN
AIR QUALITY MANAGEMENT DISTRICT

For Agenda of: May 27, 2004

To: Board of Directors
Sacramento Metropolitan Air Quality Management District

From: Norm Covell
Air Pollution Control Officer

Subject: CHANGING THE CLASSIFICATION OF POSITION FROM ASSISTANT/ASSOCIATE
AIR QUALITY SPECIALIST TO ASSISTANT/ASSOCIATE AIR QUALITY ENGINEER

Recommendation Approve the request for an Assistant/Associate Air Quality Specialist position in the Stationary Source Division to be deleted and an Assistant/Associate Air Quality Engineer position to be added.

Background The Stationary Source Division is divided into two sections, the Permitting Section which reviews, evaluates, and prepares permits and the Field Operations Section which is tasked with inspecting sources and responding to complaints.

The Permitting Section is primarily composed of Air Quality Engineers, but has had two positions classified as Air Quality Specialists since transitioning from the County in 1996. The Air Quality Specialist positions have been assigned tasks consistent with their job requirements. The responsibilities and tasks of the Permitting Section have been changing over the past 9 years. Changes in the types of projects received and responsibilities have increased the need for this position to require an engineering background. Of the two Air Quality Specialist positions, one will continue to handle duties best served by that classification consistent with program demands. The second position, recently vacated, is proposed to expand upon past duties and to involve an increased engineering workload including but not limited to source test review, Title V permitting, rule development, and the opportunity for supervisors to balance the engineering workload.

**Sudden Retirement
And Current Needs**

The Stationary Source Division has a continuing and growing need to perform the program functions that have been assigned to this position. As workload continues to evolve, projects requiring greater technical expertise will continue to occupy a larger portion of staff's time. Changes in permit evaluations including Title V exemption losses will add additional permitting responsibilities best suited by engineering staff.

Historically, this position has spent 30% of their time working on toxics, with the remaining 70% spent on permitting activities of the most basic kind and application intake. The permitting activities have been limited over the years by the background required for an Air Quality Specialist and job description. Until recently, a good portion of that time was spent on application intake, a task better suited and recently transferred to clerical staff in the Administrative Services Division. Applications reviewed were limited to the most basic projects and/or projects with calculations provided by the applicant. Staff would review the final numbers submitted but lacked the engineering background to recreate and further document the calculations.

Due to increasing and varied workload demand, conversion of this position would allow time to be spent more efficiently and effectively, allowing a wider variety and more complex projects including Title V applications, source test reviews, and emission calculations. In addition to meeting the growing needs of the Stationary Source Division, this will allow greater flexibility for balancing work load, provide technical back-up on existing engineering tasks, and provide more technical review of calculations and test results submitted under the toxics program. The quality and technical competence of this work will benefit significantly if the position is changed to an Assistant/Associate Air Quality Engineer, and a person with the corresponding background and more specific air quality knowledge is recruited to fill the position.

Description of Duties

A description of duties for this position is attached.

Fiscal Impact

Position:	Air Quality Specialist	Air Quality Engineer
Monthly Salary:	\$4865 ⁽¹⁾	\$4000-5646 ⁽²⁾
Change (Mo/Yr)	For an entry level Assistant Air Quality Engineer, there would be a savings of \$865/\$10380; At the top step for an Associate Air Quality Engineer, there would be an added cost of \$781/\$9372.	

(1) Step E, the level of the incumbent who has retired.

(2) Step A of Assistant Air Quality Engineer through Step E of Associate Air Quality Engineer

There are sufficient revenues in the District budget account numbers 92929052 and 97979020 to cover the cost of the reclassification.

Respectfully Submitted,

Norm Covell
Air Pollution Control Officer

Approved as to form:

Katherine Pittard
District Counsel

Attachment

ATTACHMENT

Stationary Source Division
Assistant/Associate Air Quality Engineer Position

This position will work in the Permitting Section reviewing AB2588 (toxics) reports, process permit applications, work on Title V applications, review source test reports, and participate in the rule development process.

Duties	% Time
<p>AB2588: The Air Toxics “Hot Spots” Act requires the Air Resources Board to compile and maintain a list of substances posing chronic or acute health threats when present in the air. This program identifies over 600 substances that are subject to the requirements. This program requires subject facilities to prepare air toxics emission inventory plans and reports for submittal to the District. This position reviews the plans and reports, identifies facilities that may be subject, performs risk assessments based on information provided, works with emissions inventory staff, and provides reports to the Air Resources Board. When necessary, staff works with facilities to develop a risk reduction plan.</p>	30
<p>Permitting: This position reviews permit applications for compliance with all local, state, and federal requirements. Projects available for review at the engineering level will include but are not limited to printing operations, turbines, chemical plants, and batch plants. In the project review, staff will establish emission limits, evaluate Best Available Control Technology requirements, determine emission reduction credits requirements, write permit conditions, and issue permits.</p> <p>Perform health risk analysis as part of the permitting process for more complicated sources and more complex receptor locations. Health risk analysis involves modeling software, emission calculations, an understanding of the factors that affect the health risk model, and a knowledge of how terrain and meteorological conditions impact receptors. This position will perform health risk analysis evaluating multiple toxic pollutants from multiple points at the same facility.</p> <p>Staff will review source test plans, observe the tests, review final reports for consistency with applicable testing protocols, and verify the calculations performed in the report. Types of equipment observed at this level will include but are not limited to turbines, boilers, and incinerators.</p> <p>This position will process Title V applications. This involves working with the largest and more complicated sources permitted in the SMAQMD. Title V applications involve reviewing the entire facility to ensure that all requirements are current and in compliance. This involves both permitted and non-permitted activities that are subject to regulation, including but not limited to ancillary activities such as solvent cleaning and architectural coatings.</p> <p>Staff will participate in the Rule development process as necessary. Stationary Source Division staff work with Rule Development staff to ensure rules that can be enforced via permit condition are developed, as necessary provides review of emission reductions and cost numbers used in the rule development process.</p>	70

