

SACRAMENTO METROPOLITAN AIR QUALITY MANAGEMENT DISTRICT

For Agenda of: January 27, 2005

To: Board of Directors
Sacramento Metropolitan Air Quality
Management District

From: Larry Greene
Air Pollution Control Officer

Subject: Sacramento Metropolitan Air Quality Management District's
Personnel Policies – Change in Section 1.2: Appointment & Responsibilities of
the Air Pollution Control Officer

Recommendation: Staff recommends that the Board authorize the APCO to make administrative, statutory, and labor negotiated changes to the SMAQMD's Personnel Policies by:

Approving the attached resolution adopting changes to the SMAQMD's Personnel Policies Section 1.2: "Appointment & Responsibilities of the Air Pollution Control Officer" and authorizing the Chair of the Board to sign the resolution on behalf of the SMAQMD Board of Directors.

Background The Board approved the original Personnel Policies on September 3, 1998 when the appointment and responsibilities of the Air Pollution Control Officer were first drafted. With the recent appointment of a new APCO, this section has been reviewed and revised to reflect the expanded duties that have occurred over the course of past six years and to confer further authority to make changes to existing administrative policies, procedures and operations in order to keep pace with changing laws, statutes and practices, and for the efficient administration of duties and personnel operations. The other sections of this policy remain unchanged.

If approved, the APCO will report quarterly to the Board concerning any changes than have been made to existing policies and procedures.

**Example of
Change**

Many sections of the Personnel Policies require updates based on changes in law or labor contracts. Other modifications are necessary to streamline current practices and address workload and morale issues. For example, SMAQMD Personnel Policies Section 3.5: Performance Evaluations Policy, currently requires that five employee evaluations be performed within the first year of employment. The current policy requires evaluation at the third, sixth, ninth, eleventh and twelfth months of employment. Staff, including supervisors and managers, has asked for a streamlining of the performance evaluations policy. The following policy changes will be made:

The third, ninth, and eleventh month formal evaluations will no longer be required unless there is a negative performance issue that must be resolved. However, it is sound practice that the performance of probationary employees be consistently monitored and reviewed and prudent for probationary employees to be notified of performance issues in a timely manner. Supervisors will take an informal look at performance at the third, ninth and eleventh months, and if problem areas are identified, supervisors will provide written documentation to the employee regarding these issues. If a full evaluation is not necessary due to satisfactory performance at the third, ninth and eleventh month, a short email message will be sent to the next level supervisor, the division manager, and to Human Resources for placement in the personnel file.

Fiscal Impact

None expected.

Respectfully submitted,

Larry Greene
Air Pollution Control Officer

Approved as to Form:

Katherine Pittard
District Counsel

SACRAMENTO METROPOLITAN AIR QUALITY MANAGEMENT DISTRICT

RESOLUTION NO. _____

Whereas, to insure the smooth and efficient operation of SMAQMD, it is necessary to make changes to the Sacramento Metropolitan Air Quality Management District Personnel Policies, Section 1.2: Appointment & Responsibilities of the Air Pollution Control Officer.

Now, therefore, be it resolved and ordered, that the Air Pollution Control Officer is authorized to approve any changes to personnel policies and procedures, with the concurrence of the District Counsel, that may be required due to changes in the law or labor agreements, or which the APCO determines will improve the efficiency and day-to-day operations of the SMAQMD.

Be it further resolved and ordered, that the APCO submit a quarterly report to the Board summarizing the policy changes made during the preceding quarter.

On a Motion by Director _____, seconded by Director _____, the foregoing Resolution was passed and adopted by the Board of Directors of the Sacramento Metropolitan Air Quality Management District, State of California, this 27th day of January, 2005, by the following vote, to wit:

AYES: Directors

NOES: Directors

ABSENT: Directors

Chairperson, Board of Directors
Sacramento Metropolitan
Air Quality Management District

(SEAL)

ATTEST. _____
Clerk of the Board of Directors

**SACRAMENTO METROPOLITAN AIR QUALITY MANAGEMENT DISTRICT
PERSONNEL POLICIES**

1.2 APPOINTMENT & RESPONSIBILITIES OF THE AIR POLLUTION CONTROL OFFICER

Board appointment The Board of Directors shall select an Air Pollution Control Officer who shall serve at its pleasure and who may be removed with or without cause upon a certain majority vote of the Board.

Responsibilities The Air Pollution Control Officer (APCO), under the guidance of the District Board plans, organizes, coordinates, directs and evaluates the activities of the District.

APCO duties The APCO shall have such powers and perform those duties as required by law and as specified by the Board, including but not limited to, all duties and responsibilities necessary to: *(changes shown in italics)*

- plan, develop, organize & direct programs consistent with the District's budget
- supervise & oversee permit systems as provided in the Health & Safety Code
- administer Board approved District purchasing policies
- enforce all District Rules & Regulations including collection of fines and approval of mutual settlements
- represent the District in hearings before the Board and in court proceedings involving air pollution violations
- administer all personnel matters including hiring, promotion, discipline, & termination consistent with Board adopted personnel policies & procedures and related labor agreements
- meet & confer with recognized employee representatives concerning pertinent issues
- *make modifications to existing Board adopted policies and procedures to be consistent with Federal & State laws, statutes, codes and ratified labor agreements, and to streamline previously approved policies for efficiency improvements.*

In addition, the APCO shall have authority to:

- implement activities and programs related to Federal and State legislative matters concerning air quality in the District and to monitor and promote legislative changes accordingly
- liaise activities between the District and the Federal Environmental Protection Agency and the California Air Resources Board relating to the implementation of the District's air pollution control activities required or authorized by law.