

**SACRAMENTO METROPOLITAN
AIR QUALITY MANAGEMENT DISTRICT**

For Agenda of July 28, 2005

To: Board of Directors
Sacramento Metropolitan Air Quality Management District

From: Larry Greene
Air Pollution Control Officer

Subject: Request to Reclassify the Mobile Source Division's Associate Air Quality Specialist Position to an Associate Air Quality Planner Analyst

Recommendation

Authorize the reclassification of a half-time Associate Air Quality Specialist position in the Mobile Source Division to a half-time Associate Air Quality Planner Analyst.

Background

The Associate Air Quality Specialist position was created in July 2002 after the Mobile Source Division Secretary position was vacated. This is currently a half-time position supporting the Land Use and Transportation Section. As a result of growth in the position and a change in duties over time, the duties now performed are more comparable to those of the Air Quality Planner Analyst position. The job description for the Air Quality Planner Analyst is attached.

Examples of duties being performed include:

- Implementing the construction mitigation program.
- Reviewing off-road construction equipment fleets and assessing construction mitigation program compliance, including on-site inspections.
- Providing information to the public regarding mobile source emission reduction technologies through direct contact and through opportunities with the Clean Technologies Forum newsletter and events.
- Maintaining and using computer databases and other programs to track and assess land use mitigation and heavy duty incentive program information.
- Researching and assessing information needed for air quality guidance document updates and rule development.

Reclassifying the half-time Associate Air Quality Specialist position to a half-time Associate Air Quality Planner Analyst would appropriately reflect the changes and growth that have occurred in this position and provide equity within the Planner Analyst classification series.

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Fiscal Impact

The following are salary ranges for the current and proposed position:

Half-time Associate Air Quality Specialist	\$2123-2580
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Half-time Associate Air Quality Planner Analyst	\$2299-2794
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The reclassification would have a maximum monthly salary increase of \$214, which equals \$2568 over one fiscal year. The Mobile Source Division's budget will be able to absorb this increase in fiscal year 2005-2006 through salary savings associated with two vacant Air Quality Engineer positions in the Vehicle and Engine Technology section of the Division.

Respectfully submitted,

Larry Greene
Air Pollution Control Officer

Attachment

ATTACHMENT 1

ASSISTANT AIR QUALITY PLANNER ANALYST ASSOCIATE AIR QUALITY PLANNER ANALYST

PURPOSE

Performs a variety of professional, administrative and technical work in connection with development, implementation, evaluation, and assessment of air quality standards, conditions, plans, and strategies to ensure public and private compliance with applicable laws, rules and regulations; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

Assistant Air Quality Planner Analyst – Entry level class in the air quality planner/ analyst series. Incumbents perform field and office assignments of a less complex nature in connection with the development, implementation and evaluation of air quality plans, standards and strategies to restore and maintain air quality that meets applicable State and Federal standards. Incumbents are expected to demonstrate increased proficiency and knowledge. Incumbents are gradually given more difficult and responsible assignments, less supervision and may assist experienced staff on more difficult projects.

Associate Air Quality Planner Analyst – The fully experienced, journey level class in the air quality planner/analyst series. Incumbents are responsible for office and/ or field assignments of substantial difficulty and complexity and are required to direct them to completion. Associate Air Quality Planner/Analysts have no supervisory responsibility but do provide technical direction to others, train entry personnel or may act as project leaders.

TYPICAL DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those which are least likely to be essential functions for any single position in this class.

1. Researches, analyzes, and assesses information necessary to develop, coordinate, administer, implement, or evaluate air quality management plans, strategies, rules, legislation, programs and policies.
2. Monitors, analyzes, and prepares reports, rules, regulations, and other documents.
3. Reviews, prepares, and presents reports, rules, regulations, and other documents.
4. Consults with other agencies and interest groups on the plans and strategies for implementing air district programs and on the impact of their proposals and programs on the air district.

5. Implements, administers, and coordinates specific programs to reduce emissions.
6. Represents the department, makes presentations, and provides information on assigned work at meetings, public hearings, and to the public.
7. Interprets data and analyzes findings from a variety of sources including complex computer models, air emission inventories, reports, documents, and statistics.
8. Develops, maintains, and uses computer databases, tracking systems, modeling programs, maps, inventories, surveys, and other means of gathering, analyzing, and displaying information.
9. Reviews and evaluates applications for emission reduction credits to determine compliance with all applicable rules and regulations; recommends whether emission reduction credits should be granted; develops and maintains registries of emission reduction credits.

MINIMUM QUALIFICATIONS

Education and Experience:

Assistant Air Quality Planner – Completion of a Bachelor's Degree from an accredited college or university in an environmentally related field or any combination of training and experience that provides the desired knowledge and abilities.

Associate Air Quality Planner – Completion of a Bachelor's Degree from an accredited college or university in an environmentally related field and two years of full-time experience as an Assistant Air /Quality Planner/Analyst in the Sacramento Metropolitan Air Quality Management District, or two years of full-time experience performing duties related to planning, developing and evaluating strategies and programs to reduce existing and potential sources of air contaminants or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Both Classes – Principles and methods of measuring atmospheric conditions and air quality; statistical analysis; purposes and procedures of various public and private agencies involved in air quality; basic computer principles and applications; techniques of graphic presentation.

Associate Air Quality Planner/Analyst – Principles and practices of governmental planning; trends and statistics affecting air quality planning and program development; major types and sources of air pollution; the relationship of State and Federal air quality laws and guidelines.

Ability to:

Both Classes – Analyze, interpret, and apply legislation, laws, regulations, and technical publications related to air quality management; develop, implement and evaluate air quality management plans, strategies, rules, and programs; conduct research and special studies of air quality; analyze complex, technical documents, reports, statistics, and computer models; evaluate and review complex and difficult plans, assessment inventories, rules, and proposals; prepare technical reports; interpret and explain Federal, State and local policies, procedures,

and laws; make written, graphic, and verbal presentations to professional and civic groups; deal with a variety of different personalities and situations.

Special Requirements:

Possession of a valid Class C California Driver's license.

Physical Demands:

This is primarily a desk job. The job requires occasional travel by car. Physical demands include occasional lifting up to 25 pounds, walking, sitting, both near and distance vision, hearing, speaking, some bending, stopping, and squatting.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis. Travel throughout the District may be required.

FLSA STATUS

Exempt.

SACRAMENTO METROPOLITAN AIR QUALITY MANAGEMENT DISTRICT

Resolution No. _____

WHEREAS, the Mobile Source Division of the Sacramento Metropolitan Air Quality Management District (District) has a half-time Associate Air Quality Specialist (AQS) position in the Land Use and Transportation section; and

WHEREAS, the employee in the Associate AQS position is conducting work that is comparable to work being performed by Associate Air Quality Planner Analysts in the Land Use and Transportation section; and

WHEREAS, the reclassification of the Associate AQS position to an Associate Air Quality Planner Analyst would provide appropriate compensation for work being performed in the Land Use and Transportation section; and

WHEREAS, there are sufficient funds in this fiscal year's District budget to fund the change in classification due to salary savings;

THEREFORE BE IT RESOLVED AND ORDERED by the District Board of Directors that the half-time position of Associate Air Quality Specialist in the Mobile Source Division be reclassified as a half-time Associate Air Quality Planner Analyst.

On a Motion by Director _____ and 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, the 28th day of July, 2005, by the following vote.

AYES: Directors

NOES: Directors

ABSTAIN: Directors

ABSENT: Directors

Chair, Board of Directors
Sacramento Metropolitan Air
Quality Management District

(SEAL)

ATTEST:

Clerk of the Board
Sacramento Metropolitan Air Quality Management District