

SACRAMENTO METROPOLITAN
AIR QUALITY MANAGEMENT DISTRICT

For Agenda of: October 26, 2006

To: Board of Directors
Sacramento Metropolitan Air Quality Management District

From: Larry Greene
Air Pollution Control Officer

Subject: ADDITIONAL ASSISTANT/ASSOCIATE AIR QUALITY SPECIALIST POSITION IN THE
STATIONARY SOURCE DIVISION

Recommendation Approve this request for an additional Assistant/Associate Air Quality Specialist position in the Stationary Source Division to assist with inspections of portable equipment.

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 conducts the following enforcement functions of the SMAQMD:

- 1) Inspection of over 3300 sources of air pollution permitted by the SMAQMD
- 2) Inspection of demolition and renovation projects where regulated asbestos containing materials are present
- 3) Inspection of construction sites where naturally occurring asbestos may be present
- 4) Handling of citizen complaints concerning potentially illegal or injurious discharges of air contaminants
- 5) Administration of the SMAQMD's Mutual Settlement Program for the resolution of air quality violations

In addition to the 3300 SMAQMD permitted sources of air pollution the SMAQMD is responsible for inspecting, there are approximately 1300 pieces of portable equipment in the Sacramento area registered under the California Air Resources Board's (CARB's) Portable Equipment Registration Program (PERP) subject to air quality regulations.

The PERP was originally adopted by CARB in an effort to stream-line the permit process for owners of portable equipment who might operate in multiple counties in the State of California. If a portable emissions unit is registered under the PERP, the owner may operate it in multiple counties without the need to obtain separate air quality permits from each air district in which the equipment is operated.

Historically, inspection programs for this type of equipment by air districts have been limited due to insufficient funding from CARB to support inspection efforts and the difficulty inherent in locating portable equipment which typically does not stay at any one location for very long and which may operate in other jurisdictions.

Over the last few years, the California Air Pollution Control Officers Association (CAPCOA) has lobbied CARB to increase PERP registration fees to better support District inspection programs. As a result, CARB has adopted fee

changes which will provide funding for the SMAQMD to hire staff to assist in the implementation of a regular inspection program for this source category.

Funding for position The SMAQMD does not expect to see the majority of the funding from CARB until late 2007. However, in order to start training and development of an inspection program now, the SMAQMD has petitioned for and has received supplemental CAA Section 105 funding from USEPA to support this effort between now and when full funding from CARB will be realized.

Description of Duties A description of the general duties for the Assistant/Associate Air Quality Specialist classification is attached (see Attachment A).

Fiscal Impact Position: Assistant/Associate Air Quality Specialist
Maximum Monthly Salary: \$6173

There will be sufficient revenues in the District budget to cover this cost.

Respectfully Submitted,

Larry Greene
Air Pollution Control Officer

Approved as to form:

Kathrine Pittard
District Counsel

Attachment

SACRAMENTO METROPOLITAN AIR QUALITY MANAGEMENT DISTRICT

WHEREAS, the Sacramento Metropolitan Air Quality Management District (SMAQMD) is responsible for adopting and enforcing rules in an effort to meet federal and state air quality standards; and

WHEREAS, the SMAQMD must maintain an inspection program to ensure compliance with air quality regulations; and

WHEREAS, adequate staffing of enforcement personnel is critical in maintaining an inspection program to ensure compliance with air quality regulations; and

WHEREAS, funding from the California Air Resources Board and the USEPA will be realized to better support the development of an inspection program for portable equipment; and

WHEREAS, SMAQMD staff have determined that said funding is sufficient enough to support an additional Assistant/Associate Air Quality Specialist to assist in the development and implementation of an inspection program for this source category;

Therefore, be it resolved and ordered by the District Board of Directors that an additional Assistant/Associate Air Quality Specialist position in the Stationary Source Division be approved.

ON A MOTION by Director _____ and seconded by Director _____, the forgoing resolution was passed and adopted by the Board of Directors of the Sacramento Metropolitan Air Quality Management District, State of California, the 26th day of October, 2006.

- AYES Directors
- NOES Directors
- ABSTAIN Directors
- ABSENT Directors

Chair, Board of Directors
Sacramento Metropolitan Air
Quality Management District

(SEAL)

ATTEST: _____
Clerk, Board of Directors
Sacramento Metropolitan
Air Quality Management District

ATTACHMENT A

ASSISTANT AIR QUALITY SPECIALIST ASSOCIATE AIR QUALITY SPECIALIST

PURPOSE

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

DISTINGUISHING CHARACTERISTICS

Assistant Air Quality Specialist – The entry level class in the air quality specialist series. Incumbents perform field and office assignments of a less complex nature in connection with the inspection, investigation and evaluation of air quality standards and conditions. Incumbents are expected to demonstrate increased proficiency and knowledge during the training period. Incumbents are gradually given less supervision and more difficult and responsible assignments. Incumbents assist experienced staff on more difficult projects.

Associate Air Quality Specialist – The fully experienced, journey level class in the air quality specialist series. Incumbents work under general supervision and are responsible for office and/or field assignments of substantial difficulty/complexity and are required to direct them to completion. Associate Air Quality Specialists have no supervisory responsibility but do provide training and technical guidance to others.

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. Evaluates and audits various complex industrial and commercial facilities with atmospheric emissions to determine compliance with all permit conditions, applicable laws, rules and regulations; investigates problems or concerns to determine if violations exist or if problems need further engineering assessment or source testing.
2. Collects, organizes, analyzes, evaluates, and validates an assortment of data, air and soil samples, and other material to determine compliance with air quality standards.
3. Issues legal notices for violations of law which have occurred; participates in negotiations with violators for voluntary compliance to laws, rules, policies and regulations; recommends enforcement action.
4. Reviews and analyzes air monitoring data; ensures compliance with air monitoring regulations regarding test scheduling, reporting and record maintenance; may act as project leader.
5. Reviews and evaluates air quality control permit applications; performs initial and annual inspections; reviews source test protocols; observes source tests; reviews and analyzes test results.

6. Consults with management and technical staff of industrial and commercial establishments on solutions to problems arising from mobile source, stationary source and toxic air contamination.
7. Participates in specific program activities such as landfill testing, asbestos removal, and soil aeration, including evaluation and review of plans and permits, field-testing and observation, data analysis, and report preparation.
8. Researches local air quality; performs necessary studies and analysis of technological feasibility, economic and other impacts of proposed practices and rule changes; writes, analyzes and justifies rule changes and advisories; reviews and comments on legislation and regulations.
9. Assists with the application intake process; screens packets for completeness; determines if expedited permitting is applicable; determines fees.
10. Represents the District on committees and at public activities, meetings, and before official bodies.
11. Maintains records and prepares reports regarding violations, complaints, sources of air pollution and other related information; maintains data base information for a variety of air quality management programs.
12. Assists with special projects performed by other work units or divisions.

MINIMUM QUALIFICATIONS

Education and Experience:

Assistant Air Quality Specialist – Completion of a Bachelor's Degree from an accredited college or university in life or physical science with major coursework in chemistry, biology, engineering, environmental science, industrial technology or a field related to the specific program or any combination of training and experience that provides the desired knowledge and abilities.

Associate Air Quality Specialist – Completion of a Bachelor's degree from an accredited college or university in life or physical science with major coursework in chemistry, biology, engineering, environmental science, industrial technology or a field related to the specific program and two years of full time experience as an Assistant Air Quality Specialist or two years of full time experience performing duties in the areas of inspection, investigation, evaluation, monitoring, or rule development for stationary or mobile sources of air contaminants or clean fuels; or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Both Classes – Principles of physics, chemistry, mathematics, and natural science related to determining, evaluating, monitoring, and controlling air quality; principles and methods of measuring atmospheric conditions and air quality; statistical analysis; basic computer principles and applications.

Associate Air Quality Specialist -- The design and use of air quality control devices, instruments, equipment and various types of industrial processes; major types and sources of air pollution; purposes and procedures of various public and private agencies involved in air quality; criteria

and procedures for siting air monitoring stations, air monitoring telemetry system operation, and quality assurance procedures for air monitoring and meteorological data; concepts, methods, and practices of vehicle fleet operation; manufacturing techniques and design concepts of vehicle technology; clean fuels technology and associated products; model concepts of emission inventory.

Ability to:

Both Classes – Analyze, interpret, and apply legislation, laws, regulations, and technical publications related to air quality management; apply scientific methods and principles to recognize and investigate air pollution problems; analyze technical problems and propose effective solutions; prepare technical reports; interpret and explain Federal, State, and local policies, procedures, and laws; make written and verbal presentations to professional and civic groups; deal with a variety of different personalities and situations; communicate in public and in private meetings, group discussions and interviews with people of varying technical skills and personalities.

Physical Demands:

Positions within these classes that perform inspections of air monitoring activities will require the ability to bend, stoop, climb ladders and stairs, crouch, and lift weights up to approximately 25 pounds (weights include briefcase, manuals, testing equipment, etc.). Other positions are essentially desk jobs.

Special Requirements:

Possession of a valid Class C California driver's license is required for air monitoring positions and positions performing inspections.

Possession of California Air Resources Board visible emissions evaluation certification within the first six months of appointment for positions performing inspections.

WORKING CONDITIONS

Inspection positions are exposed to chemicals, dusts, fumes, and noise on a frequent basis. Inspections may be performed in hazardous environments. Other positions in the class series generally work in a 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 is required for inspection and air monitoring positions.

FSLA

Exempt.