

**SACRAMENTO METROPOLITAN AIR QUALITY  
MANAGEMENT DISTRICT**

For Agenda of **May 24, 2007**

**To:** Board of Directors  
Sacramento Metropolitan Air Quality Management District

**From:** Larry Greene  
Air Pollution Control Officer

**Subject:** Position requests in the Program Coordination Division

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**Recommendation**

Staff recommends the Board approve the attached resolution to

- A) Make the following staff changes in the Program Coordination Division:
- 1) Adding one full-time limited term Assistant/Associate Air Quality Engineer position, and
  - 2) Adding one half time Assistant/Associate Air Quality Engineer position by converting an existing half time Assistant/Associate Air Quality Engineer to one full time position; and
  - 3) Converting the limited term Program Coordinator position supervising rule development activities to a full time regular position.
- B) Authorize the Chairperson of the Board to sign the resolution on behalf of the SMAQMD Board of Directors.
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**Background**

The Program Coordination Division is responsible for air quality planning, emission inventory, air monitoring, rule development and emission reduction credits. The position requests being considered today affect only the Technical Services Section of the Program Coordination Division. The Technical Services Section duties include rule development, air monitoring and emission reduction credits.

The Program Supervisor for the Technical Services Section directly supervises two Program Coordinators; air monitoring and rule development, and an Assistant/Associate Air Quality Engineer for emission reduction credit work.

- The Program Coordinator for air monitoring supervises two Assistant/Associate Air Quality Specialists and three Air Quality Instrument Specialists. This group is responsible for maintaining, operating, and the quality assurance of the data at 9 air monitoring sites throughout Sacramento County. No changes are proposed in this unit.
- The Program Coordinator for rule development currently supervises three Assistant/Associate Air Quality Engineers and a technical support contractor. This group is responsible for the rule development activities of the District and for the development of

stationary control measures for the attainment plans. Depending on the complexity of the rules, this level of staff can be expected to develop between 5 – 12 rules per year.

- The Assistant/Associate Air Quality Engineer for emission reduction credits engineering evaluation of applications for emission reduction credits and alternative compliance permit applications, and maintaining the registry of credits, administering the District's emission reduction credit bank, called Solutions for the Environment and Economic Development SEED, and administering the Wood Stove/Fireplace replacement incentive programs.

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## **Overview of Request**

Additional staffing resources are needed to administer the recently developed Wood Stove and Fireplace Change out Incentive Program and to keep up with rule development activities that results from compliance with recent federal and state ozone planning requirements.

This request will add 0.5 FTE to support the Wood Stove/Fireplace Incentive Program and other emission reduction credit work and add 1.0 FTE to the rule development unit. One of these FTE will be on a limited term basis only.

An existing 0.5 FTE Assistant/Associate Engineer has recently been vacated. Since 1999, this position has turned over four times with the incumbents barely trained when they leave. Because the incumbent recently resigned, this would be an opportunity to convert this position to full time and address the workload needs of the Section.

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## **Justification for Additional Positions**

### Rule Development

The District is scheduled to consider 30 amendments or new rules over the next two years to comply with various mandates, including state law, SB656 for progress towards meeting the state particulate matter standards, SB700 agricultural source control requirement (dust mitigation), the requirement to implement all feasible measures to make progress towards state health based air quality standards for ozone. Part of the 30 rules also includes rules required by the federal Clean Air Act designed to attain the federal health based 8-hour ozone standard. Some of the measures scheduled for completion before the end of 2006 have been delayed because of staffing limitations and federal control measure requirements.

During the 2009 through 2011 timeframe, 40 additional emission source categories must be considered for potential reductions. After 2010, the area will likely be designated nonattainment for federal PM2.5 and a stricter federal ozone standard leading to additional requirements for assessment of control measure assessments of technology advancements and potential rule changes. Given the long term nature of a heavy rule development and control measure evaluation workload staff is requesting that the limited term Program Coordinator position be converted to a regular position.

One FTE Assistant/Associate Air Quality Engineer is assigned 2 complex rules per year, 3 moderately complex rules per year, or 5 simple rules per year. Given the complexity of the rules under review and anticipated to be reviewed over the next two years, current staffing levels are not keeping up with the rule development requirements. Over the next couple of years there are on average 15 rules to be developed per year, of which many are complex or moderately complex, including construction mitigation, fee rules, dust mitigation, solvent cleaning, and wood burning regulations.

The immediate addition of one FTE to rule development will allow the District to meet its current commitments for SB656 and will help catch up to the state ozone rule making requirements and SB700 (which are currently behind schedule). Staff has implemented internal process changes to improve efficiency. Last year we began contracting for some of the technical evaluations. Unfortunately these actions were not sufficient to fully satisfy the workload.

#### Emission Reduction Credits and Wood Stove/Fireplace Incentive Program

This program implements the District's Solutions for the Environment and Economic Development (SEED) program, the annual review and update of the emission reduction loan rates and renewal fees, implementing the Wood Stove/Fireplace Change Out incentive program and the Wood Stove/Fireplace Low Income Assistance program, and developing emission reduction credit protocols and seeking state and federal approvals of these protocols.

There is currently one FTE assigned to this program. The Wood Stove/Fireplace Change Out programs are nearly a full time job. The first phase of the voucher program had over 200 participants. We are estimating another 400-600 participants in the second phase that is underway currently. In addition, if approved by the Board, a low income assistance program will be kicking off that has identified about 200 prospective participants. The immediate addition of 0.5 FTE on a limited term basis to this program will enable us to do the following work, some of which is past due:

- o Update the emission reduction credit loan rates and renewal fees
- o Develop emission reduction credit protocols to increase the nearly exhausted bank of particulate matter credits
- o Continue to monitor and participate in statewide credit development work to support continuing economic growth in our region

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#### **Description of Duties**

A description of the general duties for the Assistant/Associate Air Quality Engineer classification is attached (see Attachment B)

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#### **Fiscal Impacts**

The current salary range for one FTE Assistant/Associate Air Quality Engineer would be \$4,483 - \$6,329 per month. EPA 105 grant funding, Measure A, and DMV fees support the rule development positions. Fees from processing emission reduction credits and SEED loan and renewal activities fund the emission reduction credit position. There is sufficient funding to support these position requests in the FY06/07 budget and in the proposed FY07/08 budget.

## **Conclusion**

Staff recommends changing the existing limited term Program Coordinator to a regular position given the long term and heavy workload in the rule development program and addition of 1.5 FTE Assistant/Associate Air Quality Engineer positions to perform rule development and implement the Wood Stove and Fireplace Change Out (low income and voucher) program and other emission reduction credit activities. Staff recommends filling these positions now since both emission reduction credit activities and rule making activities are behind on meeting regulatory deadlines.

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Respectfully submitted,

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Larry Greene  
Air Pollution Control Officer  
Sacramento Metropolitan  
Air Quality Management District

Approved as to form:

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Kathrine Pittard  
District Counsel  
Sacramento Metropolitan  
Air Quality Management District

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Attachment A

Board Resolution

**SACRAMENTO METROPOLITAN AIR QUALITY MANAGEMENT DISTRICT**

Resolution No. \_\_\_\_\_

**WHEREAS**, the Program Coordination Division of the Sacramento Metropolitan Air Quality Management District is experiencing a significant workload increase in the emission reduction credit program as a result of the addition of the wood stove/fireplace changeout incentive programs; and

**WHEREAS**, the Program Coordination Division has not fulfilled state requirements for local rulemaking by the required deadlines and anticipates an ongoing significant rule development workload to comply with a variety of state and federal mandates; and

**WHEREAS**, it is necessary to add Assistant/Associate Air Quality Engineers to ensure that the Program Coordination Division staff is able to perform its duties thoroughly, accurately and timely while conducting associated public consultation efforts; and

**WHEREAS**, the long term nature of the heavy workload in the rule development unit supports conversion of the existing limited term Program Coordinator position to a regular position; and

**WHEREAS**, there are sufficient funds in the District budget for these positions;

**THEREFORE BE IT RESOLVED AND ORDERED** by the District Board of Directors authorize one additional Limited Term, Assistant/Associate Air Quality Engineers position through at least the end of fiscal year 2008/2009, conversion of an existing half time Assistant/Associate Air Quality Engineer, and conversion of the existing Program Coordinator position from limited term to regular in the Program Coordination Division.

**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 24th day of May, 2007.

AYES Directors

NOES Directors

ABSENT Directors

\_\_\_\_\_  
Chairperson of the Board of Directors  
Sacramento Metropolitan Air  
Quality Management District

ATTEST: \_\_\_\_\_  
Clerk, Board of Directors

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Attachment B

General Description of Duties

**ASSISTANT AIR QUALITY ENGINEER  
ASSOCIATE AIR QUALITY ENGINEER**

**PURPOSE**

Performs a variety of professional engineering work in connection with evaluation, control, monitoring, 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 Engineer* – The entry level class in the professional air quality engineering series. Incumbents are responsible for office and/or field projects of average difficulty and complexity and are required to direct them to completion. Assistant Air Quality Engineers have no supervisory responsibility but do provide technical direction to others. Incumbents are expected to demonstrate increased proficiency and knowledge and work under less supervision during the training period. Incumbents are gradually given more difficult and responsible assignments and may assist experienced staff on more difficult projects.

*Associate Air Quality Engineer* – The fully experienced, journey level professional engineering class in the series who performs difficult and complex engineering work under general supervision. Incumbents provide technical guidance or training to other staff or may act as a project leader.

**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 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. Reviews and evaluates engineering plans and permit applications for equipment which emits or controls air pollution to determine if equipment meets all applicable rules and regulations; researches and determines best control technology; performs economic analysis on technology determination; drafts permit conditions; determines fees, issues permits.
2. Calculates and analyzes pollution emissions; determines appropriate emission standards for proposed rules; performs air dispersion modeling and health risk assessments.
3. Performs initial inspection of equipment to determine that conditions are in compliance and equipment is constructed and operated as required; conducts

- periodic inspections of vehicle fleets to maintain continuing compliance; performs engineering evaluations related to engine efficiency and mechanical/electrical/structural aspects of vehicles.
4. Reviews source test protocols; observes source tests; reviews and analyzes test results.
  5. Consults with management and technical staff of industrial and commercial establishments on solutions to engineering problems arising from stationary source, mobile source or toxic air contamination and proposed rules; makes recommendations on how to comply with federal, state, and local legislation, ordinances, regulations, and policies.
  6. Researches local air quality; performs necessary studies and analysis of technological feasibility, economic and other impacts of proposed practices and rule changes.
  7. Reviews, evaluates, writes, analyzes and justifies new/revised rules and advisories; reviews and comments on legislation and regulations; writes justification and background rule changes.
  8. Represents the District on committees and at public activities, meetings, and before official bodies.
  9. Develops, maintains, reviews, and analyzes emissions inventories; develops, plans and implements emissions inventory procedures and program.
  10. Drafts programs to introduce clean fuels and low emission vehicles; directs and manages demonstration projects of light, medium and heavy-duty vehicles and off-road vehicles.

## **MINIMUM QUALIFICATIONS**

### Education and Experience:

*Assistant Air Quality Engineer* – Completion of a Bachelor's Degree from an accredited college or university in civil, chemical, environmental, automotive, or mechanical engineering or a closely related field or any combination of training and experience that provides the desired knowledge and abilities.

*Associate Air Quality Engineer* -- Completion of a Bachelor's Degree from an accredited college or university in civil, chemical, environmental, automotive, or mechanical engineering or a closely related field and two years of experience as an Assistant Air Quality Engineer or two years of full-time experience performing responsible engineering work in air quality management or any combination of training and experience that provides the desired knowledge and abilities.

### Knowledge of:

*Both Classes* – Principles of mathematics necessary to evaluate, monitor, and control air quality; basic computer principles and applications; statistical techniques; engineering

principles used in the various types of industrial processes; major Federal, State, and local laws, rules, and regulations related to air quality and vehicle emission standards; internal combustion engine cycles; thermodynamic and heat transfer principles; the effects of vehicle emissions on air quality and human health.

*Associate Air Quality Engineer* -- Engineering principles, methods, practices, and equipment used in determining, evaluating, monitoring, and controlling air quality; various types of industrial processes and control equipment; current Federal, State, and local laws, rules, and regulations related to air quality management; methods of collecting and analyzing air and stack gas samples; design and use of atmosphere pollution control devices; relationship of Federal and State air quality programs to local government programs; air quality plan components and methods of calculating impacts of air pollution control measures; light, medium, heavy-duty, and off-road powertrain and emission control systems; environmental and safety aspects of conventional and alternative fuels; State vehicle emission standards; Federal, State, and local laws, rules and regulations related to vehicle air quality management.

Ability to:

*Both Classes* – Review, interpret, and evaluate air pollution control engineering plans and test data; conduct research and special studies of air quality; analyze engineering problems and propose solutions; prepare technical reports; interpret, apply and explain Federal, State and local policies, procedures, and laws; deal with a variety of different personalities and situations; evaluate and review permit applications, plans, assessments, tests, rules and proposals; speak and write clearly and concisely; communicate in public and private meetings with people of varying technical skills, including representatives of government, industry and the public.

Special Requirements:

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

Physical Demands:

Positions within these classes that perform inspections or 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.)

**WORKING CONDITIONS**

Generally clean work environment with occasional exposure to chemicals, dust, fumes, odors, and noise. Computer monitor used in a daily basis. Travel throughout the District may be required.

**FLSA STATUS**

Exempt.