

**SACRAMENTO METROPOLITAN AIR QUALITY
MANAGEMENT DISTRICT**

For Agenda of **September 27, 2007**

TO: Board of Directors
Sacramento Metropolitan Air Quality Management District

From: Larry Greene
Air Pollution Control Officer

Subject: Conversion of Compliance Assistance Position in Stationary Source
Division to Permanent Half-time

Recommendation

Staff recommends the Board approve the attached resolution to:

- A) Convert the Assistant/Associate Air Quality Specialist position conducting compliance assistance from an extra help position to a permanent half-time (0.5 FTE) position.
- B) Authorize the Chairperson of the Board to sign the resolution on behalf of the SMAQMD Board of Directors.

Background

The Stationary Source Division is responsible for the permitting and inspection of all stationary sources of air pollution in the District. The section includes a small but very important position devoted to compliance assistance. Compliance assistance is mandated by both the Health and Safety Code and our grant agreements with the USEPA.

This position is responsible for assisting all regulated entities to avoid violations of air quality regulations through the following methods:

- 1) Facility Reviews – any facility may request a facility review. This process has no risk of violation notices and is intended to be a method to teach facilities how to conduct self-reviews of their own facility through an air quality inspector's eyes. The District conducts 20-40 of these per year.
- 2) Compliance Assistance Hotline – a dedicated phone line is maintained and staffed during core hours to assist in compliance matters, answer general questions and schedule facility reviews. The District handles approximately 150-200 such calls per year.

- 3) Compliance Workshops and Training – These are conducted as needed to assist segments of industry, inform them of new requirements, and address common non-compliance issues.
- 4) Compliance Assistance Advisories – are developed to advise regulated entities of changes in regulations that affect them or will affect them at a later date. The District issues approximately 6-10 advisories per year.

Overview of Request

The compliance assistance function is currently staffed by a retired annuitant at approximately half-time. It has been staffed at this level since 2001 by a veteran Associate Air Quality Specialist, who intends to vacate the position soon.

It is difficult to recruit for extra-help positions. Given the importance of this position to the District's mission, staff would like to convert this to a permanent half-time position. This will ensure that the function of compliance assistance is maintained at levels appropriate to demand and necessity for the future.

Description of Duties

The description of the general duties for the Assistant/Associate Air Quality Specialist classification is attached.

Fiscal Impacts

The current duties are conducted by a retired annuitant at the top scale of Associate Specialist. The extra-help position does not receive benefits, therefore the only increased cost is for benefits. The new hire will be eligible for benefits, which will be pro-rated to the half-time status. Salary savings will be used to fund the additional cost of benefits, approximately \$5,000 for FY07-08.

Conclusion

Staff recommends conversion of the compliance assistance duties in the Stationary Source Division to a permanent half-time (0.5 FTE) Assistant/Associate Air Quality Specialist position. The resolution to implement this is attached.

Respectfully submitted,

Approved as to Form:

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

Kathrine Pittard
District Counsel
Sacramento Metropolitan
Air Quality Management District