

FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT
MEMORANDUM
6/06/2022

TO: FRAQMD BOARD OF DIRECTORS
FROM: Christopher D. Brown AICP, APCO
SUBJECT: Adoption of updated District Job Descriptions.

RECOMMENDATION:

Approve the request to adopt updated District Job Descriptions and allow the APCO to make minor changes moving forward.

ALTERNATIVES:

Do not Approve the request to adopt update District Job Descriptions.

BACKGROUND:

Previously in 2003 Koff & Associates, Inc was chosen and approved by the Board to perform a classification study for each position at the District. At this time Koff & Associates updated the job descriptions for each position.

On June 4, 2007 the Board approved the job descriptions for the new position of Fiscal Assistant and the reclassification of the Administrative Coordinator to the Administrative Services Officer in the Administration Department.

On December 1, 2008 the Board approve the job description for the reclassification of the Air Quality Compliance Coordinator to Air Quality Compliance Supervisor in the Compliance Department.

On April 6, 2020 the Board approved the job description for the new position of Air Quality Planning and Engineering Supervisor for the Planning and Engineering Departments.

The job descriptions needed some updating and refining due to the time frame since they were last updated. The District staff did some updates to the job descriptions and then they were forwarded to Regional Government Services, the Human Relations Consultant for the District, to be updated and finalized.

FISCAL IMPACT:

None.



AIR POLLUTION CONTROL OFFICER

DEFINITION

Under policy direction of the Governing Board, the Air Pollution Control Officer serves as the Executive Officer to the Feather River Air Quality Management District; organizes, coordinates, and directs through management staff, all District staff, functions, and activities; provides policy guidance and strategies regarding air quality management; fosters cooperative working relationships with the Board, District staff, industry, the public, and other agencies; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class has overall responsibility for policy development, administration, enforcement, permitting, technical support, planning, and public information functions and activities of the District. The incumbent is responsible for accomplishing all District goals and objectives effectively and efficiently. This is an at-will position in which the incumbent serves at the discretion of the Governing Board.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Governing Board. Exercises direct and general supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES (Illustrative Only)

Duties and responsibilities may include, but are not limited to, the following:

- Plans, organizes, coordinates, and directs, through subordinate management, all functions and activities of the District.
- Enforces District, State and Federal laws and regulations relating to Air Quality in the District directly or through subordinates.
- Oversees civil litigation with general Board Direction.
- Coordinates criminal complaints with local, state and federal prosecutors as appropriate.
- Directs the development of District Air Quality Plans; oversees the development of regulations contained within the plans; proposes regulations to the Board, State Air Resources Board and US EPA as required.
- Directs the development and implementation of goals, objectives, policies, procedures, safety, and work standards for the District.
- Oversees the selection, training, professional development, and work evaluation of staff; oversees the implementation of effective employee relations and related programs; and provides policy guidance and interpretation to staff.
- Oversees the management of third-party contracts, including developing consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project awards.
- Directs the development and administration of the comprehensive annual budget for District operations; administers state and federal grant monies and other revenues; implements the District permit system.
- Administers and implements the District's Air Quality Plans; works closely with and advises the Governing Board, the Hearing Board, specified committees, District staff, industry, the public, and other agencies to implement effective air quality management programs and to ensure compliance with air quality laws, rules, and regulations.

- Interprets and analyzes current District policies, procedures, and programs; monitors changes in laws, regulations, and technology that may affect operations; implements policy and procedural changes as required.
- Directs the development and implementation of management systems, procedures, and the application of standards for program evaluation on a District-wide basis.
- Prepares and disseminates information to increase the public knowledge and understanding of air pollution and its control.
- Coordinates the preparation and presentation of a wide variety of reports to the Board, the public, and other agencies.
- Directs the maintenance of complete and accurate records; directs the preparation and dissemination of reports, informational materials, and other written items.
- Oversees the Districts IT and communication needs and plans for future needs.
- Responsible for all District property and ensures they are used in compliance with various laws.
- Performs other duties related to the work.

QUALIFICATIONS

Knowledge of:

- The functions and obligations of an elected Board.
- Administrative principles and methods, including goal setting, program and budget development and implementation, and employee management in a public agency.
- Principles, practices, and program areas related to air quality management in California.
- Factors contributing to air pollution relative to agricultural practices, industrial facilities, combustion processes, and transportation.
- Social, political, and environmental issues influencing air quality management programs.
- Applicable local, state, and federal laws, rules, and regulations.
- Principles and practices of effective public relations and legislative advocacy.
- Current developments, literature, and sources of information regarding air quality management activities.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- A working understanding of when to use Administrative, Civil and Criminal enforcement.
- Plan, organize, coordinate, and direct air quality management programs and activities.
- Plan, organize, direct, and coordinate the work of staff.
- Determine when authority and responsibility for work should be delegated or retained.
- Select, train, motivate, and evaluate the work of staff and provide for their training and professional development.
- Analyze complex technical and administrative problems, evaluate alternative solutions, and adopt effective courses of action.
- Properly interpret air monitoring data and metrological data.
- Interpret, explain, and apply District rules and regulations and state and federal laws.
- Represent the District effectively in contact with the public, industry, in court and with other agencies.
- Communicate effectively in a public forum.
- Use English effectively to communicate in person, by telephone, and in writing.

- Prepare clear and concise reports, correspondence, and other written materials.
- Exercise sound independent judgment within policy and legal guidelines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

A typical way to obtain the knowledge and skills outlined above is:

Education:

A Bachelor's Degree from an accredited four-year college or university with major coursework in engineering, law, environmental policy, or a related field. Possession of an advanced degree in a related field is desirable

Experience:

Five (5) years of experience managing multiple air pollution control programs and activities in a public agency setting, preferably through subordinate staff.

License:

Must possess a valid California Driver's License and meet automobile insurability requirements of the District as a condition of continued employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. On occasion, incumbents may be required to conduct field inspections which involve sitting, prolonged standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, making repetitive hand movements, and crawling in small spaces. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work may also require driving a motor vehicle. Occasional attendance at meetings during off-hours and at various locations throughout the State is required. May be required to work extended hours during emergency situations.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Additionally, incumbents may on occasion be required to work outdoors in all weather conditions including wet, hot, and cold, with exposure to dust, fumes, vapor, and high noise levels. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

History

Created: JAN 1996

Revised: MAY 2022

FINAL DRAFT



Serving Sutter and Yuba Counties

AIR QUALITY COMPLIANCE SUPERVISOR

DEFINITION

Under general direction, manages the activities of the Compliance division and supervises the Air Quality Specialist class; coordinates inspection and enforcement programs, conducts complex field inspections and investigations; determines compliance status of air pollution sources with federal, state, regional, local, and District laws, rules, and regulations; manages the Mutual Settlement Program, administers settlement conferences, and assists with court actions; performs related work as required.

CLASS CHARACTERISTICS

This single-position classification provides supervision, coordination, and oversight for compliance and inspection activities and staff. Working at the supervisory level, the incumbent monitors activities, and reports and may handle the more difficult and sensitive situations for compliance with appropriate regulations. Responsibilities also include the preparation of a variety of periodic and special reports for submission to regulatory agencies on a timely basis.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction for the Air Pollution Control Officer. Exercises direct supervision of District's Air Quality Specialist staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Monitors and reviews inspection reports and supportive data and recommends appropriate action; including mutual settlement, prosecution on a criminal or civil basis, dismissal, or referral to another agency; assigns compliance staff and investigates complaints regarding public nuisances, dust, odor, and related air pollution issues.
- Develops the inspection schedule and coordinates and directs air quality compliance activities; trains staff in safe work activities.
- Plans, assigns, supervises, evaluates, and reviews the work of staff; trains staff in work procedures and evaluates work performed.
- Manages settlements under the direction from the Air Pollution Control Officer and tracks all settlements from authorization until disposition; ensures that payments are made by agreed-upon due dates; maintains records of fees and fines paid and prepares summary and statistical reports regarding settlement actions.
- May conduct complex annual inspections, evaluations, and documentation of stationary emission sources to determine compliance with air pollution control laws and regulations.
- Prepares a variety of periodic and special reports for submission to appropriate federal, state, regional and local agencies in a timely manner.
- Researches and prepares appropriate documentation for court cases; appears as an expert witness in court hearings.

- Administers all Hearing Board actions for the District, including variances, revocations, and permit actions; represents the District regarding Hearing Board matters and provides technical assistance to the Hearing Board.
- Acts as a representative of the District in meetings with various federal, state, regional, local agencies, businesses, and private organizations and responds to public inquiries regarding complex laws, rules, and regulations; may represent the District in public hearings and other meetings.
- Works closely with engineering staff to establish and coordinate development of enforceable permit conditions and participates in rule adoptions to ensure enforceability of rules; may manage specific rules through the adoption process.
- Conducts workshops and meetings and provides consultation and advice to individuals and businesses in matters related to area of expert knowledge.
- Keeps abreast of changes in technology, laws, rules, and regulations related to the assigned functional areas of responsibility and recommends operational or procedural changes as required.
- Uses a variety of standard office equipment, including a computer and various spreadsheet, database, and word processing software.
- Performs other duties related to the work.

QUALIFICATIONS

Knowledge of:

- Principles and practices of at least, but not limited to, one professional discipline such as chemistry, toxicology, statistics, economics, environmental planning, or engineering related to air quality compliance activities.
- Methods and techniques of inspecting, testing, and evaluating air pollution emission sources.
- Methods and procedures of environmental enforcement and rule development.
- Practices and procedures of performing technical studies, evaluating alternatives, making recommendations, and preparing narrative and statistical reports.
- Applicable federal, state, regional, local and district air quality rules and regulations.
- Instrumentation and safety procedures related to the work.
- Techniques of inspecting a wide variety of commercial, industrial, agricultural, and other sources of air pollution.
- Computer applications related to the work.
- Data analysis and statistical preparation techniques.
- Principles, and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Policies and procedures for enforcement of air quality standards and regulations as well as mitigation of emission sources.
- Practices for developing and implementing rules, regulations, and procedures.
- Standard office administrative practices and procedures, including the use of standard office equipment.

- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person, in writing, and over the telephone.

Ability to:

- Monitor and coordinate a comprehensive air quality compliance program.
- Plan, organize, supervise, review and evaluate the work of assigned staff and provide for their training and development.
- Interpret, apply, and explain complex federal, state, regional and local air quality laws, rules, and regulations.
- Independently conduct complex technical inspections and studies related to air quality emissions and their mitigation and prepare clear and persuasive reports and recommendations.
- Assist legal staff in the preparation of enforcement cases and testifying effectively in court.
- Use initiative, discretion and sound independent judgment within general policy and procedural guidelines.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain and direct the maintenance of accurate records and files.
- Make accurate mathematical calculations.
- Organize own work, coordinating projects, setting priorities, meeting critical deadlines and following-up on assignments with a minimum of direction.
- Effectively delegate work to subordinates.
- Use English effectively to communicate in person, over the telephone and in writing
- Effectively represent the District in meetings with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in engineering, biology, chemistry, environmental science, physical sciences, or a field related to the work.

Experience:

Two (2) years of professional air quality inspection and compliance experience equivalent to the District's class of Air Quality Specialist II. Additional experience as defined above may be substituted for the required education on a year-for-year basis.

License:

- Must possess a valid California driver's license and meet automobile insurability requirements of the District as a condition of continued employment.
- Must or obtain in a timeframe specified by the District and maintain a California Visible Emissions Evaluation certification when requested.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents may also occasionally conduct field inspections which involve sitting, prolonged standing, walking on level and slippery surfaces, climb up and down ladders, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, making repetitive hand movements, and crawling in small spaces. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work may also require driving a motor vehicle. Occasional attendance at meetings during off-hours and at various locations throughout the State is required. May be required to work extended hours during emergency situations. Must be able to pass a Department of Justice background check to allow access to military installations.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Additionally, incumbents occasionally work outdoors in all weather conditions including wet, hot, and cold, with exposure to dust, fumes, vapor, and high noise levels. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

History

Created:

Revised: MAY 2022



Serving Sutter and Yuba Counties

PLANNING AND ENGINEERING SUPERVISOR

DEFINITION

Under general direction, plans, coordinates and performs a variety of complex and responsible analytical, and technical duties in support of the District's Planning and Engineering Programs; prepares and maintains a variety of reports and records; proposes and implements policy and procedural recommendations; serves as a member of the District's management team; provides varied support to the Air Pollution Control Officer; and performs related work as required.

CLASSIFICATION CHARACTERISTICS

This single-position classification is the primary staff for District Planning and Engineering activities, with responsibility for supervision of all staff in these programs. This class serves as an integral member of the District management team, with responsibility for developing and implementing policy and procedures and overseeing the work of Planning and Engineering. Incumbents have considerable latitude for the exercise of independent judgment and decision-making, particularly when representing the District in meetings with other agencies, boards and commissions and community groups.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Air Pollution Control Officer. Exercises direct supervision of the District's Planning and Engineering Staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates with the District Counsel and other managers for the approval of rules and regulations, amendments, agreements, contracts, memoranda of understanding and other documents required for Board action and/or submission to regulatory or other agencies; prepares and directs the preparation of a variety of correspondence, reports, procedures, and other written materials.
- Coordinates with Clerk of the District's Board of Directors and Hearing Board; prepares items for Board agendas, resolutions, correspondence and makes presentations before the Board.
- Prepares, controls, and monitors the District's annual grant program; prepares plans, estimates and periodic reports; coordinates financial activities and reporting requirements with those of the District Administrative Services Officer.
- Prepares draft budget for program areas and ensures programs stay within adopted budgets.
- Oversees, coordinates, and provides information required for program evaluations and audits from the Air Resources Board and other agencies.
- Ensures permits are processed in a fair and timely manner.
- Oversees and directs the District's CEQA process.

- Plans, assigns, supervises, and reviews the work of District planning and engineering staff; trains staff in work procedures and evaluates work performed.
- Conducts and reviews a variety of analytical and operational studies relating to program issues; evaluates alternatives, makes recommendations, and assists with the implementation of procedural and/or operational changes as directed.
- Attends a variety of meetings as a representative of the District and disseminates information to District staff.
- Uses a variety of standard office equipment, including a computer and various spreadsheet, database, and word processing software.
- Serves as point of contact for State and Federal agencies for various District programs.
- Fills in for other supervisors as needed.
- Performs other duties related to the work.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected Board of Directors.
- Codes, regulations, policies, technical processes, and procedures related to District activities.
- Principles, practices, and procedures of permit issuance, CEQA, Air toxics, Emission Inventories, and grants management.
- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and practices of managing and retaining District documents and records.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Computer applications related to the work.
- Project management, analytical processes and report preparation techniques.
- Techniques for dealing with a variety, of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.

Ability to:

- Develop, implement, and administer grants and permitting systems.
- Plan, organize, supervise, review, and evaluate the work of assigned staff and provide for their training and development.
- Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures.
- Effectively serve as a member of the District management team.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Prepare clear and effective reports, correspondence, policies, procedures, and other written materials.
- Maintain and direct the maintenance of accurate records and files.
- Organize own work, coordinating projects, setting priorities, meeting critical deadlines and following-up on assignments with a minimum of direction.

- Effectively delegate work to subordinates.
- Use English effectively to communicate in person, over the telephone and in writing.
- Make process improvement changes to streamline procedures.
- Exercise sound independent judgment within policy and legal guidelines.
- Effectively represent the District in meetings with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE

A typical way to obtain the knowledge and skills outlined above is:

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in environmental policy, public policy, environmental science, engineering, or a related field.

Experience:

Two (2) years of professional experience at a level equivalent to the District's classification of either Air Quality Planner II or Air Quality Engineer II. Previous lead or supervisory experience is desirable.

License:

Must possess a valid California driver's license and meet automobile insurability requirements of the District as a condition of continued employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. On occasion, incumbents may be required to conduct field inspections which involve sitting, prolonged standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, making repetitive hand movements, and crawling in small spaces. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work may also require driving a motor

vehicle. Occasional attendance at meetings during off-hours and at various locations throughout the State is required. May be required to work extended hours during emergency situations.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Additionally, incumbents may on occasion be required to work outdoors in all weather conditions including wet, hot, and cold, with exposure to dust, fumes, vapor, and high noise levels. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

History

Created:

Revised: MAY 2022

FINAL DRAFT



ADMINISTRATIVE SERVICES OFFICER

DEFINITION

Under general direction, plans, coordinates and performs a variety of complex and responsible analytical, budgetary, human resources and professional administrative duties in support of various District projects and programs; prepares and maintains a variety of reports and records; proposes and implements policy and procedural recommendations; serves as a member of the District's management team; provides varied support to the Board of Directors; and performs related work as required. Serves as Clerk of the Board to both the District Board and the Hearing Board.

CLASSIFICATION CHARACTERISTICS

This single-position classification is the primary administrative support staff for District operations and works with Accounting and Human Resource Consultants to help oversee accounting, budgeting, administrative and human resources activities. This class serves as an integral member of the District management team, with responsibility for developing and implementing policy and procedures and overseeing the work of office administrative support staff. Incumbents have considerable latitude for the exercise of independent judgment and decision-making, particularly when representing the District in meetings with other agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District's Air Pollution Control Officer. Exercises direct supervision of District's office administrative support staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates with the District Counsel for the approval of ordinances, amendments, agreements, contracts, memoranda of understanding and other documents required for Board action and/or submission to regulatory or other agencies; prepares and directs the preparation of a variety of correspondence, reports, procedures, and other written materials.
- Serves as Clerk of the District's Board of Directors and Hearing Board; prepares Board agendas, resolutions, minutes, and correspondence; prepares information packets for Board meetings and maintains official and historical District records; makes presentations before the Board. Coordinates annual board appointments and approvals from all entities.
- Acts as the District's filing official for the Fair Political Practices Commission; maintains records of filing status and coordinates the appointment process of Board members with City and County officials.
- Reviews for accuracy all related payroll reports including W2's, State and Federal quarterly and annual returns.

- Prepares and monitors the District's draft operating budget; prepares fiscal plans, estimates and periodic financial reports; coordinates financial activities and reporting requirements with those of consultants and contractors.
- Prepares and submits justification for office supplies and equipment; tracks revenues and expenditures for budget compliance; monitors and controls expenditures; assumes responsibility of accounts payable and other transactions; reviews and authorizes purchase requisitions and/or invoices for payment.
- Prepares documents for Board approval of budget transfers; oversees, reviews, and verifies all payroll documents.
- Coordinates with contracted CFO to oversee, coordinate and provide information required for the annual District financial audit; and responds to and implements auditor's recommendations.
- Prepares or directs the preparation and reconciliation of journals, ledgers, and other accounting records; and prepares or directs the preparation of records and reports for submission to various regulatory and other governmental agencies.
- Oversees the accounts receivable, accounts payable, payroll and other financial functions of the District.
- Conducts a variety of analytical and operational studies regarding District activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative and/or operational changes after approval.
- Coordinates District human resources functions, including recruitment and selection, serving on interview panels, orienting new employees, maintaining confidential personnel records, and processing status changes; verifies payment to insurance providers, preparing reports for submission to various agencies regarding such benefit elements as retirement, workers' compensation, and deferred compensation.
- Administers the District's liability insurance program, including processing claims for the third-party claim administrator and acting as liaison between the District and the claimant.
- Plans, assigns, supervises, and reviews the work of District office administrative support staff; trains staff in work procedures and evaluates work performed.
- Attends a variety of meetings as a representative of the District and disseminates information to District staff.
- Uses a variety of standard office equipment, including a computer and various spreadsheet, database, and word processing software.
- Monitors agency funding, technology, and procedural changes related to administrative, accounting, fiscal reporting, and related functions, evaluates their effect upon District activities and recommends and implements policy and procedural modifications as required.
- Performs other duties related to the work.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected Board of Directors.
- Codes, regulations, policies, technical processes, and procedures related to District activities.
- Principles, practices and procedures of fund, cost, and general accounting and automated financial record keeping.

- Principles and practices of auditing and reconciling financial documents and records.
- Principles and practices of budget development and administration sufficient to develop and administer an operating budget in a public agency setting.
- Principles and practices of public employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and practices of public administration, human resources, payroll, and basic labor relations concepts.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Computer applications related to the work.
- Project management, analytical processes, and report preparation techniques.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.

Ability to:

- Develop, implement, and administer an accounting control, fund disbursement and fiscal reporting system.
- Plan, organize, supervise, review, and evaluate the work of assigned staff and provide for their training and development.
- Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures.
- Develop and administer an operational agency budget.
- Effectively serve as a member of the District management team.
- Plan and conduct effective management, administrative and operational studies.
- Use initiative, discretion and sound independent judgment within policy and procedural guidelines.
- Prepare clear and effective financial, statistical, and narrative reports, correspondence, policies, procedures, and other written materials.
- Maintain and direct the maintenance of accurate records and files.
- Organizing own work, coordinating projects, setting priorities, meeting critical deadlines and following-up on assignments with a minimum of direction.
- Effectively delegate work to subordinates
- Use English effectively to communicate in person, over the telephone and in writing.
- Making process improvement changes to streamline procedures.
- Exercise sound independent judgment within policy and legal guidelines.
- Effectively represent the District in meetings with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE

A typical way to obtain the knowledge and skills outlined above is:

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, or a related field.

Experience:

Three (3) years of professional level experience in administrative, management, operations, budgetary or similar analytical or management support work, preferably in a government agency. Additional experience as defined above may be substituted for the required education on a year-for-year basis. One year experience in air quality management is desired.

License:

Must possess a valid California driver's license and meet automobile insurability requirements of the District as a condition of continued employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work may also require driving a motor vehicle. Occasional attendance at meetings during off-hours and at various locations throughout the State is required. May be required to work extended hours during emergency situations.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures within the areas of their responsibility.

History

Created: JUL 2008

Revised: MAY 2022



Serving Sutter and Yuba Counties

ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs responsible and confidential office administrative duties, relieving other District staff of a variety of administrative and clerical details; performs technical support work related to the functions of the District; and performs related work as required.

CLASS CHARACTERISTICS

This is an experienced office administrative classification, responsible for the scope of clerical duties in support of the District's executive, professional and technical staff. Responsibilities and contacts require the frequent use of tact, discretion, and independent judgment as well as knowledge of District activities. Day-to-day assignments and projects are completed independently within specified guidelines. This class is distinguished from the Fiscal Assistant in that the latter's primary focus is on performing a full range of accounting clerical duties in support of the District.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Officer. This position exercises no direct supervision over staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Ensures that the office administrative and related support functions are effectively performed in a timely manner.
- Receives and screens visitors and telephone calls, screens, sorts, and routes incoming and outgoing mail and deliveries; duplicates and distributes various written materials.
- Provides information to District staff, other organizations, and the public, requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances.
- Reviews billing calculations for permits and prepares annual and new source billing; prepares invoices for penalties, subscription services, and other miscellaneous fees; maintains all account receivable records including journal and general ledger in accounting software prepares monthly reports for accounts receivable and year end closing.
- Maintains records and tracks burn permit issues and activities within the District's jurisdiction; logs calls from the public regarding burn activities and requirements; provides information regarding burn activities to local jurisdictions.
- Posts Board and related District information on the District website.
- Assists in processing accounts receivable by distributing mail, receiving fees and payments; inputs receipts into computer databases.
- Tracks all staff leave accruals and time off in Excel worksheets and reviews staff time off in Permits Pro System.
- Prepares detailed reports, forms, invitations, graphic materials, and specialized documents related to District activities from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling.
- Organizes and maintains various administrative, reference and follow-up files; purges files as

required.

- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other District-specific equipment.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties related to the work.

QUALIFICATIONS

Knowledge of:

- Basic organization and function of public agencies.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including Quick Books, word processing, database, and spreadsheet applications.
- Correct English usage, including spelling, grammar, and word usage.
- Business arithmetic and basic statistical techniques.
- Codes, regulations, policies, technical processes, and procedures related to District activities.
- Techniques for dealing effectively with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.

Ability to:

- Provide varied, confidential, and responsible office administrative work requiring the use of independent judgment, tact, and discretion.
- Respond to and effectively prioritize multiple phone calls, walk up traffic and other requests and interruptions.
- Interpret, apply, and implement policies, procedures, technical processes, and computer applications related to District functions.
- Compose correspondence and reports independently or from brief instructions.
- Maintain accurate records and files.
- Make accurate arithmetic and statistical calculations.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Organize own work, coordinate projects, set priorities, meet critical deadlines and follow-up on assignments with a minimum of direction.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

A typical way to obtain the knowledge and skills outlined above is:

Education:

Equivalent to graduation from high school including, or supplemented by, business or technical school coursework.

Experience:

Two (2) years of responsible office administrative or general clerical experience. Experience in dealing with the public and working in a public agency setting is desirable.

License:

Must possess a valid California driver's license and meet automobile insurability requirements of the District as a condition of employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work may also require driving a motor vehicle. Occasional attendance at meetings during off-hours and at various locations throughout the State is required. May be required to work extended hours during emergency situations.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures within the areas of their responsibility.

History

Created:

Revised: MAY 2022



Serving Sutter and Yuba Counties

FISCAL ASSISTANT

DEFINITION

Under general supervision performs accounting, clerical, and technical work involved in the preparation, maintenance, and processing of financial records and transactions; coordinates business services activities; and performs other duties as assigned.

CLASS CHARACTERISTICS

This is an experienced fiscal administrative classification, responsible for the full range of accounting clerical duties including purchasing, accounts payable, accounts receivable, and general ledger preparation that requires knowledge of accounting procedures. Additionally, incumbents perform duties in billing, delinquent processing, payroll, and a variety of record keeping, reconciliation and report preparation activities. The incumbent acts in the absence of the Administrative Services Officer and may act as a lead for clerical staff. This class is distinguished from the Administrative Assistant in that the latter performs a full range of administrative/clerical duties in support of the District. This class is further distinguished from the Administrative Services Officer in that the latter provides oversight, supervision and training to the District accounting functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Officer. This position exercises no direct supervision of staff but may provide technical and functional direction to other administrative classes.

EXAMPLES OF DUTIES (Illustrative Only)

- Reviews permit billing calculations for permits and prepare annual and new source billing; prepares invoices for penalties, subscription services, and other miscellaneous fees; maintains account payable and receivable records including journal and general ledger using accounting software; prepares monthly reports for accounts receivable and year end closing; responds to inquiries regarding billings.
- Calculates, verifies processes and maintains payroll records; ensures compliance with laws and District policies; resolves payroll related problems; maintains related documents and reports.
- Provides various payroll-related information to departments and outside agencies and as requested, to others within the restrictions of the law.
- Calculates and prepares payments for employee insurances, retirement, and other employee deductions and benefits.
- Prepares delinquent item reports, initiates and monitors delinquent processing.

- Processes and maintains accounts payable records.
- Records and verifies a variety of financial transactions; prepares and maintains records and a variety of periodic and special financial, accounting, and statistical reports.
- Provides input, analysis, research, and schedules related to assigned areas during the budget preparation process, the year-end closing process and during the annual audit.
- Assists customers, answers questions and provides information regarding fees and other specific account information and updates related files and departments on action items.
- Ensures the filing and maintenance procedures and guidelines as set forth by the State Fair Political Practices Commission are followed for Statements of Economic Interest; coordinates the appointment process of Board members with City and County officials.
- Performs Deputy Clerk of the Board duties as required; prepares and coordinates meetings of the Board of Directors by preparing and distributing agenda packets; may assist in posting Board and related District information on the District website.
- Uses a variety of standard office equipment, including a computer and various spreadsheet, database, and word processing software.
- May arrange meetings by scheduling rooms, notifying participants, ensures information is compiled and duplicated.
- May perform general office support duties such as opening and routing mail and deliveries; preparing correspondence; and duplicating and distributing various written materials.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties related to the work.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including payroll, accounts payable and accounts receivable.
- Basic principles and practices of fund accounting and public agency budgeting.
- Records management principles and practices.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including Quick Books, word processing, database, and spreadsheet applications.
- Correct English usage, including spelling, grammar and word usage.
- Business arithmetic and statistical techniques.
- Codes, regulations, policies, technical processes, and procedures related to District activities.
- Techniques for dealing effectively with a wide variety of individuals from various socio economic, cultural, and ethnic backgrounds, in person and over the telephone.

Ability to:

- Provide varied, confidential, and responsible office administrative work requiring the use of independent judgment, tact and discretion.

- Respond to and effectively prioritizing multiple phone calls, walk up traffic and other requests and interruptions.
- Interpret, apply, and implement policies, procedures, technical processes, and computer applications related to District functions.
- Analyze and resolve office administrative and procedural concerns.
- Perform basic research and prepare reports and recommendations.
- Compose correspondence and reports independently or from brief instructions.
- Maintain accurate records and files.
- Make accurate arithmetic and statistical calculations.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Organize own work, coordinating projects, setting priorities, meeting critical deadlines and follow-up on assignments with a minimum of direction.
- Make process improvement changes to streamline procedures.
- Take notes rapidly and accurately transcribing own notes (e.g., meeting minutes)
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

A typical way to obtain the knowledge and skills outlined above is:

Education:

Equivalent to graduation from high school including, or supplemented by, specialized training in accounting, finance, fiscal record keeping, or a related field.

Experience:

Two (2) years of responsible office administrative, or general clerical experience one of which included financial and statistical recordkeeping.

License:

Must possess a valid California Driver's License and meet insurability requirements of the District as a condition of continued employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work may also requires driving a motor vehicle. Occasional attendance at meetings during off-

hours and at various locations throughout the State is required. May be required to work extended hours during emergency situations.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures within the areas of their responsibility.

History

Creation: JUL 2007
Revision: MAY 2022

DRAFT



AIR QUALITY PLANNER I/II

DEFINITION

Under general supervision, performs a variety of assignments in the development, formulation, and maintenance of the District's air quality plans; represents the District regarding air quality management issues at the federal, state, regional and local levels; reviews air quality impacts of indirect source projects; researches and prepares technical responses for regulatory agencies regarding laws, guidelines and decisions affecting the District; coordinates and manages air quality improvement projects; tracks grant funding and prepares reports; and performs related work as required.

CLASS CHARACTERISTICS

Air Quality Planner I: This is the entry-level class of the professional Air Quality Planner series. Initially under close supervision, incumbents with an educational and/or practical experience learn specific air quality plan development and related practices and procedures. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. This class is alternately staffed with Air Quality Planner II and an incumbent may advance to the higher-level after gaining the knowledge, skill and experience which meet the qualifications for and demonstrate the ability to perform the work of the higher-level class.

Air Quality Planner II: This is the experienced-level class in the Air Quality Planner series. The incumbent of this class serves as a professional staff member, working independently within established guidelines to perform a wide variety of air quality planning activities under general direction.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Planning and Engineering Supervisor. This position exercises no direct supervision over staff but may provide technical advice, work training and review to other planning staff on a project or day-to-day basis.

EXAMPLES OF DUTIES (Illustrative Only)

- Administers grant programs; prepares applications for grants and other available funds; monitors expenses and prepares reports for funding sources.
- Assists in administering the California Environmental Quality Act (CEQA) as it relates to the District; analyzes the air quality impact of proposed residential, commercial, industrial, transportation and other land-use projects.
- Calculates potential emissions, determines the air quality impact by reviewing environmental and other technical documents using modeling software; prepares reports regarding recommended mitigation measures for submission to city and county agencies.
- Assists in the development and implementation of District air quality rules and regulations; provides varied technical support to District staff as required.

- Performs research and prepares technical reports and recommendations in response to state and federal laws, guidelines, and decisions affecting District operations, policies, procedures, guidelines, rules, and regulations.
- Reviews District correspondence and technical documents for content, quality assurance, and professional presentation.
- Assists in the support of the District's information technology program, including using and updating website.
- Acts as liaison of the District in meetings with various state, federal, regional, local agencies and private organizations and responds to public inquiries regarding grant programs, rules, and regulations.
- Prepares a variety of correspondence, informational materials, agenda items, documentation, and other written materials.
- Conducts public outreach as required for various District programs.
- Oversees various consultants as required.
- Performs other duties related to the work.

QUALIFICATIONS

Knowledge of:

Air Quality Planner I

- Basic principles and practices of urban and environmental planning as related to air quality issues and control functions.
- Practices and procedures of performing technical studies, evaluating alternatives, making recommendations, and preparing narrative and statistical reports.
- Relevant computer applications.
- Applicable local, state, and federal Laws, rules, and regulations
- Data analysis and statistical preparation techniques.
- Standard office administrative practices and procedures, including the use of standard office equipment and safety practices.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Air Quality Planner II

In addition to the above:

- Principles, practices, and techniques of urban and environmental planning as related to the day-to-day administration of air quality laws, regulations, issues, and control functions at the federal, state, and local level.
- Instrumentation use and procedures related to the work.
- Practices for developing and implementing rules, regulations, and procedures.
- Sources and mitigation techniques of air quality emissions.
- Developing and implementing air quality plans pursuant to the California and Federal Clean Air Acts.

Ability to:

Air Quality Planner I

- Learn, interpret, and apply complex federal, state, regional and local air quality laws, rules, and regulations.
- Meet critical time deadlines.
- Conduct complex technical and administrative studies related to air quality emissions and their mitigation and preparing clear and persuasive reports and recommendations within guidelines.
- Use initiative, discretion, and sound independent judgment within specified procedural guidelines.
- Conduct technical studies related to air quality emissions and their mitigation.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain accurate records and files.
- Effectively represent the District in meetings with governmental agencies, community groups and various businesses, professional, educational, regulatory, and legislative organizations.
- Use English effectively to communicate in person, by telephone, and in writing.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and fostering positive working relationships with those contacted in the course of the work.

Air Quality Planner II

In addition to above:

- Independently conducting complex technical, operational, and administrative studies related to air quality emissions and their mitigation and preparing clear and persuasive reports and recommendations.
- Using initiative, discretion and sound independent judgment within general policy and procedural guidelines.
- Serve on committees and workgroups as a representative of the District.

EDUCATION AND EXPERIENCE:

A typical way to obtain the knowledge and skills outlined above is:

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in engineering, environmental science, planning, chemistry or the physical or biological sciences.

Experience:

Air Quality Planner I: No experience is required; however, some internship or related paraprofessional experience is desirable.

Air Quality Planner II: Two (2) years of professional air quality planning experience equivalent to the District's class of Air Quality Planner I.

License:

Must possess a valid California class C driver's license and meet automobile insurability requirements of the District as a condition of continued employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents may also occasionally conduct field inspections which involve sitting, prolonged standing, walking on level and slippery surfaces, climb up and down ladders, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, making repetitive hand movements, and crawling in small spaces. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work may also require driving a motor vehicle. Occasional attendance at meetings during off-hours and at various locations throughout the State is required. May be required to work extended hours during emergency situations.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Additionally, incumbents occasionally work outdoors in all weather conditions including wet, hot, and cold, with exposure to dust, fumes, vapor, and high noise levels. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures within the areas of their responsibility.

History

Created:

Revised: MAY 2022.



Serving Sutter and Yuba Counties

AIR QUALITY ENGINEER I/II

DEFINITION

Under general supervision, performs a variety of assignments in the development, formulation, and maintenance of the District's stationary source permitting program; oversees and performs professional-level air quality engineering work in the areas of permit and toxic evaluations, source testing, facility inspections and emission reduction evaluations; represents the District regarding air quality engineering issues at the federal, state, regional and local levels; researches and prepares technical responses for regulatory agencies regarding laws, guidelines and engineering decisions affecting the District; prepares staff reports and technical analyses for rule adoption and implementation; administers the Agricultural Engine Registration Program; may coordinate or manage individual air quality improvement projects; may assist with Information Technology; and performs related work as required.

CLASS CHARACTERISTICS

Air Quality Engineer I: This is the entry-level class of the professional Air Quality Engineer series. Initially under close supervision, incumbents with an educational and/or practical experience learn specific air quality engineering and related practices and procedures. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. This class is alternately staffed with Air Quality Engineer II and an incumbent may advance to the higher-level after gaining the knowledge, skill, and experience that meet the qualifications for and demonstrate the ability to perform the work of the higher-level class.

Air Quality Engineer II: This is the journey level class in the Air Quality Engineer series. The incumbent of this class serves as a professional staff member, working independently within established guidelines to perform a wide variety of air quality engineering activities under general direction.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Planning and Engineering Supervisor. This position exercises no direct supervision over staff but may provide technical advice, work training and review to other engineering staff on a project or day-to-day basis.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists in overseeing and monitoring the stationary source emission program as it relates to the District, federal; state regional and local agency requirements; reviews and evaluates permit applications for proposed residential, commercial, industrial projects.
- Performs a variety of complex engineering calculations regarding potential emissions, determines the air quality impact by reviewing environmental and other technical information using modeling software.

- Prepares documentation for public notices; reviews District correspondence and technical documents for content, quality assurance and professional presentation.
- Assists in the development and implementation of District air quality rules and regulations; provides varied technical support to District staff as required.
- May oversee and direct the work of consulting engineers.
- Performs research and prepares engineering and technical reports and recommendations in response to changes in state and federal direction.
- Represent the District in contacts with applicants, governmental agencies, community groups and various professional organizations.
- Prepares a variety of correspondence, informational materials, agenda items, documentation and other written materials.
- Keeps abreast of changes in technology, laws, rules and regulations that may impact permit holders.
- Serves as in-house Information Technology support for the District.
- Performs other duties related to the work.

QUALIFICATIONS

Knowledge of:

Air Quality Engineer I

- Basic principles and practices of civil, mechanical, environmental, or chemical engineering as related to air quality issues and emission control functions.
- Practices and procedures of performing technical studies, evaluating alternatives, making recommendations, and preparing narrative and statistical reports.
- Relevant computer applications.
- Applicable local, state, and federal laws, rules, and regulations.
- Data analysis and statistical preparation techniques.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.

Air Quality Engineer II

In addition to the above:

- Engineering principles, practices and techniques as related to the day-to-day administration of air quality laws, regulations, issues and control functions at the federal, state and local level.
- Instrumentation and safety procedures related to the work.
- Practices for developing and implementing rules, regulations, and procedures.
- Sources and mitigation techniques of air quality emissions.

Ability to:

Air Quality Engineer I

- Learn, interpret, and apply complex federal, state, regional and local air quality laws, rules, and regulations.
- Meet critical time deadlines.
- Conduct complex technical and administrative studies related to air quality emissions and their and prepare clear and persuasive reports and recommendations within guidelines.
- Use initiative, discretion, and sound independent judgment within specified procedural guidelines.
- Conduct engineering and technical studies related to air quality emissions and their mitigation.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain accurate records and files.
- Make accurate engineering calculations.
- Effectively represent the District in contact with the public, industry, and with other agencies.
- Use English effectively to communicate in person, by telephone, and in writing.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive working relationships with those contacted in the course of the work.

Air Quality Engineer II

In addition to the above:

- Independently conduct complex engineering, technical and administrative studies related to air quality emissions and their mitigation and prepare clear and persuasive reports and recommendations.
- Understand the Federal Clean Air Act as it relates to Major Sources.
- Use initiative, discretion and sound independent judgment within general policy and procedural guidelines.
- Serve on committees and workgroups as a representative of the District.

EDUCATION AND EXPERIENCE

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in an appropriate engineering curriculum.

Experience:

Air Quality Engineer I: No experience is required. An internship or related paraprofessional experience is desirable.

Air Quality Engineer II: Two (2) years of professional air quality engineering experience equivalent to the District's class of Air Quality Engineer I.

License:

- Must possess and maintain a valid California class C driver's license and meet automobile insurability requirements of the District as a condition of continued employment.
- Must obtain within six months of appointment and maintain a California Visible Emissions Evaluation Certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents may also occasionally conduct field inspections which involve sitting, prolonged standing, walking on level and slippery surfaces, climbing up and down ladders, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, making repetitive hand movements, and crawling in small spaces. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds. The nature of the work may also require driving a motor vehicle. Occasional attendance at meetings during off-hours and at various locations throughout the State is required. May be required to work extended hours during emergency situations.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Additionally, incumbents occasionally work outdoors in all weather conditions including wet, hot, and cold, with exposure to dust, fumes, vapor, and high noise levels. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures within the areas of their responsibility. Must be able to pass a Department of Justice background check to allow access to military installations.

History

Created: AUG 2003

Revised: MAY 2022



AIR QUALITY SPECIALIST I/II

DEFINITION

Under general supervision, learns and performs field inspections and technical office duties to ensure compliance with federal, state, regional, local and District laws, rules, and regulations regarding a variety of emission sources; investigates complaints of reported sources of air pollution; assists with the development and settlement of enforcement cases; performs technical research and prepares reports, may administer, or assist with one or more specialized air quality programs; and performs related work as required.

CLASS CHARACTERISTICS

Air Quality Specialist I (AQS I): This is the entry-level class in the Air Quality Specialist class series. Initially under close supervision, incumbents with an educational background and/or practical experience learn technical air quality control principles and practices and related inspection techniques. As knowledge and experience are gained, the work becomes broader in scope; assignments are more varied and are performed under supervision that is more general. This class is alternatively staffed with Air Quality Specialist II and an incumbent may advance to the higher-level after gaining the knowledge, skill, and experience that meet the qualifications for and demonstrate the ability to perform the work of the higher-level class.

Air Quality Specialist II (AQS II): This is the journey-level class in the Air Quality Specialist series. While the work may vary depending upon assignment, all incumbents work independently within established guidelines to perform a wide variety of air quality technical and inspection activities under general direction.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Air Quality Compliance Supervisor. This position exercises no supervision over staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Reviews pollutant source permits to ensure that permitted sites meet requirements and are compliant with permitting conditions; reviews documentation from previous inspections to determine if non-compliant sources have improved conditions; takes corrective action when necessary; performs follow-up inspections as needed to ensure remediation of non-compliant conditions.
- Inspects non-permitted sources to determine if a permit is required; advises on the same.
- Observes source testing at gasoline stations to ensure that testing is consistent with state approved methodologies; verifies that test results are within acceptable parameters and issues notices of non-compliance when necessary; initiates corrective action when results are grossly outside of defined parameters and ensures expedient follow-up inspections to verify remediation.

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Air Quality Specialist I/II
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- Receives and investigates air quality and air pollutant complaints from the public regarding a variety of concerns including excessive dust, odor, and prohibited burning.
- Reviews and approves dust plans and burn permits.
- Patrols District areas for prohibited burn and dust generating activities.
- Patrols odor complaint sites for compliance with the Nuisance Rule.
- Patrols service areas for prohibited burn activities.
- Performs public outreach and education regarding air quality rules, regulations, and programs; advises property and business owners, contractors, and the public on the guidelines and regulations for burning and fugitive dust.
- Conducts periodic verification inspections and surveillance of industrial and commercial facilities to determine compliance with permit conditions and regulations, adequacy of air pollution control maintenance programs, and ensures proper operation of permitted equipment.
- Analyzes and determines the cause and nature of air contaminants or fugitive dust emissions.
- Identifies problems requiring source testing or engineering evaluation.
- Coordinates and observes source emission testing.
- Maintains written and electronic records and prepares detailed reports regarding inspections, violations, complaints, and contacts; documents sources of air pollution, control equipment, methods of operation and related data.
- Employs Mutual Settlement Program to estimate appropriate penalty amounts, drafts settlement letters, and presents findings to the Air Pollution Control Officer; works with first violators to complete compliance courses.
- Participates in the development of the emission inventory.
- Represents the Air Quality Management District in meetings with residents, businesses, and public agency officials.
- **Attendance and punctuality that is observant of scheduled hours on a regular basis.**
- **Performs other duties related to the work.**

QUALIFICATIONS

Knowledge of:

Air Quality Specialist I

- **Basic principles and practices of physics, chemistry, mathematics, and engineering related to air pollution control.**
- **Methods and techniques of inspecting, testing, and evaluating air pollution emission sources.**
- Basic scientific research methods.
- **Practices and procedures of performing technical studies, making recommendations, and preparing narrative and statistical reports.**
- **Instrumentation and safety procedures related to the work.**
- Design and use of air pollution control devices, instruments, and equipment.
- Industrial air pollution control processes and related mechanical, electrical, and chemical systems.
- Investigation procedures and principles.

Feather River Air Quality Management District
Air Quality Specialist I/II
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- Principles and methods of measuring atmospheric conditions and air pollution.
- Types and characteristics of air contaminants.
- Applicable federal, state, and local air quality laws, rules, and regulations, including those related to smoke management, fugitive dust, and naturally occurring asbestos.
- **Standard office administrative practices and procedures, including the use of standard office equipment.**
- Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person, via telephone, and teleconferences.

Air Quality Specialist II

In addition to the above:

- Principals and techniques of program development, implementation, and maintenance.
- Policies and procedures for enforcement of air quality standards and regulations as well as mitigation of emission sources.
- Techniques of inspecting a wide variety of commercial, industrial, agricultural, and other sources of air pollution.
- Data analysis and statistical preparation techniques.
- Ability to coordinate multiple programs under general guidance.
- Basic techniques of supervision, including work planning, direction, coordination, and training others in work procedures.
- Practices for developing and implementing rules, regulations, and procedures.

Ability to:

Air Quality Specialist I

- Learn to conduct effective air quality compliance inspections and to safely use and perform basic maintenance on testing equipment.
- Conducting investigations related to air quality emissions and their mitigation and preparing clear and persuasive reports and recommendations, within guidelines.
- Use initiative, discretion, and sound independent judgment within specified procedural guidelines.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain accurate records and files.
- Make accurate mathematical calculations.
- Assist legal staff in the preparation of enforcement cases and testifying effectively in court.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive working relationships with those contacted in the course of the work.

Air Quality Specialist II

In addition to the above:

- Interpret, and apply complex federal, state, regional and local air quality laws, rules, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups and various businesses, educational, regulatory, and legislative organizations.
- Independently conduct complex technical inspections and studies related to air quality emissions and their mitigation and preparing clear and persuasive reports and recommendations.
- Under supervision, coordinate an air quality program.

EDUCATION AND EXPERIENCE

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in engineering, biology, chemistry, environmental science, physical sciences, or a field related to the work. Additional experience as defined below may be substituted for the required education on a year-for-year basis.

Experience

Air Quality Specialist I:

No experience is required; however, some internship or related paraprofessional experience is desirable.

Air Quality Specialist II:

Two (2) years of professional air quality inspection and compliance experience equivalent to the District's class of Air Quality Specialist I.

License:

- Must possess a valid California driver's license and meet insurability requirements of the District as a condition of continued employment.
- Must obtain and maintain, within a timeframe specified by the District, a California Visible Emissions Evaluation certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull

drawers open and closed to retrieve and file information. Incumbents primarily conduct field inspections which involve sitting, prolonged standing, walking on level and slippery surfaces, climb up and down ladders, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, making repetitive hand movements, and crawling in small spaces. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds. The nature of the work also requires incumbents to climb ladders and drive motorized vehicles. Must be able to pass a Department of Justice background check to allow access to military installations.

ENVIRONMENTAL ELEMENTS

Employees work primarily outdoors in all weather conditions including wet, hot, and cold, with exposure to dust, fumes, vapor, and high noise levels. Incumbents also work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Additionally, Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

History

Created:

Revised: MAY 2022