

Tentative Agreement

Bay Area Air Quality Management District

BAAQMD Employee Association

Subject: Implementation of a Revised AQS Classification Plan

Pursuant to the 2021-23 MOU, the parties have met and conferred in good faith in an effort to reach agreement on descriptions for a revised Air Quality Specialist (AQS) classification plan. The parties have reached agreement. Copies of the new classification are attached, including

1. Assistant Air Quality Specialist I/II
2. Air Quality Specialist I/II
3. Senior Air Quality Specialist
4. Principal Air Quality Specialist
5. Supervising Air Quality Specialist

Table of Plan Implementation and Reclassification

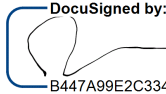
Current Classification	Current Salary Range	Proposed Classification	Proposed Salary Range
Air Quality Inspector I	124	Assistant Air Quality Specialist II	126
Air Quality Inspector II	128	Air Quality Specialist I	130
Senior Air Quality Inspector	132	Air Quality Specialist II	134
Supervising Air Quality Inspector (no incumbents)	136	Senior Air Quality Specialist	138
Air Quality Instrument Specialist I	124	Assistant Air Quality Specialist II	126
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Senior Air Quality Instrument Specialist	132	Air Quality Specialist II	134
Principal Air Quality Instrument Specialist	136	Principal Air Quality Specialist	142
Supervising Air Quality Instrument Specialist	136	Supervising Air Quality Specialist	142

The parties agree to amend the Side Letter - Equity Adjustments and Reclassification, which is appended to the current MOU as follows:

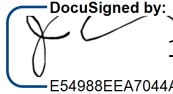
Employees shall be paid and receive service credit retroactive from the first full pay period after July 1, 2021 through the first full pay period following the adoption of the revised classifications by the Board of Directors, but not exceeding ~~nine (9)~~ **eleven (11)** pay periods.

Both the EA bargaining team, and the Air District bargaining team agree to recommend the revised classification to their principals for approval as required.

For the Air District/Date

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For the Employees Association/Date

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BAY AREA AIR QUALITY MANAGEMENT DISTRICT

**ASSISTANT AIR QUALITY SPECIALIST
I/II**

An Equal Opportunity Employer

DEFINITION:

Under general supervision, performs a variety of assignments in one or more of areas of inspection, investigation, air monitoring instrument and equipment operation, air quality planning, rule development, enforcement and compliance operations, and other air quality program areas; performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Air Quality Specialist I is the entry-level class in the Air Quality Specialist series that allows the incumbent to develop professional competence towards a journey-level specialist. Initially, under immediate supervision, incumbents learn and perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error, including inspection procedures, industrial processes, enforcement regulations, air monitoring, quality assessment, source testing, or meteorological data collection, and other air quality program assignments. This classification may advance to the higher level after gaining relevant and applicable experience, and demonstrating a level of proficiency that meets the qualifications of the higher-level class based on established criteria. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

The Assistant Air Quality Specialist II is the advanced entry-level class in the Air Quality Specialist series, in which incumbents are expected to perform duties with increased proficiency of assigned duties within established guidelines. Positions at this level are distinguished from the Assistant Air Quality Specialist I level by the

performance of the range of duties as assigned, and working with more independence. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the next higher classification of Air Quality Specialist I/II in that the latter is the journey-level class in the series and performs more complex functions in assigned programs at a professional level.

EXAMPLES OF DUTIES (*Illustrative only*):

General Duties

Assists in developing plans and documentation for the measurement, quality control and quality assurance, and preliminary analysis of emissions and air quality data.

Assists in the preliminary analysis of emissions, greenhouse gases, air quality, and meteorological data; prepares graphs, charts, statistical summaries, and reports from data; may assist in special studies.

Assists in reviewing and developing recommendations concerning air quality and greenhouse reports, programs, plans, legislation and regulations and prepares related reports and correspondence.

Maintains detailed records to comply with applicable local, state, and federal regulatory guidelines.

Assists in organizing and participating in workshops and meetings, and provides consultation and advice to businesses, industry, and the public in matters related to area of expertise.

Drafts a variety of written communications, including detailed technical reports, memoranda and case summaries, and forms.

Assists in preparing and making presentations air quality-related programs and projects.

Interacts with internal staff and external stakeholders to enhance internal coordination and community engagement on air quality programs.

Performs other related duties as assigned.

Representative Duties (by program area)

Some positions in this classification may be assigned to one or several program

areas; an exhaustive list of program-area specific duties is not provided.

In addition to the duties listed above, the following duties (illustrative only) may be performed for positions in the select program areas:

Compliance and Enforcement

Conducts compliance inspections on facilities designated as sources of air pollution within an assigned geographical area within established guidelines and time frames; makes determinations of compliance with applicable regulations; verifies permit status.

Conducts on-site inspections of manufacturing, industrial, commercial and agricultural operations and their compliance to ensure adherence to air quality standards and regulations; may call for source tests of site emissions.

Uses monitoring equipment and instrumentation to measure and evaluate various emissions and particulates; maintain these devices for integrity and consistency of performance.

Responds and investigates complaints by citizens of air pollution problems; determines nature and extent of problem; takes representative samples of various materials for laboratory analysis; prepares documentation of findings; consults with citizens on status of complaint.

Conducts grid surveillance to detect permit and emissions violations; ensures that all potential air pollution sources are identified for future monitoring and abatement.

Conducts chemical and plume evaluation tests and record findings; takes photographs for documentation at inspection sites.

Issues notices of violation to sources found in violation of compliance; prepares necessary documentation for violation notice reports.

Interfaces with technical personnel at facilities regarding plant source emissions, solvent usage, permit status, and compliance status with Air District rules and regulations; explains compliance options to industry when a violation occurs.

Provides information and assistance to businesses and the public regarding Air District regulations and authority, permit policies and procedures.

Participates with other governmental agencies regarding the investigation of complex community air pollution exposures, such as highly toxic spills.

Interacts with laboratory staff regarding the analysis of samples taken in the field.

Represents the Air District before the Hearing Board or courts regarding violations of Air District and state air quality control regulations; represents the Air District with technical personnel, other governmental agencies and the public.

Meteorology and Measurement

Learns and assists with installing, operating, maintaining, calibrating, and repairing air monitoring, meteorological, and source test equipment and instrumentation.

Evaluates instrument performance, troubleshoots malfunctioning equipment and replaces or repairs parts.

Operates field computers, computer hardware/software, databases, telecommunications, and data devices in standalone and networked data acquisition systems and troubleshoots these systems when errors or malfunctions occur.

Reviews, evaluates, summarizes and records data collected electronically or manually from scientific/analytical instrumentation, and ensures accuracy, completeness, validity, and compliance with Air District, state, and federal standards.

Prepares, collects, and processes data, samples, reagents and filters

Maintains detailed technical records, standard operating procedures, and logbooks. Assists with development of procedures and associated documentation.

Conducts mobile, portable or stationary source-oriented monitoring. Prepares and collects various samples of ambient air pollutants at air monitoring and stationary sites.

Conducts quality control functions on air monitoring and source test equipment and ensures accurate calibration in conformance with Air District, state, and federal standards.

Provides fabrication support for development and construction of monitoring platforms.

Transports consumables, materials, samples, standards, and supplies between field sites, offices, and the lab.

Organizes inventory and orders supplies.

Provides general logistics assistance and coordination to procure services and organize logistical matters.

MINIMUM QUALIFICATIONS

Education & Experience

A typical way to obtain the knowledge and skills is:

Education:

Assistant Air Quality Specialist I:

Equivalent to an Associate's degree (60 semester credits/ 90 quarter units) from an accredited technical or trade school, college, or university with major coursework in chemistry, computer science, electronics, engineering, environmental science, mathematics, meteorology, physical sciences, physics, or a closely related field.

Experience:

Assistant Air Quality Specialist II:

In addition to the required education listed above, two (2) years of experience performing the general duties equivalent to the Air District's Assistant Air Quality Specialist I for air quality programs.

Any combination of relevant training and work experience in the listed or related fields may substitute for the education criteria on a year for year basis.

SUPPLEMENTAL INFORMATION:

QUALIFICATIONS

Knowledge of:

Theories, principles and practices of air quality inspection and enforcement.

Principles, practices and techniques of operation, maintaining and calibrating chemical testing equipment and instrumentation.

Applicable Air District rules and regulations and state and federal laws.

Impact of industrial and commercial concerns on air quality.

Common biological, chemical and physical processes that cause air pollution and their long and short term impacts and effects.

Techniques of modifying production processes and equipment that can reduce emissions into the air.

General principles of data quality and control.

Record-keeping and reporting principles and practices.

Skill in:

Planning and conducting a variety of air quality programs.

Analyzing technical air pollution problems, evaluating alternative solutions and developing effective recommendations.

Planning and conducting air pollution field inspections, including the proper calibration and use of monitoring equipment.

Preparing clear and concise reports, correspondence and other written materials.

Communicating technical and non-technical information orally and in writing to various audiences.

Exercising sound independent judgment and initiative within general policy guidelines.

Detecting and locating air pollution sources.

Delivering credible testimony before hearing boards and court settings.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

OTHER REQUIREMENTS

Some positions may require a valid California driver's license.

Some positions may require a California Air Resources Board Visible Emissions Evaluation Certification obtained within 6 months of employment.

Some positions may require the physical ability to work near and in the presence of hazardous and toxic materials, climb high structures to evaluate processes in operation, lift heavy safety and test equipment, and to use self-contained breathing apparatus.



BAY AREA AIR QUALITY MANAGEMENT DISTRICT

AIR QUALITY SPECIALIST I/II

An Equal Opportunity Employer

DEFINITION:

Under direction, performs a variety of professional level technical and administrative duties in the areas of inspection, investigation, air monitoring instrument and equipment operation, air quality planning, rule development, enforcement and compliance operations, and other air quality program areas; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Air Quality Specialist I is the journey-level class in the Air Quality Specialist series. Incumbents are fully proficient to perform the full range of activities, with assignments of moderate difficulty. This class is alternately staffed with Air Quality Specialist II and incumbents may advance to the higher-level classification after gaining experience and demonstrating proficiency which meet the qualifications of the higher-level class.

Air Quality Specialist II is the advanced journey-level class of this series. Incumbents are expected to exercise more independent judgment, initiative and decision making, and are responsible for assignments requiring a higher degree of working knowledge, ability and initiative with minimal day-to-day supervision. Incumbents may provide training and technical guidance to staff.

This class is distinguished from Senior Air Quality Specialist in that the latter provides lead direction and is responsible for more complex work.

EXAMPLES OF DUTIES (*Illustrative only*):

General duties:

Develops new and revises existing various air quality programs, rules, regulations, policies, and procedures to achieve air pollutant and greenhouse gas emissions reductions, and reduce the public exposure to air pollutants; researches technical feasibility and new control proposals for new or revised rules.

Develops plans and documentation for the measurement, quality control and quality assurance, and analysis of emissions and air quality data.

Extracts, analyzes and ensures the quality of data including but not limited to devices/operations that emit air pollution, emissions, greenhouse gas, facilities, and meteorological data; prepares graphs, charts, statistical summaries, and reports from data; and may assist in more complex studies.

Reviews and develops recommendations concerning air quality and greenhouse gas reports, programs, plans, legislation and regulations and prepares related reports and correspondence.

Administers air quality programs including reviewing plans and recommending resolution of problem situations.

May calculate emissions reductions and assess emissions inventories, conduct economic impacts analyses, and perform other technical work.

Confers with industry representatives, Air District staff, the public and other agencies to obtain and disseminate technical and operational information.

Drafts, reviews and analyzes air quality and greenhouse gas reports and other documents; conducts inquiries, compiles and researches information.

Reviews and summarizes data, prepares special and periodic reports and monitors effectiveness of Air District programs.

Researches and studies air quality and climate issues.

Drafts, implements, recommends and revises forms, webpages, and other program tools.

Maintains data and data systems supporting Air District programs.

Responds to oral and written requests for technical, operational and administrative information about air quality programs; explains and interprets technical policies, rules and regulations.

Prepares and coordinates technical and safety program training for Air District staff; develops and coordinates training aids and materials; may conduct staff training; monitors training needs for staff.

Interacts and represents the Air District with industry, attorneys, the public and other agencies.

Organizes and participates in workshops and meetings, and provide consultation and advice to individuals and businesses in matters related to area of expertise.

Prepares technical reports and policy documents and gives presentations on Air District projects, including Air District staff, executives, board members, and community groups and other external stakeholders; briefs executives and board members.

Maintains detailed technical records, standard operating procedures, and logbooks to comply with regulatory guidelines.

Administers the records management program.

Performs other related duties as assigned.

Representative Duties (by program area)

Some positions in this classification may be assigned to one or several program areas; an exhaustive list of program-area specific duties is not provided.

In addition to the duties listed above, the following duties (illustrative only) may be performed for positions in the select program areas:

Compliance and Enforcement

Conducts commercial and industrial inspections and investigations such as, but not limited to, petroleum refineries, power plants, semiconductor manufacturing facilities, toxic and hazardous materials operations and complicated industrial operations.

Conducts compliance inspections on facilities designated as sources of air pollution within an assigned geographical area within established guidelines and time frames; makes determinations of compliance with applicable regulations; verifies permit status.

Conducts on-site inspections of manufacturing, industrial, commercial and agricultural operations and their compliance to ensure adherence to air quality standards and regulations; may call for laboratory tests of site emissions.

Reviews and coordinates inspections to determine and ensure the consistent technical application and interpretation of new and revised rules and

regulations; participates in developing and testing new inspection and complaint investigation methods and techniques.

Monitors inspection generated enforcement data for accuracy and validity and coordinates emission data audits.

Uses a variety of monitoring equipment and instrumentation to measure and evaluate various emissions and particulates; maintains and calibrates these devices for integrity and consistency of inspection.

Responds and investigates complaints by citizens of air pollution problems; determines nature and extent of problem; takes representative samples of various materials for laboratory analysis; prepares documentation of findings; consults with citizens on status of complaint.

Conducts grid surveillance to detect permit and emissions violations; ensures that all potential air pollution sources are identified for future monitoring and abatement.

Conducts chemical and plume evaluation tests and record findings; takes photographs for documentation at inspection sites.

Issues notices of violation to sources found in violation of compliance; prepares necessary documentation for violation notice reports.

Interfaces with technical personnel at facilities regarding plant source emissions, solvent usage, permit status, and compliance status with Air District rules and regulations; explains compliance options to industry when a violation occurs.

Provides information and assistance to businesses and the public regarding Air District regulations and authority, permit policies and procedures.

Coordinates with other governmental agencies regarding the investigation of complex community air pollution exposures, such as highly toxic spills.

Prepares a variety of written communications, including detailed technical reports, compliance guidance memoranda and case summaries used for office conferences and hearing board sessions; completes inspections forms on all inspections completed.

Interacts with laboratory staff regarding the analysis of samples taken in the field.

Represents the Air District before the Hearing Board or courts regarding violations of applicable regulations; represents the Air District with technical personnel, other governmental agencies and the public.

Rule Development

Reviews and develops draft regulatory language.

Develops and implements cost effectiveness and incremental cost effectiveness calculations for a wide variety of sources in industries with a variety of control options.

Coordinates and works closely with internal and external professional and technical staff and perform complex scientific research and engineering evaluation for developing regulations to control air pollutants (including those contributing to climate change and contributing to localized air quality impacts in overburdened communities).

Works closely with internal and external professional and technical staff to perform and review economic analyses and environmental analyses.

Analyzes and develops emissions inventories to determine baseline emissions and reduction estimates for rules under development.

Engages and interacts with external stakeholders such as affected industry representatives, community advocates and residents, other governmental staff members, and technical experts.

Works closely with other Air District divisions to enhance engagement and strengthen partnerships with key community stakeholders.

Meteorology & Measurement

Evaluates instrument performance, troubleshoots malfunctioning equipment and replaces or repairs parts, components and assemblies.

Conducts quality assessment (quality assurance and/or quality control) functions on ambient air monitoring, ground level monitoring, and source-testing equipment and ensures accurate calibration in conformance with Air District, state and federal standards.

Conducts instrument performance evaluations.

Installs, operates, maintains, calibrates, and repairs ambient air monitoring, meteorological, or source test equipment and instrumentation. Evaluates instrument performance, troubleshoots malfunctioning equipment and replaces or repairs parts.

Operates field computers, computer hardware/software, databases, telecommunications, and data devices in stand-alone and networked data acquisition systems and troubleshoots these systems when errors or malfunctions occur.

Reviews, evaluates, summarizes and records data collected electronically or manually from scientific/analytical instrumentation, and ensures accuracy, completeness, validity, and compliance with Air District, state, and federal standards.

Prepares, collects, and processes data, samples, reagents and filters.

Conducts mobile, portable or stationary source-oriented monitoring. Prepares and collects various samples of ambient and source air pollutants at air monitoring and stationary sites.

Provides fabrication support for development and construction of monitoring platforms.

Ensures that data systems meet the needs of the Air District in compliance with local, state, and federal regulations for the storage, processing, and transmittal of regulatory data.

Engineering

Develops, implements, and administers permitting, registration, and emissions banking programs including evaluating certain permit applications and data used to calculate emissions and fees; maintains permit data including permit conditions; performs tasks necessary to renew permits and registrations.

Processes, maintains, and ensures data quality used for issuing permit documents, maintaining the emissions bank, and developing the emissions inventory.

Evaluates, recommends, and tests permit system improvements.

Performs job duties for Rule Development projects.

MINIMUM QUALIFICATIONS

Education & Experience

A typical way to obtain the knowledge and skills is:

Education:

Equivalent to a Bachelor's degree from a four-year college or university with major coursework in chemistry, computer science, electronics, engineering, environmental science, mathematics, meteorology, physical sciences, physics, or a closely related field.

AND

Experience:

Air Quality Specialist I: Two (2) years of experience performing duties equivalent to the Air District's Assistant Air Quality Specialist II, including performing air quality inspections; installing, operating and maintaining air monitoring and quality assessment instruments and equipment; or developing and administering air quality programs.

Air Quality Specialist II: Four (4) years of experience performing air quality inspections; installing, operating and maintaining air monitoring and quality assessment instruments and equipment, or developing and administering air quality programs, of which at least two (2) years included performing work equivalent to the Air District's Air Quality Specialist I.

Substitution: Any combination of relevant training and work experience in the listed or related fields may substitute for the education criteria on a year for year basis.

SUPPLEMENTAL INFORMATION:

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.

Knowledge of:

Theories, principles and practices of air quality measurements or inspection and enforcement, including environmental research and analysis.

Applicable Air District, state and federal laws, rules and regulations.

Basic legal principles as they relate to environmental compliance and enforcement.

Basic principles of engineering, chemistry, physics, and biology as they relate to air quality programs.

Industrial processes and equipment used in air pollution control.

Common biological, chemical and physical processes that cause air pollution and their long and short-term impacts and effects.

General principles of data quality and control.

Industrial practices and techniques to modify production processes and equipment to reduce emissions.

Record-keeping and reporting principles and practices.

General principles of records management.

Skill in:

Developing and administering effective air quality programs.

Analyzing technical air pollution problems, evaluating alternative solutions and developing effective recommendations.

Analyzing and interpreting technical and legal rules, policies and procedures.

Reading and understanding technical and engineering diagrams and processes.

Preparing clear and concise technical reports, correspondence and other written materials.

Communicating technical and non-technical information orally and in writing to various audiences.

Exercising sound independent judgment within established guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

OTHER REQUIREMENTS

Some positions may require a valid California driver's license.

Some positions may require a California Air Resources Board Visible Emissions Evaluation Certification obtained within 6 months of employment.

Some positions may require the physical ability to work near and in the presence of hazardous and toxic materials, climb high structures to evaluate processes in operation, lift heavy safety and test equipment, and to use self-contained breathing apparatus.



BAY AREA AIR QUALITY MANAGEMENT DISTRICT

SENIOR AIR QUALITY SPECIALIST

An Equal Opportunity Employer

DEFINITION:

Under direction, provides lead direction and performs the more complex assignments in the areas of inspection, investigation, air monitoring instrument and equipment operation, air quality planning, rule development, enforcement and compliance operations, and other air quality program areas; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced lead level in the Air Quality Specialist series. Incumbents provide lead direction and are assigned the more complex air quality program assignments that require considerable technical knowledge and use of independent judgement. Incumbents develop and provide in-depth training and technical guidance to employees. This class is distinguished from the Supervising Air Quality Specialist in that the latter assigns, supervises, reviews and evaluates the work of assigned staff. This class is also distinguished from the Principal Air Quality Specialist in that the latter has more responsibilities for developing new programs and handling the most difficult, sensitive, novel, or critical projects.

EXAMPLES OF DUTIES (*Illustrative only*):

General Duties:

Provides lead direction, training and work review to technical and support staff; prioritizes and follows up on work assignments to ensure timely completion.

Provides lead oversight on complex regulatory audits, field investigations and studies.

Provides input into hiring selection decisions and performance evaluations.

Provides technical development and training.

Coordinates and participates in the development of new programs and revision of existing programs; conducts technical research feasibility and new control proposals.

Coordinates and participates in the development, review and approval processes for new and revised rules and regulations, policies and procedures for various programs.

Reviews and analyzes complex cases, reports and rules for compliance with applicable guidelines; conducts inquiries, researches and compiles files and other pertinent information, and prepares reports and recommendations relative to Air District programs.

Drafts, implements, recommends and revises forms, webpages, and other program tools.

Maintains data and data systems supporting Air District programs.

Reviews and develops recommendations concerning air quality and climate protection reports, programs, plans, legislation and regulations and prepares related reports and correspondence.

Organizes and participates in workshops and meetings, and provide consultation and advice to individuals and businesses in matters related to area of expertise.

Prepares and makes presentations on air quality and climate protection related programs and projects.

Interacts and represents the Air District with industry, attorneys, the public and other agencies; provides technical expertise to Air District staff and counsel and to industry, the public and other agencies.

Conducts meetings and workshops with a variety of legal, public and private agency officials to explain and interpret technical policies, rules and regulations regarding Air District programs.

Participates in meetings, conferences, hearing boards and workshops with public and private agencies; serves on special committees and task forces.

Responds to oral and written requests for technical, operational and administrative information about Air District programs.

Leads technical and safety program training for Air District staff; develops and coordinates training aids and materials; leads staff training; monitors training needs for staff.

Briefs Air District executives and present at public workshops and board meetings.

Works closely with other Air District divisions to strengthen partnerships with key community stakeholders.

Maintains detailed technical records, standard operating procedures, and logbooks to comply with regulatory guidelines.

Administers the records management program.

Performs other related duties as assigned.

Representative Duties (by program area)

Some positions in this classification may be assigned to one or several program areas; an exhaustive list of program-area specific duties is not provided.

In addition to the duties listed above, the following duties (illustrative only) may be performed for positions in the select program areas:

Compliance and Enforcement

Conducts the more difficult and complex commercial and industrial inspections and investigations such as, but not limited to, petroleum refineries, power plants, semiconductor manufacturing facilities, toxic and hazardous materials operations and complicated industrial operations.

Coordinates and reviews the work of inspections staff involved in special projects and audits, sensitive complaint investigations and other surveillance activities.

Reviews and coordinates difficult and problematic inspections to determine and ensure the consistent technical application and interpretation of new and revised rules and regulations; develops and tests new inspection and complaint investigation methods and techniques.

Develops enforcement criteria and related inspection policies; contributes to the development and revision of rules, policies and regulations involving inspections.

Coordinates with program/project leaders in other Air District divisions, drafts new policies and procedures for various enforcement programs relating to new and updated rules and regulations.

Develops new and revises existing programs to achieve and maintain enforcement compliance.

Leads and organizes technical training for enforcement staff; develops and coordinates training aids and materials; conducts some aspects of new inspector training; monitors enforcement training needs for the enforcement staff.

Rule Development

Leads the review and development of regulatory language.

Develops and implements cost effectiveness and incremental cost effectiveness calculations for a wide variety of sources in industries with a variety of control options.

Leads and coordinates with professional and technical staff to perform complex scientific research and engineering work for developing regulations to control air pollutants (including those contributing to climate change and contributing to localized air quality impacts in overburdened communities).

Works closely with professional and technical staff to perform and review economic analyses and environmental analyses.

Works closely with staff from other air districts and the California Air Resources Board to develop air quality regulations and toxic control measures.

Analyzes emissions inventories to determine baseline emissions and reduction estimates for rules under development.

Reviews and develops testing, verification, and compliance determination procedures.

Meteorology and Measurement

Evaluates performance of analytical instrumentation to ensure compliance with District, state and federal standards.

Installs, operates, maintains, calibrates, and repairs air monitoring, and meteorological or source test equipment and instrumentation. Evaluates

instrument performance, troubleshoots malfunctioning equipment and replaces or repairs parts.

Operates field computers, computer hardware/software, databases, telecommunications, and data devices in stand-alone and networked data acquisition systems and troubleshoots these systems when errors or malfunctions occur.

Oversees data evaluation, enters data into computerized database, and responds to technical data requests, either orally or in writing.

Maintains detailed technical records, standard operating procedures, and logbooks.

Develops and implements operational, analytical, and technical methods and procedures. Analyzes technical work processes and writes Standard Operating Procedures.

Performs acceptance testing of new and repaired scientific/analytical instrumentation.

Performs quality control functions on air monitoring or source test equipment and calibrations in conformance with District, state, and federal standards. Coordinates and tracks the certifications of reference standards used in the section.

Develops and recommends improved sampling techniques and modifications to equipment and tests modifications to equipment. Provides fabrication support for development and construction of monitoring platforms.

Coordinates and oversees in-section safety programs.

Coordinates the purchasing, replenishment, and inventory tracking of all spare components, supplies and consumables.

Works with the data management team to ensure that data systems meet the needs of the Air District in compliance with local, state and federal regulations for the storage, processing, and transmittal of regulatory data.

Conducts mobile, or portable or stationary, source-oriented monitoring. Prepares and collects various samples of ambient air or source test pollutants at air monitoring and stationary sites.

MINIMUM QUALIFICATIONS

Education & Experience

A typical way to obtain the knowledge and skills is:

Education:

Equivalent to a Bachelor's degree from a four-year college or university with major coursework in chemistry, computer science, electronics, engineering, environmental science, mathematics, meteorology, physical sciences, physics, or a closely related field.

AND

Experience:

Four (4) years of experience performing air quality inspections; installing, operating and maintaining air monitoring and quality assessment instruments and equipment; or developing and administering air quality programs, of which at least two (2) years included performing work equivalent to the Air District's Air Quality Specialist II.

Substitution: Any combination of relevant training and work experience in the listed or related fields may substitute for the education criteria on a year for year basis.

SUPPLEMENTAL INFORMATION:

QUALIFICATIONS

Knowledge of:

Theories, principles and practices of air quality measurements or inspection and enforcement, including environmental research and analysis.

Applicable Air District, state and federal laws, rules and regulations.

Basic legal principles of civil prosecution, particularly as they relate to environmental enforcement.

Basic principles of engineering, chemistry, physics and biology as they relate to air quality programs.

Industrial processes and equipment used in air pollution control.

Common biological, chemical and physical processes that cause air pollution and their long and short-term impacts and effects.

General principles of data quality and control.

Industrial practices and techniques to modify production processes and equipment to reduce emissions.

Record-keeping and reporting principles and practices.

General principles of records management.

Skill in:

Planning, assigning, directing and reviewing the work of others.

Training others in work procedures.

Directing, developing and administering effective air quality programs.

Analyzing technical air pollution problems, evaluating alternative solutions and developing effective recommendations.

Analyzing and interpreting technical and legal rules, policies and procedures.

Reading and understanding technical engineering diagrams and processes.

Preparing clear and concise technical reports, correspondence, presentations, and other written materials.

Negotiating settlements tactfully and effectively.

Communicating technical and non-technical information orally and in writing to various audiences.

Exercising sound independent judgement within established guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

OTHER REQUIREMENTS

Some positions may require a valid California driver's license.

Some positions may require a California Air Resources Board Visible Emissions Evaluation Certification obtained within 6 months of employment.

Some positions may require the physical ability to work near and in the presence of hazardous and toxic materials, climb high structures to evaluate processes in operation, lift heavy safety and test equipment, and to use self-contained breathing apparatus.



BAY AREA AIR QUALITY MANAGEMENT DISTRICT

PRINCIPAL AIR QUALITY SPECIALIST

An Equal Opportunity Employer

DEFINITION:

Under direction, performs the most complex and highly specialized level of program assignments in the areas of inspection, investigation, air monitoring instrument and equipment operation, air quality planning, rule development, enforcement and compliance operations, and other air quality program areas; may provide project supervision or team leadership on a project specific basis; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class provides the most complex and specialized program assignments in support of the Air District's goals and objectives. Incumbents are responsible for providing project leadership for coordinating and developing programs that require considerable technical knowledge and use of independent judgment. This class is distinguished from Supervising Air Quality Specialist, in that the latter assigns, supervises, reviews and evaluates the work of assigned staff on a continuing basis and conducts performance appraisals. This class is also distinguished from manager levels in that the latter performs management duties with responsibilities for a program or defined functional area.

EXAMPLES OF DUTIES (*Illustrative only*):

General Duties:

Coordinates and carries out the most complex assignments relating to the development, review and approval processes for the Air District's new or revised rules and regulations; equipment operation and maintenance; data collection and

analysis; technical review; the development of technological justifications; and/or other special projects as assigned.

Develops, recommends and implements Air District policies and programs to enforce statutory and regulatory requirements for enforcement; develops and recommends the Air District's position on various enforcement matters such as hearing board actions and settlement conferences.

Provides input into hiring selection decisions and performance evaluations.

Provides technical development and training.

Develops and implements policies, procedures, and manuals.

Develops, implements, recommends and revises forms, webpages, and other program tools.

Advises staff on technical, regulatory and programmatic issues.

Reviews and summarizes data, prepares special and periodic reports, and ensures program effectiveness.

Conducts and participates in meeting and workshops with a variety of legal, public and private agency officials to explain and interpret technical policies, data rules and regulations regarding programs.

Participates in meeting, conferences, hearing boards and workshops with public and private agencies; serves on special committees and task forces relating to air quality program activities.

Interacts and represents the Air District with industry, attorneys, the public and other agencies; provides technical expertise to Air District staff, to counsel, to industry, the public and other agencies.

Provides lead direction, training and work review to technical and support staff, prioritizes and follows up on work assignments to ensure timely completion.

May provide technical training and participate in program and staff development.

Maintains data and data systems supporting Air District programs.

May provide input to air quality program budgetary needs.

Maintains detailed technical records, standard operating procedures, and logbooks to comply with regulatory guidelines.

Performs other related duties as assigned.

Representative Duties (by program area)

Some positions in this classification may be assigned to one or several program areas; an exhaustive list of program-area specific duties is not provided.

In addition to the duties listed above, the following duties (illustrative only) may be performed for positions in the select program areas:

Compliance and Enforcement

Reviews and examines complex settlement cases and advises staff on technical regulatory issues; approves penalty reductions up to authorized limit and recommends additional reduction, enforcement or other legal action to executive staff.

Conducts the most difficult and complex commercial and industrial inspections and investigations such as, but not limited to, petroleum refineries, power plants, semiconductor manufacturing facilities, toxic and hazardous materials operations and complicated industrial operations.

Reviews and coordinates the most difficult and problematic inspections to determine and ensure the consistent technical application and interpretation of new and revised rules and regulations; develops and tests new inspection and complaint investigation methods and techniques.

Develops enforcement criteria and related inspection policies; contributes to the development and revision of rules, policies and regulations involving inspections.

Coordinates and reviews the work of inspections staff involved in special projects and audits, sensitive complaint investigations and other surveillance activities.

Coordinates contact with particular businesses, industries and other groups to explain rules, policies and inspection procedures; explains the reason for violation notices to concerned parties.

Coordinates and directs difficult and complex field investigations.

Participates in various quality assurance activities for inspection activities.

Leads the preparation of enforcement case summaries and makes presentations of same; conducts office conferences with industry violators and their attorneys.

May provide technical testimony on behalf of the Air District.

Coordinates field enforcement activities with other District staff and with other public agencies.

Meteorology and Measurement

Researches and analyzes new technology, procedures, and regulations relevant to air monitoring and source testing, and makes recommendations to management regarding the implementation process.

Leads the procurement, testing, and implementation of new technology and develops operating procedures for new and existing technology.

Leads the development of special study designs by providing input on technical implementation details. Develops study specific procedures for field staff and provides training as needed.

Advises on testing, diagnosis, and repair of non-routine equipment problems. Works with instrument manufacturers to solve instrument problems caused by design, supply, or implementation issues.

Evaluates data to ensure that quality control standards are met, and quality control systems are functioning appropriately to ensure robust data is being produced. Suggests changes to the quality system necessary to correct or prevent data quality issues.

Performs complex duties involving installation, operation, maintenance, calibration and repair of air monitoring, meteorological, and source test equipment and instrumentation.

Evaluates and makes recommendations to ensure that all programs are following applicable regulations in support of Air District goals and objectives.

Works with outside contractors to provide specialized air quality and source test measurements.

Works with the data management team to ensure that data systems meet the needs of the Air District in compliance with local, state, and federal regulations for the storage, processing, and transmittal of regulatory data.

Advises on the development, implementation, and evaluation of new air monitoring and source test programs and makes recommendations to ensure that existing programs continue to comply with federal requirements.

Conducts mobile, portable, or stationary source-oriented monitoring. Prepares and collects various samples of ambient air and source test pollutants at air monitoring sites and stationary sources.

Maintains detailed technical records and logbooks.

MINIMUM QUALIFICATIONS

Education & Experience

A typical way to obtain the knowledge and skills is:

Education:

Equivalent to a Bachelor's degree from a four-year college or university with major coursework in chemistry, computer science, electronics, engineering, environmental science, mathematics, meteorology, physical sciences, physics, or a closely related field.

AND

Experience:

Five (5) years of experience performing air quality inspections; installing, operating and maintaining air monitoring and quality assessment instruments and equipment; or developing and administering air quality programs, of which at least two (2) years included performing lead or supervisory responsibilities equivalent to the Air District's Senior Air Quality Specialist.

Substitution: Any combination of relevant training and work experience in the listed or related fields may substitute for the education criteria on a year for year basis.

SUPPLEMENTAL INFORMATION:

QUALIFICATIONS

Knowledge of:

Theories, principles and practices of air quality measurements or inspection and enforcement, including environmental research and analysis.

Applicable Air District rules and regulations and state and federal laws.

Basic principles of engineering, chemistry, physics, and biology as they relate to air quality programs.

Industrial processes and equipment used in air pollution control.

Common biological, chemical and physical processes that cause air pollution and their long- and short-term impacts and effects.

Industrial practices and techniques to modify production processes and equipment to reduce emissions.

General principles of data quality and control.

Basic principles and practices of public administration.

Record-keeping and reporting principles and practices.

General principles of records management.

Skill in:

Developing, administering, and supervising effective air quality programs.

Analyzing technical air pollution problems, evaluating alternative solutions and developing effective recommendations.

Analyzing and interpreting technical and legal rules, policies and procedures.

Reading and understanding technical diagrams and processes.

Preparing clear and concise technical reports, correspondence, presentations, and other written materials.

Communicating technical and non-technical information orally and in writing to various audiences.

Exercising sound independent judgment within established guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

OTHER REQUIREMENTS

Some positions may require a valid California driver's license.

Some positions may require a California Air Resources Board Visible Emissions Evaluation Certification obtained within 6 months of employment.

Some positions may require the physical ability to work near and in the presence of hazardous and toxic materials, climb high structures to evaluate processes in operation, lift heavy safety and test equipment, and to use self-contained breathing apparatus.



BAY AREA AIR QUALITY MANAGEMENT DISTRICT

**SUPERVISING AIR QUALITY
SPECIALIST**

An Equal Opportunity Employer

DEFINITION:

Under direction, supervises the staff and activities for assigned programs in the areas of inspection, investigation, air monitoring instrument and equipment operation, air quality planning, rule development, enforcement and compliance operations, and other air quality program areas; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory level in the Air Quality Specialist series. This class provides both supervision and highly specialized services in support of the Air District's goals and objectives. Successful performance of the work requires the use of independent judgement initiative within established guidelines. Incumbents are responsible for accomplishing program goals and objectives within policy guidelines. This class is distinguished from the Principal Air Quality Specialist, in that the latter does not supervise or evaluate staff on a continuing basis. This class is also distinguished from manager levels in that the latter performs management duties with responsibilities for a program or defined functional area.

EXAMPLES OF DUTIES (*Illustrative only*):

General Duties:

Organizes, assigns, supervises, leads, reviews and evaluates the staff and work of assigned programs; ensures program effectiveness.

Participates in and recommends the selection of assigned staff; provides for their training and development.

Develops, recommends and implements Air District policies and programs to enforce statutory and regulatory requirements for enforcement; develops and recommends the Air District's position on various enforcement matters such as hearing board actions and settlement conferences.

Supervises the development of policies, procedures, manuals, forms, webpages, and other tools.

Advises staff on technical and regulatory issues.

Reviews and summarizes data, prepares special and periodic reports and ensures program effectiveness.

Interprets rules and policies to Air District staff, industry, the public and other agencies.

Conducts and participates in meetings and workshops with a variety of legal, public and private agency officials to explain and interpret technical policies, data, rules and regulations regarding programs.

Reviews and summarizes data, prepares special and periodic reports

Interacts and represents the Air District with industry, attorneys, the public and other agencies; provides technical expertise to Air District staff and counsel and to industry, the public and other agencies.

May provide input to air quality program budgetary needs.

Performs other related duties as assigned.

Representative Duties (by program area)

Some positions in this classification may be assigned to one or several program areas; an exhaustive list of program-area specific duties is not provided.

In addition to the duties listed above, the following duties (illustrative only) may be performed for positions in the select program areas:

Compliance and Enforcement

Supervises the violation settlement process; reviews and examines complex settlement cases and advises staff on technical regulatory issues; approves penalty reductions up to authorized limit and recommends additional reduction, enforcement or other legal action to executive staff.

Supervises the development, review and approval processes for the Air District's new or revised rules and regulations; coordinates the development of technological justifications, oversees the public and industry review process; trains staff in the intent and interpretation of rules.

Develops enforcement criteria and related inspection policies; contributes to the development and revision of rules, policies and regulations involving inspections.

Coordinates contact with particular businesses, industries and other groups to explain rules, policies and inspection procedures; explains the reason for violation notices to concerned parties.

Coordinates and directs difficult and complex field investigations.

Participates in various quality assurance activities for inspection activities.

Supervises the preparation of enforcement case summaries and makes presentations of same; conducts office conferences with industry violators and their attorneys.

Coordinates field enforcement activities with other District staff and with other public agencies.

May provide technical testimony on behalf of the Air District.

Meteorology and Measurement

Assigns, supervises, reviews and evaluates the work of technical and support staff.

Coordinates staff and manages resources for routine and special monitoring projects.

Coordinates air monitoring, and source test, and instrument performance evaluation projects, and activities with other Air District staff.

Reviews operational records, data and reports to ensure data validation, quality assurance and instrument performance and to ensure compliance with regulatory standards; detects, identifies, and resolves irregularities.

Participates in developing and implementing data systems and operational, analytical and technical procedures and methods.

Coordinates specific programs, systems and activities such as the quality assurance/quality control program, repair and maintenance of equipment, monitoring site development, and other special projects.

Develops and recommends improved sampling techniques and equipment modifications.

Participates in inter-agency audits and studies; ensures compliance with all applicable regulations.

Maintains records and prepares special and periodic reports.

Assists with and conducts training on performance evaluations of the air monitoring network as needed.

Engineering

Supervises the development, implementation, and administration of permitting, registration, No Net Increase and emissions banking programs (performed by technical staff) including evaluating certain permit applications and data used to calculate emissions and fees; maintains permit data including permit conditions; performs tasks necessary to renew permits and registrations.

Supervises emission calculations including emissions reductions and the assessment of emissions inventories; and performs technical work.

Supervises the review of permit applications for ministerial sources.

Processes, maintains, and ensures data quality used for issuing permit documents, maintaining the emissions bank, and developing the emissions inventory.

Evaluates, recommends, and tests permit system improvements.

Evaluates program quality and effectiveness; makes improvement recommendations.

Performs job duties for Rule Development projects.

MINIMUM QUALIFICATIONS

Education & Experience

A typical way to obtain the knowledge and skills is:

Education:

Equivalent to a Bachelor's degree from a four year college or university with major coursework in chemistry, computer science, electronics, engineering, environmental science, mathematics, meteorology, physical sciences, physics, or a closely related field.

AND

Experience:

Five (5) years of experience performing air quality inspections; installing, operating and maintaining air monitoring and quality assessment instruments and equipment; or developing and administering air quality programs, of which at least two (2) years included performing lead or supervisory responsibilities equivalent to the Air District's Senior Air Quality Specialist.

Substitution: Any combination of relevant training and work experience in the listed or related fields may substitute for the education criteria on a year for year basis.

SUPPLEMENTAL INFORMATION:

QUALIFICATIONS

Knowledge of:

Principles and practices of employee supervision, including selection, planning, training, work evaluation and discipline.

Theories, principles and practices of air quality measurements, or inspection and enforcement, including environmental research and analysis.

Applicable Air District rules and regulations and state and federal laws.

Basic legal principles of civil prosecution, particularly as they relate to environmental enforcement.

Basic principles of engineering, chemistry and biology as they relate to air quality enforcement programs.

Industrial processes and equipment used in air pollution control.

Common biological, chemical and physical processes that cause air pollution and their long- and short-term impacts and effects.

General principles of data quality and control.

Record-keeping and reporting principles and practices.

General principles of records management.

Industrial practices and techniques to modify production processes and equipment to reduce emissions.

Basic principles and practices of public administration.

Skill in:

Assigning, supervising, reviewing and evaluating the work of professional, technical and support staff.

Selecting and motivating staff and providing for their training and professional development.

Developing and supervising effective programs.

Analyzing technical air pollution problems, evaluating alternative solutions and developing effective recommendations.

Analyzing and interpreting technical and legal rules, policies and procedures.

Reading and understanding engineering diagrams and processes.

Preparing clear and concise technical reports, correspondence, presentations, and other written materials.

Communicating technical and non-technical information orally and in writing to various audiences.

Negotiating settlements tactfully and effectively.

Exercising sound independent judgement within established guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

OTHER REQUIREMENTS

Some positions may require a valid California driver's license.

Some positions may require a California Air Resources Board Visible Emissions Evaluation Certification obtained within 6 months of employment.

Some positions may require the physical ability to work near and in the presence of hazardous and toxic materials, climb high structures to evaluate processes in operation, lift heavy safety and test equipment, and to use self-contained breathing apparatus.