



Air Pollution Control District
San Luis Obispo County

TO: Board of Directors, Air Pollution Control District

FROM: Gary E. Willey, Air Pollution Control Officer *GEW*

DATE: May 22, 2019

SUBJECT: Modifications to the Air Quality Specialist and Air Pollution Control Engineer Career Series Job Specifications and Creation of a Senior Air Quality Scientist position

SUMMARY

The Air Quality Engineering and Compliance Technician (AQEC Technician) position was created in 2015 to reduce costs by replacing an Air Pollution Control Engineer III position with an entry-level technician. This position was intended as an entry-level paraprofessional classification that could lead to promotion through the Air Quality Specialist or Air Pollution Control Engineer career series dependent upon education, experience and competency. The proposed changes in these job specifications will clearly identify the Air Quality Technician as the entry-level classification for the career series of both Air Quality Specialist and Air Pollution Control Engineer.

Changes in legislative requirements coupled with the loss of experienced staff due to retirements has identified the need for an advanced-level technical expert within the Engineering and Compliance Division. The creation of the Senior Air Quality Scientist position would fulfill the identified need for an expert to lead the District's technical projects within the Engineering and Compliance Division including efforts associated with AB 617, toxic and criteria pollutant reporting, complex source evaluation and other programs, as well as support the District overall on technical issues.

RECOMMENDATION

It is recommended that your Board take the following actions:

1. Approve the revised Air Quality Specialist and Air Pollution Control Engineer job class specifications (Exhibit A);
2. Approve the newly created Senior Air Quality Scientist job class specifications and salary table (Exhibit A & B); and
3. Instruct the Chair to sign the attached implementing resolution.

DISCUSSION

Staff is proposing to revise the Air Quality Specialist and Air Quality Engineer job specifications to recognize the AQEC Technician as the paraprofessional, entry-level classification for both career series. This change will formalize the intended promotional

path for AQEC Technicians who demonstrate competency to progress through the professional Air Quality Specialist or Air Pollution Control Engineer career series. There is currently a single AQEC Technician position which was recently filled due to the previous technician's application and successful bid for a vacant Air Pollution Control Engineer I position within the District.

Staff is also proposing the creation of a new position within the Engineering and Compliance Division to fill a gap in resources focused on highly technical programs within the Division. New legislation and subsequent changes and proposed changes in evaluation of sources, including health risk assessments, toxic and criteria pollutant evaluation and reporting, industry-wide guidelines and air toxics emission factors clearinghouse coordination require the focused leadership of senior level staff.

The Senior Air Quality Scientist will be responsible for providing guidance and direction to technicians and engineering and compliance staff relating to a wide range of technical topics including toxics analysis and modeling, emissions inventory and reporting, source test evaluation, emerging air quality control technology evaluation and similar air quality analytical and engineering efforts. This classification may be assigned to supervise junior staff as needed and lead special projects within the Air Pollution Control District which require advanced levels of analytical, chemical or other technical knowledge, as well as perform routine engineering and compliance work as required. In addition, this classification may be asked to represent the District on CAPCOA technical committees and other groups.

The Engineering and Compliance Division currently includes one Air Pollution Control Engineer I and one Air Pollution Control Engineer II. There is no advanced level Air Pollution Control Engineer III on staff. It is proposed a vacant Air Quality Specialist position would be replaced by the proposed Senior Air Quality Scientist position; therefore, this action will not result in the addition of a position but will realign resources to meet current Divisional and District needs for advanced technical support.

Staff proposes recruitment for the Senior Air Quality Scientist in FY 19-20.

OTHER AGENCY INVOLVEMENT

County Human Resources has reviewed the changes and their comments have been incorporated.

FINANCIAL CONSIDERATIONS

The salary difference between the Air Quality Specialist III and Senior Air Quality Scientist at Step 5 is approximately \$835 per month (\$10,020 annually). This change will be incorporated in the FY 19-20 budget.

ALTERNATIVES

The Board could elect not to authorize the requested changes. In that case, APCD would recruit according to the current requirements.

Attachments:

Resolution

Exhibit A - Job specifications

Exhibit B - Salary Table, Senior Air Quality Specialist

**BOARD OF DIRECTORS
AIR POLLUTION CONTROL DISTRICT
COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA**

22 day May, 2019

RESOLUTION NO. 2019-1

**RESOLUTION OF THE AIR POLLUTION CONTROL BOARD
AUTHORIZING THE MODIFICATION OF THE AIR QUALITY SPECIALIST AND AIR POLLUTION
CONTROL ENGINEER JOB SPECIFICATIONS, AND CREATION OF THE NEW SENIOR AIR
QUALITY SCIENTIST POSITION**

The following resolution is hereby offered and read:

WHEREAS, the Board recognizes the need to maintain services while lowering costs at the San Luis County Air Pollution Control District (APCD); and

WHEREAS, recent retirements and changes in staffing needs present an opportunity to restructure job duties within the APCD; and

WHEREAS, the restructured duties and responsibilities are not covered under any current APCD job specifications.

NOW, THEREFORE, BE IT RESOLVED, that the San Luis Obispo County Air Pollution Control District Board of Directors does hereby authorize the following:

1. Modification of the existing Air Quality Specialist and Air Pollution Control Engineer job specifications to include Air Quality Engineering and Compliance Technician as the first step in the professional series for both career paths (Exhibit A).
2. The creation of a new job classification of Senior Air Quality Scientist (Exhibit A), which shall be classified as non-exempt status (Bargaining Unit 98); and
3. The salary table for the new Senior Air Quality Scientist job classification shall be implemented as shown in Exhibit B; and
4. The Air Pollution Control Officer and/or his designee are authorized to instruct County Human Resources, acting as the APCD's human resources service provider, and the County Auditor-Controller, acting as the APCD's payroll services provider, to update the existing Air Quality Specialist and Air Pollution Control Engineer job specifications, and create the position of Senior Air Quality Scientist.

On motion of Director _____ seconded by Director _____
and passed and adopted on the following roll call vote:

Ayes:

Noes:

Absent:

Abstaining:

Chair, Air Pollution Control District Board
San Luis Obispo County

Attest:

Alyssa Roslan, Air Pollution Control District Board Clerk

Approved as to Form and Legal Effect:

Jeffrey Minnery
District Counsel

Date: _____

HUMAN RESOURCES DEPARTMENT**County of San Luis Obispo Air Pollution Control District****AIR QUALITY ENGINEERING AND COMPLIANCE TECHNICIAN/****AIR POLLUTION CONTROL ENGINEER I/II/III****(Career Series)**

Classes in this series perform paraprofessional and professional air pollution engineering analysis, evaluation, inspection, and testing of air pollution control devices, sources and problems; administer permit system; administer toxic air contaminant control program; assist in the development of emission control and reduction strategies; conduct emission calculations and prepare emission inventory; and do other related work as required.

DISTINGUISHING CHARACTERISTICS:

Air Quality Engineering and Compliance Technician: This is the paraprofessional, entry-level classification within the Air Pollution Control Engineer series. This classification is used to employ persons in the Engineering and Compliance Division of the Air Pollution Control District to perform paraprofessional engineering and compliance work. Under general supervision incumbents in the position are responsible to perform a variety of duties in the inspection, design, construction, operation, and testing of air pollution control equipment to ensure compliance with Air Pollution Control District rules and regulations; and to perform other related work as required. Qualified candidates may progress through the professional Air Quality Specialist and Air Quality Engineer Series as competency is demonstrated.

Air Pollution Control Engineer I: This is the first of the professional-level classifications within the Air Pollution Control Engineer series. Under general supervision, incumbents perform or assist in the performance of duties including data collection and review for engineering

analysis; evaluation, inspection and testing of air pollution control devices; the administration of the permit system and enforcement of applicable rules, regulations and policies.

Air Pollution Control Engineer II: This is the journey worker level for the Air Pollution Control Engineer series. Incumbents are assigned the more complex responsibilities for professional engineering analysis and evaluation of air pollution sources, including risk management recommendations on control of toxic air contaminants and BACT determinations.

Air Pollution Control Engineer III: This is the advanced level in the series. Incumbents in this classification perform professional engineering analysis, evaluation, inspection and testing of complex facilities; act as team leaders in multi-disciplinary task groups; conduct technical workshops for industry and public meetings; develop new and modify existing Engineering program elements to meet new legislative directives and implement streamlining measures; and represent the District on multi-agency tasks forces.

REPRESENTATIVE DUTIES:

- Receives, reviews and makes recommendations on applications for authority to construct and permits to operate;
- Conducts impact analysis on proposed new sources; evaluates the performance of air pollution control equipment;
- Makes Best Available Control Technology (BACT) determinations;
- Conducts engineering inspections and calculates emissions from new and existing sources; conducts annual emissions inventory;
- Conducts visible emission evaluations and source compliance testing and analysis;
- Arranges for and assists in the preparation of hearings before the District Hearing Board;
- Develops emission control and reduction procedures;

- Plans and conducts special studies to determine conformity to laws, rules and regulations;
- Enforces applicable laws;
- Reads, evaluates and responds to environmental impact reports;
- May represent District at public meetings;
- Participates in general administrative tasks as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

Air Quality Engineering and Compliance Technician: General scientific principles, chemistry, mathematics, and physics; basic computer office software such as word processing, spreadsheets and databases; methods and techniques of public contact and problem resolution.

Air Pollution Control Engineer I (In addition to the above): Engineering principles and practices relating to air pollution control; engineering mathematics, statistical techniques, combustion processes, and elementary thermodynamics.

Air Pollution Control Engineer II (In addition to the above): Local, regional, state and federal laws, rules and regulations pertaining to air pollution control; industrial processes as related to air pollution control; the economic and health consequences of the discharge of pollutants into the atmosphere.

Air Pollution Control Engineer III (In addition to the above): Elements of supervision; training techniques in technical areas and work procedures; principles behind established policies and procedures.

Ability to:

Air Quality Engineering and Compliance Technician: Effectively communicate both verbally and in writing, establish and maintain effective working relationships with the public and

representatives from public/private agencies, read and interpret engineering drawings, estimates, and computations; prepare clear and concise reports, data tables, and graphs; and accurately perform basic mathematical and statistical calculations.

Air Pollution Control Engineer I & II (In addition to the above): Analyze and evaluate engineering plans, specifications, technical reports, and blueprints; prepare reports and make recommendations for elimination or control of air contaminants; interpret, explain and enforce laws, rules, regulations, and policies pertaining to air pollution control; do complex mathematical and statistical analyses; communicate effectively orally and in writing; maintain effective working relationships.

Air Pollution Control Engineer III (In addition to the above): Assist with staff training; communicate effectively in public meetings; prepare and present technical information to a variety of audiences; conduct independent investigations and suggest a range of optional solutions.

EDUCATION AND EXPERIENCE:

Air Quality Engineering and Compliance Technician: Graduation from high school or possession of a General Education Development (GED) certificate; **AND: Either A:** 60 semester units (90 quarter units) from an accredited college or university and two years of job-related technical experience involving the application of scientific and engineering principles; **Or B:** Graduation from an accredited four-year college or university with a degree in physics, chemistry, engineering, meteorology, public health, air pollution control, or a closely related field or 110 semester units (165 quarter units) and graduation prior to the effective hire date.

Air Pollution Control Engineer I: Graduation from an accredited four-year college or university with a bachelor's degree in Chemical, Mechanical or Environmental Engineering or a closely related field (Possession of a California State Board of Registration certificate of registration as a professional engineer may be substituted for the required degree).

Air Pollution Control Engineer II (In addition to the above): One year of experience in air pollution, mechanical, chemical or environmental engineering.

Air Pollution Control Engineer III (In addition to the above): Four years of experience in air pollution engineering or environmental engineering.

LICENSES AND CERTIFICATES:

Must obtain certification in Visible Emissions Evaluation within the first six months of employment.

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver's license will be required at the time of appointment.

SPECIAL SUBCLASS RECRUITMENT:

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 07-20-1977

Revised: 05-22-2019

**HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo Air Pollution Control District**

**AIR QUALITY ENGINEERING AND COMPLIANCE TECHNICIAN/AIR QUALITY
SPECIALIST TRAINEE I/II/III**

DEFINITION:

Classes in this series perform a wide variety of technical tasks related to air quality monitoring, air pollution inspection and enforcement, engineering, data analysis and air quality planning, and do other related work as required.

Incumbents in the position are utilized in three divisions of the Air Pollution Control District: Enforcement, Technical Services, and Planning. Job duties will vary based upon the division assignment.

REPRESENTATIVE DUTIES:

- Gathers, organizes, evaluates and presents information and data on air pollution sources and emissions;
- prepares written reports and correspondence;
- Conducts special studies and surveys;
- Reduces and analyzes air quality data and maintains custom computer programs; Implements legislative enactments and establishes and maintains quality assurance procedures;
- Provides technical assistance to numerous agencies and makes presentations to public groups and agencies;
- May represent the Air Pollution Control District and the County at technical meetings and hearings.

Enforcement

In addition to the representative duties listed above:

- Perform investigation and enforcement activities, issuing notices of violation and citations;
- Complete source inspections, sampling and testing of facilities and equipment;
- Assist in evaluating applications for permits for new sources;
- Develop enforcement alternatives and control strategies in the enforcement and inspection program;
- May assist in engineering or other District program areas.

Technical Services

In addition to the representative duties listed above:

- Install, calibrate, operate, maintain and repair air pollution control instruments and equipment;
- Design and coordinate air quality monitoring programs and installations;
- Provide technical guidance for modeling and development of standards for air quality modeling;
- Provide technical source test support, including field and lab analysis;
- Design specialized statistical analysis systems.

Planning

In addition to the representative duties listed above:

- Perform long-range planning activities, utilizing simulation modeling and air quality prediction technologies;
- Develop and coordinate the implementation of transportation strategies;
- Provide technical evaluation of environmental impact reports;
- Review projects for compliance with CEQA and NEPA;
- Assist in preparation and updates of the Clean Air Plan;

- Coordinate with local, regional and state planning and transportation agencies.

DISTINGUISHING CHARACTERISTICS:

Air Quality Specialist Trainee: Under supervision, learns technical air quality monitoring, enforcement and inspection and/or air quality planning tasks at the trainee level.

Air Quality Engineering and Compliance Technician: This is the paraprofessional, entry-level classification within the Air Quality Specialist series. Under general supervision incumbents in the position perform tasks in air quality monitoring, enforcement and inspection, engineering, and/or air quality planning.

Air Quality Specialist I: This is the first of the professional-level classifications within the Air Quality Specialist series. Under general supervision incumbents perform a variety of tasks in air quality monitoring, enforcement and inspection, and/or air quality planning.

Air Quality Specialist II: This is the journey-level classification for the Air Quality Specialist series. Incumbents are assigned the more complex responsibilities and, under general supervision, perform specialized and more complex air quality monitoring, enforcement and inspection, and/or air quality planning activities.

Air Quality Specialist III: This is the advanced level in the series. Incumbents in this classification perform the most complex tasks in the division. Under direction maintain extensive planning and operations manuals; act as program specialists in air quality monitoring, enforcement or air quality planning, and/or team leader in multi-disciplinary task groups; and develop new or modify existing program elements.

EMPLOYMENT STANDARDS:**Knowledge of:**

Air Quality Specialist Trainee: Physics, chemistry, meteorology, and basic electronics as related to air pollution control; data analysis; the use of simple electronic testing and sampling equipment; principles of air quality monitoring, enforcement and planning.

Air Quality Engineering and Compliance Technician: General scientific principles, chemistry, mathematics, and physics; basic computer office software such as word processing, spreadsheets and databases; methods and techniques of public contact and problem resolution.

Air Quality Specialist I & II (In addition to the above): Air quality data interpretation; computer-based evaluation methodologies, techniques and procedures applicable to air pollution control; regional planning and transportation strategies; principles of air quality modeling; federal and state regulations related to air pollution control and quality assurance procedures; simple industrial processes and inspection techniques.

Air Quality Specialist III (In addition to the above): Elements of basic supervision; training techniques in technical areas and work procedures; principles behind established policies and procedures; all aspects of program responsibilities.

Ability to:

Air Quality Specialist Trainee: Learn and enforce complex rules and regulations, understand and apply land use and transportation principles and practices; work with many abstract and concrete variables; prepare reports; collect, analyze and evaluate data.

Air Quality Engineering and Compliance Technician: Effectively communicate both verbally and in written form, establish and maintain effective working relationships with the public and representatives from public/private agencies, read and interpret engineering drawings, estimates, and computations; prepare clear and concise reports, data tables, and graphs; and accurately perform basic mathematical and statistical calculations.

Air Quality Specialist I & II (In addition to the above): Recognize and implement solutions to operational problems; design air quality monitoring and enforcement programs; conduct independent analysis of a variety of technical issues; formulate long-range air quality management strategies.

Air Quality Specialist III (In addition to the above): Assist with staff training; communicate effectively in public meetings; prepare and present technical information to a variety of audiences; conduct independent investigations and analyses and recommend a range of optional solutions; conduct all phases of work independently, with minimum supervision.

EDUCATION AND EXPERIENCE:

All levels: Graduation from high school or possession of a GED certificate **AND:** **Either A:** 60 semester units (90 quarter units) from an accredited college and two years of job-related technical experience involving the application of scientific and engineering principles; **OR B:** Graduation from an accredited four-year college or university with a degree in physics, chemistry, engineering, meteorology, public health, air pollution control, or other physical science, meteorology, regional planning, or a closely related field or 110 semester units (165 quarter units) and graduation prior to the effective hire date.

Air Quality Specialist Trainee (In addition to the education listed above): No experience is required.

Air Quality Engineering and Compliance Technician (In addition to the education listed above): No experience is required.

Air Quality Specialist I (In addition to the education listed above): One year of experience in air pollution monitoring or planning or a closely related industrial standards enforcement field, including work as an Air Quality Engineering and Compliance Technician.

Air Quality Specialist II (In addition to the education listed above): **Either A:** Three years of experience in air pollution monitoring or planning or a closely related industrial standards enforcement field; **OR B:** One year of experience equivalent to an Air Quality Specialist I.

Air Quality Specialist III (In addition to the education listed above): **Either A:** Four years of experience in air pollution monitoring or planning or a closely related industrial standards enforcement field, one year of which must demonstrate specialized technical program supervision; **OR B:** Two years of experience equivalent to an Air Quality Specialist II.

LICENSES AND CERTIFICATES:

Must obtain a Visible Emissions Evaluation Certificate issued by the State of California within the first six months of employment (Enforcement only).

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

SPECIAL SUBCLASS RECRUITMENT:

Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 07-23-1986

Revised: 05-22-2019

HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo Air Pollution Control District

SENIOR AIR QUALITY SCIENTIST

DEFINITION:

This classification is used to employ persons in the Engineering and Compliance Division of the Air Pollution Control District to perform advanced analytical, engineering and compliance work in the evaluation, design, construction, operation, and testing of air pollution control equipment to ensure compliance with Air Pollution Control District rules and regulations, to lead special technical projects, and to perform other related work as required.

Under the direction of the Engineering and Compliance Manager, the Senior Air Quality Scientist is responsible for performing a variety of technical, professional duties including evaluating complex permit applications and sources, overseeing emissions inventory preparation, inspecting air pollution sources, and reviewing the plans associated with testing of air pollution control equipment for compliance with APCD rules and regulations and representing the District in workshops, scientific meetings and technical committees. This classification is also responsible for maintaining visibility of pending regulations affecting engineering and technical issues that affect the District or regulated sources within the District and providing updates to District management staff and affected sources.

DISTINGUISHING CHARACTERISTICS:

The Senior Air Quality Scientist is an advanced lead position within the Engineering and Compliance Division which provides guidance and direction to technicians and engineering and compliance staff relating to a wide range of technical topics including toxics analysis and modeling, emission inventory and reporting, source test evaluation, emerging air quality control technology evaluation and similar air quality analytical and engineering efforts. This classification may be assigned to lead special projects within the Air Pollution Control District

which require advanced levels of analytical, chemical or other technical knowledge, as well as perform routine engineering and compliance work as required.

REPRESENTATIVE DUTIES:

- Gathers, organizes, evaluates and presents information and data on air pollution sources and emissions; prepares written reports and correspondence;
- Develops and supervises special studies and surveys;
- Analyzes air quality data;
- Maintains quality assurance procedures;
- Provides technical assistance to numerous agencies and may participate in presentations to the APCD Board, other public agencies, and/or the general public;
- Leads special technical projects as required and performs typical tasks and duties associated with the Air Pollution Control Engineer III classification;
- May supervise and evaluate performance of junior staff as assigned.
- Serves as technical expert and resource for District staff regarding complex technical and chemical air quality matters; maintains a broad understanding of current research into issues relating to air quality issues.

The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Complex scientific principles, chemistry, mathematics, and physics;
- Basic computer office software such as word processing, spreadsheets and databases; methods and techniques of public contact and problem resolution;
- Communication techniques supporting effective conveyance of highly technical topics to a broad audience.

Ability to:

- Effectively communicate both verbally and in writing;
- Establish and maintain effective working relationships with the public and representatives from public/private agencies;
- Read and interpret engineering drawings, estimates, and computations;
- Prepare clear and concise reports, data tables, and graphs;
- Accurately perform advanced mathematical and statistical calculations.

EDUCATION AND EXPERIENCE:

Graduation from an accredited institution with a Bachelor's Degree in Chemical, Mechanical or Environmental Engineering or a closely related scientific field AND seven years of technical experience in the field of air quality involving analysis, methods development, engineering or other highly advanced air quality related field (an advanced degree in chemistry, engineering or related field of scientific study may be substituted for two years of experience).

LICENSES AND CERTIFICATES:

A valid driver's license is required at the time of application. A valid California driver's license is required at the time of appointment and must be maintained throughout employment.

SPECIAL SUBCLASS RECRUITMENT:

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 05-22-19

Senior Air Quality Scientist Labor Rates

Job Title	Bargaining Unit	Hourly					Monthly	
		Step 1 Amount	Step 2 Amount	Step 3 Amount	Step 4 Amount	Step 5 Amount	Step 1 Amount	Step 5 Amount
Senior Air Quality Scientist Labor Rates	98	\$43.69	\$45.87	\$48.16	\$50.57	\$53.10	\$7,572.93	\$9,204.00