



AIR QUALITY SPECIALIST I, II, III

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under immediate supervision (I), general supervision (II), and limited supervision (III), performs a variety of assignments in the development and formulation of data analysis, reports, plans, projects, and strategies for the evaluation and improvement of air quality.

CLASS CHARACTERISTICS:

Air Quality Specialist I is the entry and training class of the series. Incumbents work under immediate supervision while learning District rules and procedures and local, state, and federal laws governing air pollution while performing the less complex tasks involved in a variety of routine air quality work that becomes increasingly complex over time and requires less supervision as additional skills and abilities are acquired.

Air Quality Specialist II is the fully experienced, journey level class of the series which requires performance of more difficult tasks requiring a working knowledge of local, state, and federal laws; District policies and procedures and rules and regulations; compliance inspection techniques; equipment and technology used in air pollution control.

Air Quality Specialist III is the advanced journey level class in the series; works with minimal supervision and may be either a lead worker or supervise a project providing guidance and oversight to other professional staff. The Air Quality Specialist III is not considered a supervisory class in that the selection and discipline of employees is not assigned to this level and the number of employees for which direction is provided is limited.

ESSENTIAL FUNCTIONS: *(includes but are not limited to the following)*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

- Reviews and comments on environmental impact documents for land use development projects, oil and gas development projects, and other complex projects as related to air quality
- Reviews and comments on local, regional, and statewide planning and transportation plans and programs as they relate to air quality
- Participates on local, regional, and state technical advisory committees for transportation, land use, pollution prevention, and other issues to ensure that air quality issues are represented and addressed
- Performs technical analyses of air quality issues using various tools, computer models, and statistics
- Prepares environmental documents for District plans, rules, and permits

- Prepares analytical and performance reports, protocols and guidelines on land use and air quality to assist in development of air quality plans, analyses, and mitigation measures.
- Provides technical solutions and general information regarding all aspects of air quality to the public
- Provides technical assistance to regulated businesses regarding the APCD regulatory process
- Conducts courtesy compliance site visits
- Develops technical assistance documents and tools for regulated businesses
- Manages a variety of program related projects
- Provides specialized technical knowledge to staff, regulated community, students, and other agencies
- Develops and distributes customer service feedback forms and analyzes responses to evaluate APCD customer service needs
- Develops, implements, and evaluates the APCD TDM program
- Develops and makes presentations to a variety of audiences

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data on the computer, and acute hearing is required when providing telephone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

Independent travel is required. Work is performed primarily in an office environment and in the field and may require exposure to hazardous conditions and unpleasant elements such as dust, fumes, vapor, solvents, high temperatures from operating processes, high noise levels, vibration and/or outside weather conditions. Fieldwork involves moderate physical exertion such as walking, bending, stooping, kneeling, squatting, twisting, reaching, climbing, and working on uneven surfaces.

QUALIFICATION GUIDELINES: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Air Quality Specialist I

Graduation with a bachelor's degree from an accredited college or university with a major in regional, urban, environmental or transportation planning, environmental studies, geography, meteorology, or a closely related field.

Air Quality Specialist II

Graduation with a bachelor's degree from an accredited college or university with a major in regional, urban, environmental or transportation planning, environmental studies, geography, meteorology, or a closely related field and at least two years of professional experience in air

pollution control, transportation demand management, CEQA review, or in air quality emission and control technology analysis. A Master's degree in any of the required disciplines may be substituted for one year of experience.

Air Quality Specialist III

Graduation with a bachelor's degree from an accredited college or university with a major in regional, urban, environmental or transportation planning, environmental studies, geography, meteorology, or a closely related field and at least two years of professional experience in air pollution control, transportation demand management, CEQA review, or in air quality emission and control technology analysis; and one additional year of increasingly responsible professional experience performed in an independent manner. A Master's degree in any of the required disciplines may be substituted for one year of experience.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Local, state, and federal laws pertaining to air quality; District rules and regulations, policies and procedures; permit application procedures; air pollution control equipment, technology, and processes; environmental compliance, and land use planning; air pollution or related environmental problems; principles, practices, and trends of air quality and transportation planning; relationship of physical design, demographic, environmental, and socio-economic concepts as applied to regional planning and air quality goals; statistical analysis and mathematical concepts related to the environmental and air quality planning process.

Ability to:

Communicate effectively orally and in writing; evaluate air pollution issues as they relate to APCD sources; read, understand, interpret, apply, and explain requirements of APCD rules and regulations, the Health and Safety code, and the California and Federal Clean Air Acts; exercise appropriate judgment in answering questions and releasing information; analyze technical information and translate into understandable format for regulated sources and the general public; develop and maintain effective working relationships.

Skill in:

Researching , compiling, and summarizing a variety of complex and technical reports and informational materials; composing clear and complete technical, educational, and informational reference materials for industry and public use; maintaining accurate records and files; interpreting and applying federal, state, and local laws, regulations, policies, procedures, and standards pertaining to the environmental review and planning process; performing and coordinating activities, such as the collection, analysis, and preparation of reports and recommendations; reading and interpreting laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs and statistical data; exercising sound independent judgment within established policy guidelines; operating personal computer and a variety of word processing, data management and other software applications.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

FLSA: I Non – Exempt
II/III – Exempt
I/II Flex
Form 700 Required
ETA, Unit 28

Adopted: October 20, 2005