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## Board Agenda Item

TO: Air Pollution Control District Board

FROM: Dave Van Mullem, Air Pollution Control Officer

CONTACT: Kristina Aguilar, Manager, Administrative Division (961-8813)

SUBJECT: Modifications to Classification Specifications

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### RECOMMENDATION:

- A. Adopt revised class specifications entitled Air Quality Specialist I/II/III, Executive Assistant/Board Clerk, and Accounting Supervisor; and
- B. Approve and adopt the attached Resolution which amends the District's Classification and Salary Plan to:
  - 1. Delete two (2) Emissions Inventory/Planning Specialist III positions;
  - 2. Add two (2) Air Quality Specialist III positions;
  - 3. Rename one (1) Executive Secretary/Board Clerk position to Executive Assistant/Board Clerk;
  - 4. Adjust salary for the Executive Assistant/Board Clerk Position; and
  - 5. Rename one (1) Supervising Accountant to Accounting Supervisor.

### BACKGROUND:

Periodically the District reviews its organizational structure to ensure we are operating in an efficient and effective manner. At this time we feel it is appropriate to adjust three class specifications, aligning them closer to the work performed. Attached for your review and consideration are the following class specifications: Air Quality Specialist I/II/III, Executive Assistant/Board Clerk, and Accounting Supervisor.

## **DISCUSSION:**

### **➤ *Attachment A – Air Quality Specialist I/II/III***

The Technology and Environmental Assessment (TEA) Division is responsible for a wide range of tasks, such as: maintaining the District's emission inventory, developing clean air plans, commenting on air quality issues for other agencies' land use reviews and CEQA actions, ensuring the District complies with CEQA, implementing clean air grant programs, conducting community outreach, working with local schools, and collaborating with other agencies on transportation and air quality issues. The staff performing this work must have good communication skills; the ability to read, understand, and synthesize technical information; and an education that prepares them to understand the underlying scientific and social issues of the projects we complete.

Currently, this range of tasks is covered by two separate job class specifications. The Emissions Inventory/Planning Specialist (EI/PS) I/II/III classification lists functions such as maintaining the District's emission inventory, developing clean air plans, and conducting public outreach on air quality and planning issues. The Air Quality Specialist I/II/III classification lists functions such as commenting on land use reviews, preparing CEQA documents for District actions, participating on advisory committees for transportation and land use issues, and conducting outreach to community and school groups. In both classifications, the I/II level is a flex position, and the III is a separate promotional position.

Typically, a staff member will focus on one or two tasks within the division, but will also contribute to other projects that overlap several areas. Staff who primarily work on inventory or planning may also review land use projects or administer clean air grant programs. Staff who primarily review land use projects may assist in clean air plan development. The knowledge, skills, and abilities to successfully complete all of these tasks are very similar. Therefore, we are proposing to combine the two job class specifications into one specification, thereby eliminating the EI/PS I/II/III classification. This action recognizes the wide range of projects our staff currently take on and gives the District more flexibility to respond to shifting workloads. At this time the District has two (2) EI/PS III positions funded, and no EI/PS I/II positions funded. Therefore, the attached resolution reflects a deletion of two (2) EI/PS III positions, and addition of two (2) Air Quality Specialist III positions.

### **➤ *Attachment B – Executive Assistant/Board Clerk***

The Executive Secretary/Board Clerk class has assumed greater responsibility and has become significantly more critical to the successful operation of the District over the past several years, in addition to those responsibilities previously charged to this class. The added responsibilities consist of the use of discretion and independent judgment. The incumbent in this class now serves as the Fair Political Practices Commission (FPPC) Filing Official; takes responsibility for updating the District's website with information such as meeting agendas and notices; and maintains the District's Conflict of Interest Code. The incumbent is now asked to provide administrative support and assistance with special projects for staff in other divisions and is required to conduct research and provide recommendations regarding project activity. Moreover, the incumbent is required to participate in independent projects as well as manage them. Specialized knowledge is required, especially with regard to the Ralph M. Brown Act.

Based on the increased level of responsibility, the District is recommending a change in job title from Executive Secretary/Board Clerk to Executive Assistant/Board Clerk. In addition, a salary study was conducted in order to establish a salary rate that incorporates the additional duties for this position. This study showed the position at 20% below the mean of similar positions of comparison agencies. However, we are limiting our recommendation to a 15% increase at this time based on District-wide inequities.

➤ ***Attachment C – Accounting Supervisor***

The Accounting Supervisor class specification contains language that is unrelated to the accounting profession. We are proposing the removal of erroneous language in the class specification. As an example, the class specification states that the Accounting Supervisor position will evaluate engineering plans, specifications, technical reports and blueprints; collect environmental and stationary source emission data; etc. This language was recently noticed when a recruitment was held to fill the vacant Accounting Supervisor position. The District would like to correct the language so there is no misalignment regarding duties for the new supervisor. In addition, the District's Job Class Table reflects an inaccurate Classification Title of "Supervising Accountant". The attached Resolution includes an amendment to correct the title.

➤ ***Attachment D – Classification and Salary Plan Resolution***

In order to implement the requested changes, the Classification and Salary Resolution of the Santa Barbara County Air Pollution Control District will need to be amended. This Resolution is attached for your review and consideration.

**FISCAL IMPACT:**

Both the existing Air Quality Specialist III and Emissions Inventory/Planning Specialist III job class specifications have the same salary ranges. The proposed revised class specification will have the same salary range as the existing specification; therefore, there will be no impact on the District's budget.

The cost to implement the salary increase for the Executive Assistant/Board Clerk for the remainder of the 2015/2016 fiscal year is approximately \$7,000. The funding will come from salary savings resulting from two positions in other divisions originally budgeted as full-time, however the current incumbents are working on a ¾ time basis, resulting in no net change to this year's budget. The cost to maintain the increase will be included in subsequent annual budgets.

The proposed revisions to the Accounting Supervisor class specification will have the same salary range as the existing specification. Therefore, this change will have no impact on the District's budget.

**ATTACHMENTS (4):**

- A – Class Specification – Air Quality Specialist I/II/III
- B – Class Specification – Executive Assistant/Board Clerk
- C – Class Specification – Accounting Supervisor
- D – Resolution to amend the Classification and Salary Plan