

Agenda Date: June 21, 2007
Agenda Placement: Regular
Estimated Time: 30 Minutes
Continued Item: Yes

Board Agenda Item

TO: Air Pollution Control District Board

FROM: Terry Dressler, Air Pollution Control Officer

CONTACT: Donald Kendig, Business Manager (961-8854)

SUBJECT: Adoption of the Fiscal Year 2007-08 Budget

RECOMMENDATION:

1. Hold a public hearing to consider and adopt the budget for Fiscal Year 2007-08, as presented in the *Proposed Budget – June Revise* document (Attachment A).
2. Adopt the
 - A.) Budget Resolution (Attachment B) approving the Fiscal Year 2007-08 APCD Budget, and
 - B.) Salary Resolution (Attachment C) reclassifying 1.0 and unfunding 3.0 positions, and implementing a 2.7% cost of living adjustment for all employee units, and
 - C.) Job Class Specification for Principal Inspection Specialist (Attachment D)

DISCUSSION:

Attachment A - Proposed Budget for Fiscal Year 2007-08 – June Revise

On May 17, 2007, your Board held the first of two required public hearings on the APCD's proposed budget for Fiscal Year (FY) 2007-08. The purpose of that hearing was to solicit additional public comment and receive direction from your Board. Prior to that hearing, staff held two public workshops, one at each APCD office location.

Attached you will find the revised Proposed Budget schedules for Fiscal Year 2007-08. Changes to the original schedules include updates to the proposed FY 2007-08 budget amounts as follows:

- changing the estimated CPI of 2.5% to the reported April to April CPI of 3.4%, and updating the related fixed fee revenues,
- changing the budgeted salaries and benefits from an estimated 2.0% COLA to 2.7% for all employees, and updating the related salaries and benefits and reimbursable revenues,
- updating the job class table for the 2.7% COLA for all employee units,

- updating the reserve and designation schedules for the net effect of the above changes on savings, and
- updating all related expenditure and revenue charts, graphs, and tables.

The proposed budget, as adjusted since the May hearing, is \$9,241,759. This is a \$40,507 increase from the original proposal of \$9,201,252. After the proposed budget is adopted, a final *Comprehensive Program Summary and Adopted Budget* document for FY 2007-08 will be prepared, published, and distributed to the Board.

Total discretionary designations, not funded by categorical revenues, are healthy at \$2,401,420, which is \$1,237,074 above our goal of 15% of revenues (or \$1,164,346). We intend to accumulate and hold discretionary designations for the three-year re-evaluation revenue fluctuations, cash management due to the timing of a number of revenue sources, and unforeseen events. The excess designations are due to prior years of accumulated interest earnings and substantial one-time penalty assessments, and will provide a funding cushion while we address our ongoing revenue shortfall.

As I reported at the May hearing, the APCD has had an ongoing revenue shortfall and has had to withdraw from discretionary designations to balance the budget. We have performed an extensive analysis, reduced staffing and the use of contractors significantly, implemented a differential to balance the salary COLA with the Fee CPI, and continue to perform ad hoc reorganizations of staffing, within divisions, to meet mandated goals. We have reduced our dependency on savings from a budgeted \$558,027 in FY 2005-06 to a proposed \$223,481 for FY 2007-08. However, our goal is to hover around zero with minor positive and negative years. To that end, we are working with a group of fee paying stakeholders to address options for the elimination of our deficit.

Attachment B – Budget Resolution

The attached budget resolution formalizes the adoption of the Fiscal Year 2007-08 budget.

Attachment C – Salary Resolution

The attached salary resolution amends the original Salary Resolution No. 97-05. This is an incremental process as personnel actions are brought before your Board. This resolution reclassifies 1.0 position, unfunds 3.0 positions, and implements a 2.7% cost of living adjustment for all employee units.

Attachment D – Revised Job Class Specification

As part of the salary resolution, one Inspection Specialist III will be reclassified to a Principal Inspection Specialist as part of a reorganization of work assignments and priorities in order to continue to achieve mandated goals. In addition to performing typical inspection duties such as enforcement and complaint response, the Principle Inspection Specialist will also handle portions of the emissions testing workload, and will provide air quality, environmental and safety expertise to projects going through CEQA, systems safety analysis and land use permitting, which were previously accomplished by engineer class staff. The revised job class specification is presented for your adoption.

ATTACHMENT A



**Santa Barbara County
Air Pollution Control District**

Our Vision  Clean Air

Fiscal Year 2007-08 Proposed Budget - June Revise



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Terry Dressler
Air Pollution Control Officer

Santa Barbara County Air Pollution Control District Board Members

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Santa Barbara County Board of Supervisors

Supervisor Janet Wolf

Second District

Santa Barbara County Board of Supervisors

Supervisor Brooks Firestone

Third District

Santa Barbara County Board of Supervisors

Supervisor Joni Gray

Fourth District

Santa Barbara County Board of Supervisors

Supervisor Joe Centeno

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Updated Fiscal Year 2007-08 Financial Schedules

Budget at a Glance

	Adopted FY 2006-07	Proposed FY 2007-08
Revenues	\$ 9,702,009	\$ 9,241,759
Expenditures	\$ 9,702,009	\$ 9,241,759
Staffing (positions)	54.25	51.25

We are proposing to reduce staffing by 3.0 positions (or 5.5%) and the Proposed Fiscal Year (FY) 2007-08 budget is \$460,250 (or 4.7%) lower than the FY 2006-07 Adopted budget. *(Please see following page for a detailed APCD budget schedule.)*

Designation Summary

Description	Actual 7/1/2006 Amounts	Est. Act. FY 2006-07 Incr./(Decr.)	Est. Act. 6/30/2007 Amounts	Proposed FY 2007-08 Incr./(Decr.)	Proposed 6/30/2008 Amounts
Reserves:					
Imprest Cash	\$ 550	\$ -	\$ 550	\$ -	\$ 550
Reserved Receivables	12,626	-	12,626	-	12,626
Total Reserves	13,176		13,176		13,176
Designations:					
ITG Projects	1,736,193	(401,327)	1,334,866	(411,351)	923,515
Accumulated Capital Outlay	258,395	86,878	345,273	105,282	450,555
Strategic Reserve	450,000	-	450,000	-	450,000
Monitoring	166,126	(35,889)	130,237	(13,176)	117,061
Dry Period Reserve	772,929	111,000	883,929	(308,631)	575,298
Contingency	66,453	-	66,453	-	66,453
Data Acquisition System	491,261	(83,579)	407,682	(51,896)	355,786
Insurance Deductible	40,000	-	40,000	-	40,000
Special Investigations	20,000	-	20,000	-	20,000
DMV \$2	294,154	165,020	459,174	(400,000)	59,174
DMV \$4	417,103	(218,191)	198,912	(70,916)	127,996
Operational Activities	1,486,707	(13,557)	1,473,150	(223,481)	1,249,669
Total Designations	6,199,321		5,809,676		\$ 4,435,507
Total Res. and Des.	\$ 6,212,497		\$ 5,822,852		\$ 4,448,683
Net Adjustments		\$ (389,645)		\$ (1,374,169)	

Discretionary Designation Detail

Discretionary Designations:	Est. Act. 6/30/2007 Amounts	Proposed FY 2007-08 Incr./(Decr.)	Proposed 6/30/2008 Amounts
Strategic Reserve	450,000	-	450,000
Dry Period Reserve	883,929	(308,631)	575,298
Contingency	66,453	-	66,453
Insurance Deductible	40,000	-	40,000
Special Investigations	20,000	-	20,000
Operational Activities	1,473,150	(223,481)	1,249,669
Total	\$ 2,933,532	\$ (532,112)	\$ 2,401,420

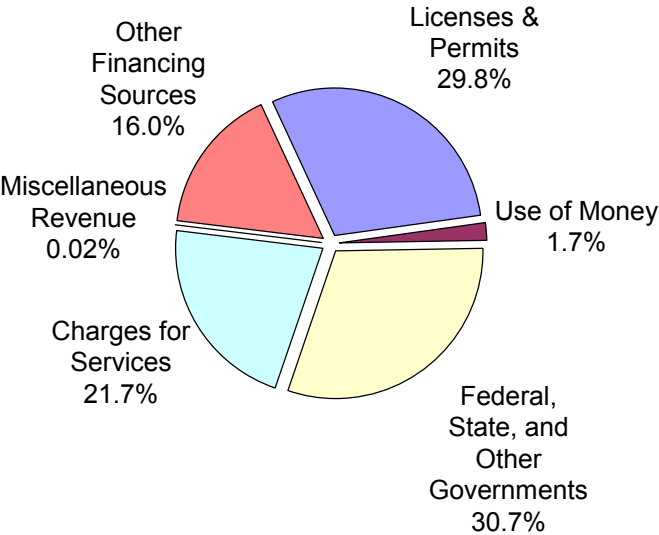
Budget Detail

REVENUE PLAN				
	Actual FY 2005-06	Adopted FY 2006-07	Est. Act. FY 2006-07	Proposed FY 2007-08
<i>Licenses & Permits</i>				
Evaluation Fees	\$ 252,300	\$ 115,230	\$ 118,000	\$ 121,080
Asbestos Notification Fees	80,740	67,635	82,480	69,609
Reevaluation Fees	725,253	662,322	661,000	343,060
Air Toxics (AB 2588)	9,086	6,439	6,439	6,439
Application Fees	141,039	86,618	120,000	100,900
Annual Fees	1,025,676	951,900	1,050,000	1,042,297
Notice of Violation	502,787	150,000	190,494	150,000
MVFF Fee	16,641	27,054	21,562	26,641
Source Test Fee	55,300	53,306	53,000	50,450
DAS	310,314	324,052	324,052	335,142
Monitoring	472,089	491,954	491,954	508,791
<i>Use of Money</i>				
Interest	154,294	125,000	153,112	160,000
<i>Federal, State, and Other Governments</i>				
Federal-EPA	484,125	480,785	490,000	480,785
Motor Vehicle \$4	1,340,740	1,400,000	1,400,010	1,400,000
Motor Vehicle \$2	655,226	700,000	700,000	704,465
State-ARB	104,473	100,000	115,104	100,000
Other Governments	146,194	120,000	128,000	155,854
<i>Charges for Services</i>				
Environmental Review	10,494	7,547	18,786	24,092
AQAP Fees	305,550	289,328	344,091	363,240
Reimbursement Charges- Air Pollution	2,116,064	2,042,785	1,848,346	1,616,463
<i>Miscellaneous Revenue</i>	18,193	4,000	17,500	3,000
Revenue Total	8,926,578	8,205,955	8,333,930	7,762,308
<i>Other Financing Sources</i>				
Release of Designations	-	1,496,054	752,543	1,479,451
Revenue Plan Total	<u>\$ 8,926,578</u>	<u>\$ 9,702,009</u>	<u>\$ 9,086,473</u>	<u>\$ 9,241,759</u>

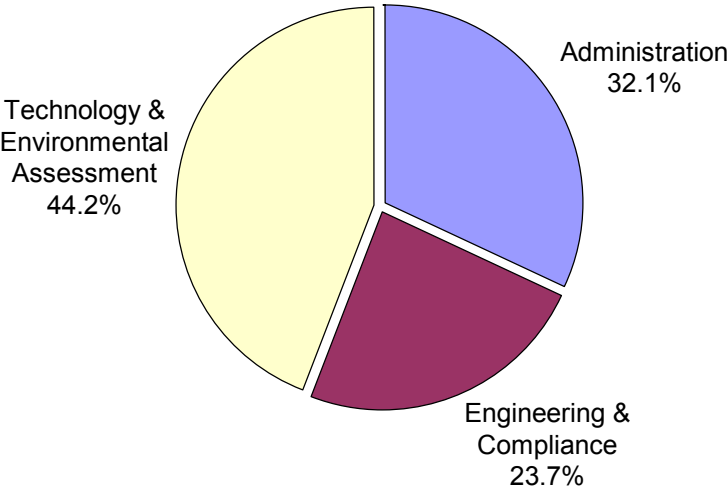
EXPENDITURE PLAN				
	Actual FY 2005-06	Adopted FY 2006-07	Est. Act. FY 2006-07	Proposed FY 2007-08
<i>Operating Expenditures</i>				
Administration	\$ 2,683,928	\$ 2,854,249	\$ 3,021,058	\$ 2,929,425
Engineering & Compliance	2,243,962	2,332,218	2,252,315	2,165,737
Technology & Environmental Assessment	2,998,022	4,317,644	3,450,201	4,041,315
Operating Total	7,925,912	9,504,111	8,723,575	9,136,477
<i>Other Financing Uses</i>				
Designated for Future Uses	1,000,666	197,898	362,898	105,282
Expenditure Plan Total	<u>\$ 8,926,578</u>	<u>\$ 9,702,009</u>	<u>\$ 9,086,473</u>	<u>\$ 9,241,759</u>

CHARACTER OF EXPENDITURES				
	Actual FY 2005-06	Adopted FY 2006-07	Est. Act. FY 2006-07	Proposed FY 2007-08
<i>Operating Expenditures</i>				
Regular Salaries	\$ 3,890,776	\$ 4,077,473	\$ 4,060,364	\$ 4,033,059
Benefits	1,053,284	1,102,082	1,107,913	1,127,657
Salaries & Benefits Total	4,944,060	5,179,555	5,168,277	5,160,715
Services & Supplies	2,425,606	3,810,889	3,056,174	3,692,681
Other Charges	301,565	322,667	338,124	183,081
Fixed Assets	124,339	191,000	161,000	100,000
Principle	128,489	-	-	-
Interest	1,853	-	-	-
Operating Total	<u>\$ 7,925,912</u>	<u>\$ 9,504,111</u>	<u>\$ 8,723,575</u>	<u>\$ 9,136,477</u>

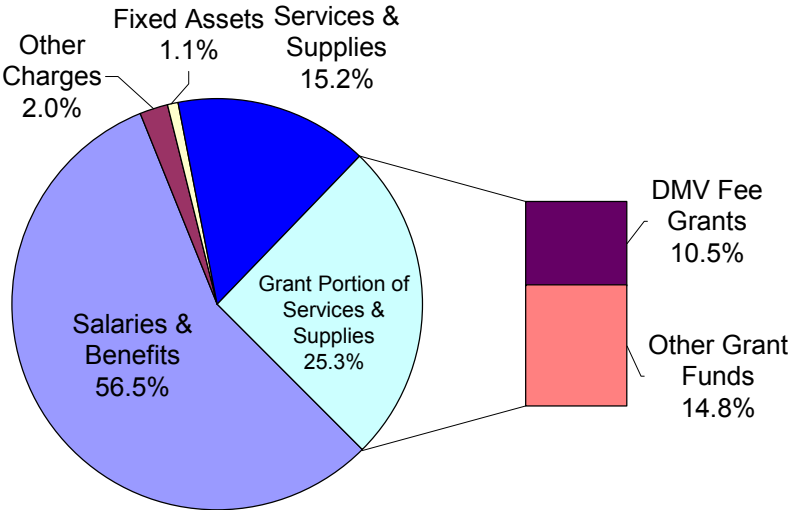
Budget Charts



Revenue Plan



Expenditure Plan



Character of Expenditures

Job Class Table (Effective July 2, 2007)

Position Number	Classification Title	Adopted FY 2006-07	Additions / Deletions	Proposed FY 2007-08	Range Number	Monthly Equivalent Salary Range (A-E)	Representation Unit
Funded Positions							
157	ACCOUNTING TECHNICIAN I/II	2.00		2.00	4872/5172	2756-3907	24
159	ACCOUNTING TECHNICIAN III	0.00		0.00	5472	3717-4537	24
390	AIR POLLUTION CONTROL OFFICER	1.00		1.00	n/a	10,691	41
425	AIR POLLUTION INSPECTOR SUPV.	1.00		1.00	6288	5583-6816	29
435/436	AIR QUALITY ENGINEER I/II	7.50	-2.00	5.50	5888/6088	4574-6169	28
437	AIR QUALITY ENGINEER III	3.00		3.00	6288	5583-6816	28
438	AIR QUALITY ENGINEERING SUPV.	3.00		3.00	6588	6485-7916	29
444	AIR QUALITY INFORMATION SPECIALIST	1.00		1.00	5908	4619-5639	28
442	AIR QUALITY SPECIALIST III	2.00		2.00	6138	5181-6325	28
1362	BUSINESS MANAGER	1.00		1.00	6728	6954-8489	43
2149	DATA PROCESS SUPERVISOR	1.00		1.00	6628	6615-8076	32
2174	DEPT. DP SPECIALIST SR.	1.75		1.75	6090	5058-6175	24
490	DIVISION MANAGER	2.00		2.00	6878	7494-9148	43
2553	EDP SYS. & PROG. ANALYST I/II	1.00		1.00	6162/6312	5243-6898	24
2555	EDP SYS. & PROG. ANALYST III	1.00		1.00	6462	6090-7434	24
442	EMISSIONS INVENTORY/PLANNING SPECIALIST III	2.00		2.00	6138	5181-6325	28
3421	EXECUTIVE SECRETARY/BOARD CLERK	1.00		1.00	5848	4483-5473	32
5740	HUMAN RESOURCES OFFICER	1.00		1.00	6268	5528-6749	43
417/418	INSPECTION SPECIALIST I/II	3.00	-1.00	2.00	5578/5778	3918-5285	28
419	INSPECTION SPECIALIST III	6.00	-1.00	5.00	5978	4784-5840	28
440/441	MONITORING SPECIALIST I/II	1.00		1.00	5708/5888	4181-5583	28
442	MONITORING SPECIALIST III	2.00		2.00	6138	5181-6325	28
1702	OFFICE TECHNICIAN	4.00		4.00	4976	2902-3543	23
155	PAYROLL TECHNICIAN I/II	1.00		1.00	4798/5098	2656-3765	24
439	PERMIT TECHNICIAN I/II	1.00		1.00	5252/5452	3330-4492	23
431	PLANNING & TECHNOLOGY SUPERVISOR	1.00		1.00	6598	6517-7956	29
421	PRINCIPAL INSPECTION SPECIALIST	0.00	1.00	1.00	6238	5446-6648	28
445	PRINCIPAL MONITORING SPECIALIST	1.00		1.00	6238	5446-6648	28
443	PUBLIC INFORMATION AND COMMUNITY PROGRAMS SUPV.	1.00		1.00	6428	5987-7309	29
16	SUPERVISING ACCOUNTANT	1.00		1.00	6216	5387-6576	32
TOTAL NUMBER OF FUNDED POSITIONS		54.25	-3.00	51.25			
Position Number	Classification Title	Adopted FY 2006-07	Additions / Deletions	Proposed FY 2007-08	Range Number	Monthly Equivalent Salary Range	Representation Unit
Unfunded Positions							
435/436	AIR QUALITY ENGINEER I/II	0.00	2.00	2.00	5888/6088	4574-6169	28
437	AIR QUALITY ENGINEER III	1.00	0.00	1.00	6288	5583-6816	28
417/418	INSPECTION SPECIALIST I/II	0.00	1.00	1.00	5578/5778	3918-5285	28
TOTAL NUMBER OF UNFUNDED POSITIONS		1.00	3.00	4.00			
TOTAL NUMBER OF POSITIONS		55.25	0.00	55.25			

Budgets by Division

Administration Division

EXPENDITURE PLAN				
	Actual FY 2005-06	Adopted FY 2006-07	Est. Act. FY 2006-07	Proposed FY 2007-08
<i>Operating Expenditures</i>				
Administrative Overhead	\$ 1,274,228	\$ 1,150,292	\$ 1,254,704	\$ 1,152,625
Fiscal and Executive	674,881	772,401	775,461	827,449
Human Resources	127,326	137,042	136,399	151,847
Information Technology	607,494	794,514	854,494	797,504
Operating Total	2,683,928	2,854,249	3,021,058	2,929,425
<i>Other Financing Uses</i>				
Designated Future Uses	276,973	40,370	40,370	67,125
Expenditure Plan Total	<u>\$ 2,960,901</u>	<u>\$ 2,894,619</u>	<u>\$ 3,061,428</u>	<u>\$ 2,996,550</u>

CHARACTER OF EXPENDITURES				
	Actual FY 2005-06	Adopted FY 2006-07	Est. Act. FY 2006-07	Proposed FY 2007-08
<i>Operating Expenditures</i>				
Regular Salaries	\$ 889,187	\$ 1,062,426	\$ 1,114,483	\$ 1,134,951
Benefits	317,360	405,967	427,630	421,040
Salaries & Benefits Total	1,206,547	1,468,393	1,542,113	1,555,990
Services & Supplies	1,169,686	1,173,695	1,277,861	1,203,798
Other Charges	130,348	137,161	156,084	129,637
Fixed Assets	47,005	75,000	45,000	40,000
Principle	128,489	-	-	-
Interest	1,853	-	-	-
Operating Total	<u>\$ 2,683,928</u>	<u>\$ 2,854,249</u>	<u>\$ 3,021,058</u>	<u>\$ 2,929,425</u>

Engineering & Compliance Division

EXPENDITURE PLAN				
	Actual FY 2005-06	Adopted FY 2006-07	Est. Act. FY 2006-07	Proposed FY 2007-08
<i>Operating Expenditures</i>				
Administrative Overhead	\$ 336,557	\$ 356,327	\$ 353,705	\$ 364,873
Permitting, Compliance, and Enforcement	1,856,946	1,874,919	1,799,338	1,654,133
Air Toxics	50,459	100,972	99,272	146,731
Operating Total	2,243,962	2,332,218	2,252,315	2,165,737
<i>Other Financing Uses</i>				
Designated Future Uses	120,000	130,968	130,968	10,113
Expenditure Plan Total	<u>\$ 2,363,962</u>	<u>\$ 2,463,186</u>	<u>\$ 2,383,283</u>	<u>\$ 2,175,850</u>

CHARACTER OF EXPENDITURES				
	Actual FY 2005-06	Adopted FY 2006-07	Est. Act. FY 2006-07	Proposed FY 2007-08
<i>Operating Expenditures</i>				
Regular Salaries	\$ 1,730,068	\$ 1,727,327	\$ 1,712,824	\$ 1,640,326
Benefits	418,054	402,527	399,359	403,303
Salaries & Benefits Total	2,148,122	2,129,854	2,112,183	2,043,629
Services & Supplies	56,641	170,964	109,132	100,768
Other Charges	22,494	19,400	19,000	21,340
Fixed Assets	16,705	12,000	12,000	-
Operating Total	<u>\$ 2,243,962</u>	<u>\$ 2,332,218</u>	<u>\$ 2,252,315</u>	<u>\$ 2,165,737</u>

	Actual FY 2005-06	Adopted FY 2006-07	Est. Act. FY 2006-07	Proposed FY 2007-08
<i>Operating Expenditures</i>				
Administrative Overhead	\$ 166,141	\$ 192,994	\$ 180,174	\$ 199,632
Air Quality Planning	297,827	334,334	345,581	293,408
Rule Development	151,698	205,131	186,001	228,846
Community Programs	325,639	369,354	305,717	307,735
Land Use	145,737	165,666	142,413	189,975
Air Monitoring	536,033	625,676	617,000	578,484
Innovative Technologies	1,374,947	2,424,489	1,673,316	2,243,235
Operating Total	2,998,022	4,317,644	3,450,201	4,041,315
<i>Other Financing Uses</i>				
Designated Future Uses	603,693	26,560	191,560	28,044
Expenditure Plan Total	\$ 3,601,715	\$ 4,344,204	\$ 3,641,761	\$ 4,069,359

	Actual FY 2005-06	Adopted FY 2006-07	Est. Act. FY 2006-07	Proposed FY 2007-08
<i>Operating Expenditures</i>				
Regular Salaries	\$ 1,271,521	\$ 1,287,720	\$ 1,233,057	\$ 1,257,782
Benefits	317,870	293,588	280,923	303,314
Salaries & Benefits Total	1,589,391	1,581,308	1,513,980	1,561,096
Services & Supplies	1,199,279	2,466,230	1,669,181	2,388,115
Other Charges	148,723	166,106	163,040	32,104
Fixed Assets	60,629	104,000	104,000	60,000
Operating Total	<u>\$ 2,998,022</u>	<u>\$ 4,317,644</u>	<u>\$ 3,450,201</u>	<u>\$ 4,041,315</u>

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ATTACHMENT B

**Resolution of the Air Pollution Control District Board of Directors of
the County of Santa Barbara, State of California**

In the Matter of Adopting the Budget)
for Fiscal Year 2007-08)

APCD Resolution No. _____

WHEREAS, the Air Pollution Control District of the County of Santa Barbara, State of California (“District”), is obligated by law to adopt a budget as set forth in Section 40130 et. seq. of the Health and Safety Code; and

WHEREAS, on April 13, 2007, said District made copies of the proposed budget available to the general public and gave notice by mail to persons subject to District fees of the availability of said proposed budget; and

WHEREAS, on May 17, 2007, the District Board held a properly noticed hearing to receive testimony from the general public and from officers and employees of the District with regard to the District’s proposed budget; and

WHEREAS, on June 21, 2007, the District Board held a properly noticed hearing on the final budget and during its deliberations the District Board has settled all revisions or deductions from and increases or additions to the proposed budget, which it deems advisable; and

WHEREAS, the public hearing on the final budget has now been closed.

NOW THEREFORE, BE IT RESOLVED that said budget as increased, modified, revised and finally settled by this Board shall be and the same hereby is adopted as the budget for the 2007-08 fiscal year for the District.

BE IT FURTHER RESOLVED that said budget document consists of the fiscal year 2007-08 Comprehensive Program Summary and Proposed Budget and related designations, budget revisions, and resolution, as well as the summaries and decisions of the District Board in making final budget adjustments.

BE IT FURTHER RESOLVED that said budget will be prepared in final form by the Control Officer and the Auditor-Controller in accordance with the requirements, determinations and actions of the District Board and the requirements of the State Controller's Office.

BE IT FURTHER RESOLVED that the Control Officer and Auditor-Controller in compiling the final budget are authorized to make adjustments where the fiscal year 2006-07 actual year-end closing figures for any fund differ from the budget estimates and to make any final budget changes required to balance the budget by adjusting the Appropriation for Contingencies and applicable Designation accounts.

BE IT FURTHER RESOLVED that the fees and charges for services listed in the proposed budget and as increased, modified and revised and finally settled are hereby incorporated into the financing of the final budget.

BE IT FURTHER RESOLVED that, as appropriate during the fiscal year, and upon receipt of proper documentation by the Auditor-Controller's office, the Auditor-Controller is authorized to adjust appropriations and revenue estimates.

BE IT FURTHER RESOLVED that the Control Officer is hereby delegated the authority to transfer appropriations between object levels within the District budget units, as provided in Government Code section 29125.

BE IT FURTHER RESOLVED that the Control Officer and Auditor-Controller, in compiling the final budget, are authorized to make ministerial budget changes and to transfer appropriations to or from designated fund balances and contingencies to balance the budget for the various funds governed by the District.

BE IT FURTHER RESOLVED that the Control Officer and Auditor-Controller are authorized to make adjustments to the final budget throughout fiscal year 2007-08 for line item accounts 3381 Unrealized Gain/Loss on Investments and 9797 Designated-Unrealized Gains to properly record changes in the fair value of investments.

BE IT FURTHER RESOLVED that the Control Officer and Auditor-Controller are authorized to make adjustments to the final budget throughout fiscal year 2007-08 for line item account 3380 Interest Income and various designation accounts in order to properly record designation increases in operating funds due to interest income in the underlying agency fund.

BE IT FURTHER RESOLVED that the Control Officer and Auditor-Controller are authorized to make any adjustments to the final budget for fiscal year 2007-08 in order to comply with any Governmental Accounting Standards Board Pronouncements or to conform the budget to Generally Accepted Accounting Principles.

BE IT FURTHER RESOLVED that a copy of said final budget will remain on file with the Clerk of the District Board.

PASSED, APPROVED, AND ADOPTED by the Santa Barbara County Air Pollution Control District Board, County of Santa Barbara, State of California, this 21st day of June 2007, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Clerk of the Board

Chair, Santa Barbara County
Air Pollution Control District Board

BY: _____

APPROVED AS TO FORM:
Stephen Shane Stark
County Counsel

APPROVED AS TO
ACCOUNTING FORM
Robert W. Geis, CPA
Auditor-Controller

BY: _____
Deputy County Counsel

BY: _____
Auditor-Controller

ATTACHMENT C

**Resolution of the Air Pollution Control District Board of Directors of
the County of Santa Barbara, State of California**

In The Matter of the Classification and)	APCD Resolution No. _____
Salary Resolution of the Santa Barbara)	
County Air Pollution Control District)	

Recitals

Whereas, Salary Resolution No. 97-05 established a Classification and Salary Plan and authorized position allocations effective June 19, 1997; and

Whereas, this Air Pollution Control District Board finds that there is good cause for amending said Resolution No. 97-05, as amended, in the manner provided in this resolution.

Now, Therefore, It Is Hereby Resolved, as follows:

1. Resolution No. 97-5, adopted on June 19, 1997, and as subsequently amended, is hereby amended by amending Section 9 (Position Allocation) effective on July 2, 2007 as contained on page 4 of the Fiscal Year 2007-08 Proposed Budget – June Revise document dated June 21, 2007;
2. Resolution No. 97-05, adopted on June 19, 1997, is hereby amended by amending Section 5 (Salary Schedule) on July 2, 2007 as contained on page 4 of the Fiscal Year 2007-08 Proposed Budget – June Revise document dated June 21, 2007; and
3. Except as amended by this resolution, Resolution No. 97-05, as amended, continues unchanged and in full force and effect.

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Passed and Adopted by the Air Pollution Control District Board of the County of Santa Barbara, State of California, this 21st day of June, 2007, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

Clerk of the Board

Chair, Santa Barbara County
Air Pollution Control District Board

BY: _____

APPROVED AS TO FORM:
Stephen Shane Stark
County Counsel

APPROVED AS TO
ACCOUNTING FORM
Robert W. Geis, CPA
Auditor-Controller

BY: _____
Deputy County Counsel

BY: _____
Auditor-Controller

ATTACHMENT D



PRINCIPAL INSPECTION SPECIALIST

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 general direction, the Principal Inspection Specialist performs and provides guidance on the most difficult inspection and enforcement activities; source testing; calculation of air pollutant emissions; analysis of air pollution control equipment and processes; compliance audits; rule analysis and evaluation; and, technical investigative work. The Principal Inspection Specialist also serves as a primary contact internally and with other regulatory oversight agencies to ensure that the air pollution, technical and safety impacts of energy development projects and of APCD's plans, rules and permits are properly analyzed and that suitable mitigation measures are identified.

CLASS CHARACTERISTICS:

The Principal Inspection Specialist is a single position classification distinguished from the Inspection Specialist III by the degree of specialized knowledge, professional judgment and originality required to complete the most difficult and complex compliance related activities as well as performing environmental assessment document review and representing the District on multi-jurisdictional technical advisory committees. The Principal Inspection Specialist is distinguished from its supervisor in that it does not have supervisory, selection, disciplinary, or budgetary responsibilities, and is expected to have more advanced technical knowledge (including a strong understanding of the interactions between air pollution regulatory requirements and other agencies' applicable safety and environmental regulatory programs) than the Inspection Specialist III and the Supervisor.

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

- Inspects, investigates, and performs field tests of commercial and industrial equipment, systems and processes to assess air quality impact. Provides lead direction, training, and work review to inspection and related staff. Investigates air pollution nuisance complaints and alleged violations of air pollution regulations. Reviews breakdown reports and supports the processing of variance applications, as necessary; monitors source compliance with variance order conditions; enforces abatement order conditions, where required.
- Interacts with community stakeholders to explain air pollution rules, regulations, and enforcement policies and procedures to facilitate cooperation in reducing air pollution.
- Performs and provides guidance on investigations to detect actual and/or potential air pollution regulatory violations; enforces air pollution ordinances, as required, by preparing and/or serving written Notices of Violation, Notices to Comply, and Minor Infraction Notices; documents violations with written reports, and re-inspects site for remedial action and compliance; provides technical assistance with negotiated violation settlements and with referral of violations for prosecution.
- Interfaces with industrial/commercial facilities personnel regarding plant source emissions, permit status and compliance with District rules and regulations; assists operators in identifying equipment, device and operational changes to reduce and/or abate air pollution emissions and comply with regulations.

- Advises and provides technical expertise and training to management, staff, regulated community, and other agencies in specialized program areas such as permitting, rule development, source testing, emission reductions, equipment operations and processes, American Petroleum Institute Standards and Recommended Practices, Department of Transportation regulations related to the storage and transportation of hazardous materials, and Occupational Safety and Health Administration regulations.
- Reviews, comments, and makes recommendations on environmental assessment documents, permit applications, and requests for permit exemption for energy development and other complex projects as related to air quality, safety and public health.
- Represents the District on multi-jurisdictional technical advisory committees that address land use, pollution prevention, Safety Inspection, Maintenance and Quality Assurance Programs (SIMQAP), air pollution and related issues, including the Santa Barbara County System Safety & Reliability Review Committee (SSRRC).
- Participates and/or represents the District in regulatory meetings, Community Advisory Council meetings and Board meetings; may represent the District and provide testimony in civil and criminal prosecutions and appear as expert witness in court proceedings; appears as a witness at regulatory hearings relating to violation determinations
- Provides compliance determinations for permitted sources, including: review, quality assurance and documentation of emission data reports; and, preparation for and observation of source tests, entailing maintenance of proper test records, report review and actions taken to ensure ongoing compliance.

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 and small hand tools. 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 and carry objects weighing up to 75 pounds also is required.

Independent travel is required. Work is performed 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. Depending upon assignment may be required to climb ladders and high structures to evaluate processes in operation and/or occasionally perform work at elevated heights.

Transportation to offshore sites may require the use of airplane, helicopters or marine vessels in inclement weather and open sea conditions and transference to oil platforms over open seas on a rope ladder.

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. An example combination would be:

Graduation with a Bachelors degree from an accredited college or university with a major in engineering, physics, chemistry, or a closely related technical or scientific field, at least five years of technical experience in air pollution control inspection or enforcement work, including the

operation of air pollution measuring devices and related equipment and two years of increasingly independent performance in air pollution regulatory compliance programs that interact with other land use, fire, and safety regulatory compliance programs applicable to commercial/industrial operations. A Masters 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:

Principles of physics, chemistry and engineering as they relate air pollution control; basic scientific research methods; District rules, regulations, policies and procedures pertaining to permitting and air pollution control; applicable Federal and State laws pertaining to air quality; API Standards and Recommended Practices, Department of Transportation regulations, Occupational Safety and Health Administration regulations and energy industry equipment, processes, and operating procedures; source test evaluation methodologies; complex processes used in the drilling, production, and processing of oil and gas products; environmental compliance and principles and practices of land use planning; current industrial and commercial air pollution control processes and related mechanical, electrical and chemical system equipment; the sources, types and characteristics of air contaminants; professional field inspection and investigation techniques of air pollution sources, control systems, devices and equipment available legal and administrative procedures for enforcement; and supervisory and training principles, practices, and techniques.

Ability to:

Read and interpret legal documents, technical manuals, process flow diagrams and process and instrumentation diagrams; plan direct, organize, carry out, and/or evaluate comprehensive technical studies and analysis using a variety of accepted industry field testing techniques and equipment; evaluate air pollution issues as they relate to APCD sources; read understand, interpret, apply, and explain requirements of rules, regulations, and Federal and State laws pertaining to air pollution control; use appropriate methods to locate sources of air pollution; work with violators to obtain legal compliance; communicate effectively orally and in writing; create, organize, maintain and retrieve technically accurate records for effective documentation and decision making; perform in stressful or confrontational situations; understand and utilize basic elements of effective negotiations; wear respiratory equipment.

Skill to:

Operate a motor vehicle, utilize an office computer and a variety of word processing, data management and other software applications; use tools to perform manual maintenance operations.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain a Class C California driver's license and maintenance of a satisfactory driving record. Possession of, or the ability to obtain, certification as a Visible Emission Evaluator by the California Air Resources Board. Respirator Certification, Confined Space Entry Certification and/or Hydrogen Sulfide Certification are required for inspectors conducting inspections at oil and gas facilities.

Position is subject to on-call assignment.

FLSA: Non – Exempt
Form 700 Required
ETA, Unit 28

Adopted: June 21, 2007