



August 8, 2016
FLSA: NON-EXEMPT

AIR QUALITY PLANNER III

DEFINITION

Under general direction, leads, coordinates, and participates in the work of the Air Quality Planners; serves as project manager; develops programs and implements special projects, including environmental testing, transportation planning, grants program, Fort Ord, compliance assistance, rule development, naturally occurring asbestos, and smoke management; serves as a technical advisor to the Deputy Air Pollution Control Officer, and other District staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning and Air Monitoring Manager or Deputy Air Pollution Control Officer. Provides functional and technical direction to lower-level Planning Division staff.

CLASS CHARACTERISTICS

This is the advanced journey level, lead or specialist class in the Air Quality Planner series. Incumbents perform the more difficult planning work, including project management, program development, and special project implementation. Duties performed by incumbents in this class require specialized knowledge and/or the ability to perform special assignments not typically required of a journey level planner. Incumbents are responsible for providing an advanced level of support in addressing the more challenging air quality and planning issues. Incumbents may be assigned responsibility for leading other Planning Division staff. This class is distinguished from the classification of Supervising Air Quality Planner in that the latter supervises and coordinates the work of all Air Quality Planners and is responsible for the Planning Division as a whole.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs the more complex planning projects, including providing technical advice and project management for the Army's Prescribed Burn Program at the former Ford Ord site; provides operational direction and leads technical support for the District's Smoke Management Program; develops new programs for the District; acts as a resource for technical information for subordinate staff.
- Develops, evaluates, monitors, writes and coordinates various components of the District's air quality plans, including stationary/area source control measures, transportation control measures and conformity procedures; prepares technical analysis of transportation control measures; interprets and analyzes modeling results in relation to emission reduction and achieving air quality goals.
- Prepares and presents public workshops on programs, policies and regulations; responds to public

inquiries regarding the District's programs and regulations; makes presentations to various community interest and environmental groups; acts as liaison with federal, state, and other agencies to exchange information.

- Assists in the development of District air quality rules and regulations.
- Serves on special committees to develop guidelines and procedures; makes community presentations.
- May provide functional direction to subordinate engineers, technicians, and/or clerical staff assigned to a program.
- Manages the District's external grant programs; prepares grant applications and contracts for grant programs; conducts outreach and education of the public on available grants and distributes grant applications; communicates grant requirements to applicants; evaluates the eligibility of grant applicants; prepares grant contracts with grantees for signature by the APCO.
- Conducts meteorological analyses of dispersion characteristics of major prescribed burns for permitting and compliance purposes; serves as the District's expert in all activities relating to meteorology.
- Conducts field inspections of grant projects; recommends payment for completed projects; prepares and/or reviews inspection reports; takes pictures of projects in the field.
- Prepares technical analyses of motor vehicle emission reduction programs; maintains working knowledge of transportation control measures and federal transportation conformity requirements; maintains working knowledge of the Emission Factors (EMFAC) model and develops mobile source emission factors for use in the planning process; implements and administers the DMV Motor Vehicle Surcharge program; monitors transportation planning programs in the region.
- Reviews, analyzes and makes recommendations regarding legislation; develops and implements the District's public education program.
- Assists in monitoring funding status, allocations, obligations, and disbursements; prepares and reports grant obligations by year; maintains grant agreements and grant program records; prepares grant program documentation and reports.
- Develops and maintains mailing lists of prospective grant applicants; prepares written guidance and instruction for grant applicants.
- Performs contract management; prepares staff reports for the Board and Advisory Committee; writes public documents and press releases.
- Monitors project design and implementation; reviews information related to the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA); prepares new procedures and protocols; responds to special project requests from District management.
- Reviews and comments on regional environmental impact statements and reports; assists in the development and implementation of District air quality rules and regulations; reviews, analyzes and makes recommendations regarding legislation.
- May provide system administration for Geographic Information Services (GIS) systems and acquire GIS data from counties and cities; may modify and develop tailored files and layers to produce geospatial products for District use.
- May provide assistance with system administration and help desk support for the District's permit management system.
- May update database configurations, tables and custom screens for the permit management system.
- May create or modify SQL reports or merged documents.
- May coordinate and track budgets for special projects and grants.
- Establishes positive working relationships with representatives of community organizations, federal, state, and local agencies, District management and staff, and the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Project management techniques.
- Scientific and engineering practices.
- Principles and practices of air quality planning.
- Principles and practices of grant administration and contract management.
- Principles and practices of air pollution control.
- Principles of atmospheric, analytical, inorganic, organic, and physical chemistry.
- Environmental fate of pollutants.
- Toxicology effects of pollutants.
- Sample collections and preservation methods.
- Atmospheric modeling of pollutant dispersion.
- Legal requirements for regulatory development.
- Applicable federal, state, and local laws, codes, and regulations, including the Clean Air Act and air pollution control regulations.
- Principles and practices of project management and work organization.
- Basic supervisory principles and methods and techniques of training and motivation of assigned staff.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Occupational hazards and standard safety practices.
- Computer applications including spreadsheets, word processing, database, and presentation programs.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Make public presentations.
- Manage complex grant program processes.
- Prepare complex technical reports.
- Analyze planning-related problems and recommend solutions.
- Evaluate a wide range of air quality management, transportation, land use, and industrial development plans to determine effects on air quality.
- Manage and implement projects and programs.
- Learn to perform and perform modeling analyses.
- Learn to use geographic information systems (GIS) and perform geographic analyses for development and publishing of map displays in both digital and paper format.
- Calculate emissions reductions and cost-effectiveness from grant projects and programs.
- Understand, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.
- Provide lead direction, instruction, and training.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Respond to issues and concerns from contractors, permit holders, and the community.
- Analyze a complex issue and develop and implement an appropriate response.
- Observe safety principles and work in a safe manner.

- Operate an office computer and a variety of word processing and software applications.
- Safely and effectively drive motorized vehicles.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of a Bachelor's degree from an accredited college or university with major coursework in environmental sciences or a related field, and four (4) years of experience in air quality management or two (2) years of experience as an Air Quality Planner II with MBARD.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California Driver License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents may also occasionally conduct field inspections which involve sitting, prolonged standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, making repetitive hand movements, and crawling in small spaces. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work also requires incumbents to drive motorized vehicles.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Additionally, incumbents occasionally work outdoors in all weather conditions including wet, hot, and cold, with exposure to dust, fumes, vapor, and high noise levels. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.