



August 8, 2016
FLSA: NON-EXEMPT

AIR QUALITY PLANNER I/II

DEFINITION

Under immediate or general supervision, learns to prepare and prepares state and federal air quality plans; develops control measures; manages grants, including promotion, evaluation of eligibility, selection of grantees, grant contracts, field inspections, distribution of funds, compliance monitoring, and budgets; prepares air quality plans for ozone and particulate matter; assists with transportation planning and special projects such as Fort Ord; maintains stationary and area source emission inventory; prepares or analyzes air quality modeling results; analyzes air quality and meteorological data; prepares and/or analyzes environmental documents in accordance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA); and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

The **Air Quality Planner I** receives immediate supervision from the Planning and Air Monitoring Manager. Exercises no supervision of staff.

The **Air Quality Planner II** receives general supervision from the Planning and Air Monitoring Manager. Provides functional and technical direction to staff assigned to the classification of Air Quality Planner I and to others assisting with Planning Division projects.

CLASS CHARACTERISTICS

The **Air Quality Planner I** is the entry level class in the Air Quality Planner series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error. This classification is alternatively staffed with Air Quality Planner II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

The **Air Quality Planner II** is the journey level class in the Air Quality Planner series in which incumbents are expected to independently perform the full scope of planning activities and assignments. Incumbents may specialize in one area of planning, but are expected to perform other planning tasks when necessary. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising more independent judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the next higher classification of Air Quality Planner III in that the latter is the

advanced journey-level class in the series and is responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff, in addition to performing the most complex duties assigned to the work unit that require specialized knowledge and/or the ability to perform special assignments reflecting a skill level above that required of a journey level planner, such as handling the most difficult, sensitive, or critical projects.

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.

- Develops and writes various components of the District's air quality plans, including stationary/area source control measures; assists in developing smoke, photochemical, and other models for use in plan development and transportation analyses; evaluates modeling results; develops emission inventory data and assists the Air Resources Board (ARB) in maintaining an emissions inventory database; works with ARB on project-specific burn day forecasts; interprets and analyzes meteorological and air quality data for planning purposes; maintains knowledge of state and federal planning requirements.
- Assists in the management of District grants; prepares grant applications for District grant programs; assists in the development of and conducts outreach and education efforts of the public on available grants and distributes grant applications; communicates grant requirements to applicants; assists in the evaluation of the eligibility of grant applicants; develops outreach materials; assists in the preparation of grant contracts with grantees for signature by the Air Pollution Control Officer (APCO); drafts language for the grant program policies and procedures manual.
- Assist in conducting field inspection of grant projects; takes pictures of projects in the field; calculates the amount of emissions reductions and cost-effectiveness of potential projects.
- Assists in monitoring funding status, allocations, obligations, and disbursements; assists in the preparation of grant program documentation and reports.
- Assists in the development and maintenance of mailing lists of prospective grant applicants; prepares written grant application guidance and instruction materials for grant applicants.
- 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.
- Assists with complaint investigations and the Smoke Management Program; contributes to the Fort Ord smoke management plan; issues permits.
- May review and comment on environmental impact documents; evaluates carbon monoxide and particulate matter modeling results for CEQA purposes; prepares the District's environmental documents; maintains the District's CEQA Air Quality Guidelines and Administrative Procedures; evaluates CEQA documents prepared by consultants; recommends mitigations for air quality impacts identified in CEQA and NEPA documents; assists in developing District air quality rules and regulations; prepares General Conformity rule revisions and works with federal agencies to implement rules.
- Makes public presentations and conducts workshops; acts as District representative on various committees and advisory boards; interacts with outside agencies in preparing air quality plans and other documents; assists in preparing media information and writes articles for District publications; prepares technical reports for special air monitoring programs; prepares presentations for Board, Advisory Committee, and/or community groups.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Research and data collection techniques.
- District air quality plans.
- CEQA, NEPA and transportation, and land use planning as they relate to air quality.
- Basic understanding of modeling, emission factors and ambient air quality standards.
- Negotiating and preparing grant agreement contracts.
- Grant program guidelines.
- Grant tracking and reporting.
- Requirements for developing state and federal air quality plans.
- Principles of meteorology as applied to air pollution and smoke.
- Principles of atmospheric chemistry; Ambient Air Quality Standards.
- Labeling on internal combustion engines such as the serial plate and emissions sticker.
- Toxic air contaminants, health risk assessment procedures.
- Statistical analysis.
- Applicable federal, state, and local laws, codes, and regulations related to air quality control and the Clean Air Acts.
- Methods and techniques of scheduling work assignments.
- Occupational hazards and standard safety practices.
- Computer applications including spreadsheets, word processing, database, and presentation programs.
- Standard office procedures, practices, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- 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:

- 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.
- Use and develop emission factors; analyze planning-related problems and recommend solutions.
- Calculate emissions reductions and cost-effectiveness from grant projects and programs.
- Oversee and manage multiple grants.
- Prepare program accounting and reports for all grant programs.
- Represent District in a professional manner.
- Perform mathematical calculations quickly and accurately.
- Understand, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.
- 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.
- Follow written and oral directions.

- 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:

Air Quality Planner I and II: Equivalent to the completion of a Bachelor's degree from an accredited college or university with major coursework in environmental science, urban planning, or a related field.

Air Quality Planner I: One (1) year of planning experience in air quality management. Additional related coursework or planning training may substitute for the required experience.

Air Quality Planner II: Three (3) years of planning experience in air quality management or two (2) years of experience in a position equivalent to an Air Quality Planner I 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.