



## **Supplemental Questionnaire Supervising Air Quality Planner**

**Instructions:** Please respond to each of the following questions. Type or print your responses on 8-1/2" x 11" paper with at least a 10 point font. **Responses should be limited to one page per question or part.** Your answers may be used to further evaluate your directly related experience, education, and training to continue in the selection process. Do not combine your responses, or reference your application or resume to answer a question.

Please be advised that the information you provide will be evaluated "as is" and incomplete, vague, or illegible responses will likely receive lower ratings. Therefore, it is very important to provide concise, organized, and easy to follow responses to each question.

1. Describe any experience in each of the following areas. Your response must include the name of your employer, your job title, the level of management you reported to, the number of staff you managed, the length of time of your experience in years/months, a brief description of your duties and responsibilities, and examples of the types of decisions you made.
  - a. Development and implementation of air emissions reduction strategies and air quality plans.
  - b. Review of environmental documents including the application of CEQA and the Federal and State Clean Air Acts.
  - c. Oversight of project management, grant programs, and contract administration.
  - d. Development of education and/or outreach programs.
  
2. Describe your experience serving in a supervisory or management level position. Include the length of time of your experience, the types of positions and number of staff that you supervised and the type of programs that you managed.

***Sign and return this form with your responses attached to your application.***

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms and conditions, or privileges of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please indicate below the source or website used to find this job announcement:* \_\_\_\_\_