



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Bay Area Air Quality Management District
Air Quality Specialist I/II (Rules & Strategic Policy) -
Limited Term

SALARY	\$49.71 - \$66.62 Hourly \$3,976.98 - \$5,329.53 Biweekly \$8,616.79 - \$11,547.32 Monthly \$103,401.49 - \$138,567.88 Annually	LOCATION	San Francisco, CA
JOB TYPE	Full Time	REMOTE	Flexible/Hybrid
		EMPLOYMENT	
JOB NUMBER	LL0729	DEPARTMENT	Rules and Strategic Policy
OPENING DATE	07/29/2024	CLOSING DATE	Continuous

Description



Join an agency committed to creating a healthy breathing environment for every Bay Area resident while protecting and improving public health, air quality, and the global climate!

The Bay Area Air Quality Management District (Air District) is a regional government agency, committed to achieving clean air to protect the public's health and the environment. The Air District accomplishes this goal through regulation of industrial facilities and various outreach and incentive programs designed to encourage clean air choices. The Air District's jurisdiction encompasses all of seven counties - Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa, and portions of two others - southwestern Solano and southern Sonoma.

At the Air District, we take pride in our commitment to fostering a workplace that values diversity and promotes cultural awareness. We prioritize employee engagement by providing a collaborative and inclusive environment that encourages active participation and open dialogue. Additionally, we believe in pay equity and strive to create an equitable compensation structure. With a strong emphasis on work-life balance, we understand the importance of supporting our employees' well-being both inside and outside the workplace. Join us in a dynamic and inclusive culture where your contributions are celebrated, and your growth is nurtured.

The Air District is currently accepting applications for the position of **Air Quality Specialist I/II in the Rules and Strategic Policy Division**. **This is an open recruitment for two (2) full-time, limited-term contract positions. Both positions are for a 3-year term.**

This is a Limited Term Contract Employee (LTCE) Position. LTCE positions are funded by grants or other designated funds which are not part of the Air District's ongoing general fund budget. LTCE positions are subject to individual employment contracts and are limited to the duration of their funding source. Regular employees have the right to apply for an LTCE position. However, LTCE positions are not subject to the terms of the Employee Association MOU, and LTCE employees serve on an at-will basis.

About You in the Position

Are you interested in reducing air pollution and improving health outcomes in the most impacted and overburdened communities in the Bay Area? Are you motivated to develop and implement plans, projects and policies that address air pollution injustices and inequities?

The Assembly Bill 617 Air Quality Specialist I/II will work closely with professional and technical staff to perform research and analyses aimed at developing regulations to control air pollutants that contribute to localized air quality impacts in overburdened communities. You will review and draft regulatory language; develop cost effectiveness calculations, analyze emissions inventories to determine baseline emissions and reduction estimates; work closely with the Community Engagement and Planning Section staff to strengthen partnerships with key community stakeholders; and perform related work as assigned. To be successful in this role, you must be a strong team player, have strong communication and analytical skills and be able to work with people of varied backgrounds and perspectives, including low-income communities of color and communities overburdened by air pollution.

Assembly Bill 617

Assembly Bill (AB) 617 (C. Garcia, Chapter 136, Statutes of 2017) was signed into law alongside Assembly Bill 398 which extended California's cap-and-trade program for greenhouse gas emissions. AB 617 addresses environmental justice concerns regarding the extension of the cap-and-trade program by requiring the California Air Resources Board, with input from community groups, air districts and others, to select locations around the state to prepare community-led plans to reduce emissions of toxic air contaminants and criteria pollutants. Communities can also be selected to prepare community-led monitoring plans. The primary requirement for community selection is a demonstrated high cumulative exposure burden to air pollution and associated health disparities. In the Bay Area, and around the state, these communities are often low-income communities of color.

In 2017, West Oakland and Richmond were selected as the first communities to participate in the AB 617 program. Since then, East Oakland and Bayview Hunters Point/Southeast San Francisco communities have been added to the program. The Air District works closely with these communities to both develop and implement emission reduction and monitoring plans.

DEFINITION

Under direction, performs a variety of professional level technical and administrative duties in the areas of inspection, investigation, air monitoring instrument and equipment operation, air quality planning, rule development, enforcement and compliance operations, and other air quality program areas; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Air Quality Specialist I is the journey-level class in the Air Quality Specialist series. Incumbents are fully proficient to perform the full range of activities, with assignments of moderate difficulty. This class is alternately staffed with Air Quality Specialist II and incumbents may advance to the higher-level classification after gaining experience and demonstrating proficiency which meet the qualifications of the higher-level class.

Air Quality Specialist II is the advanced journey-level class of this series. Incumbents are expected to exercise more independent judgment, initiative and decision making, and are responsible for assignments requiring a higher degree of working knowledge, ability and initiative with minimal day-to-day supervision. Incumbents may provide training and technical guidance to staff.

This class is distinguished from Senior Air Quality Specialist in that the latter provides lead direction and is responsible for more complex work.

Examples of Duties for this Position

(Illustrative Only)

General duties:

Develops new and revises existing various air quality programs, rules, regulations, policies, and procedures to achieve air pollutant and greenhouse gas emissions reductions, and reduce the public exposure to air pollutants, researches technical feasibility and new control proposals for new or revised rules.

Develops plans and documentation for the measurement, quality control and quality assurance, and analysis of emissions and air quality data.

Extracts, analyzes and ensures the quality of data including but not limited to devices/operations that emit air pollution, emissions, greenhouse gas, facilities, and meteorological data; prepares graphs, charts, statistical summaries, and reports from data; and may assist in more complex studies.

Reviews and develops recommendations concerning air quality and greenhouse gas reports, programs, plans, legislation and regulations and prepares related reports and correspondence.

Administers air quality programs including reviewing plans and recommending resolution of problem situations.

May calculate emissions reductions and assess emissions inventories, conduct economic impacts analyses, and perform other technical work.

Confers with industry representatives, Air District staff, the public and other agencies to obtain and disseminate technical and operational information.

Drafts, reviews and analyzes air quality and greenhouse gas reports and other documents; conducts inquiries, compiles and researches information.

Reviews and summarizes data, prepares special and periodic reports and monitors effectiveness of Air District programs.

Researches and studies air quality and climate issues.

Drafts, implements, recommends and revises forms, webpages, and other program tools.

Maintains data and data systems supporting Air District programs.

Responds to oral and written requests for technical, operational and administrative information about air quality programs; explains and interprets technical policies, rules and regulations.

Prepares and coordinates technical and safety program training for Air District staff; develops and coordinates training aids and materials; may conduct staff training; monitors training needs for staff.

Interacts and represents the Air District with industry, attorneys, the public and other agencies.

Organizes and participates in workshops and meetings and provide consultation and advice to individuals and businesses in matters related to area of expertise.

Prepares technical reports and policy documents and gives presentations on Air District projects, including Air District staff, executives, board members, and community groups and other external stakeholders, briefs executives and board members.

Maintains detailed technical records, standard operating procedures, and logbooks to comply with regulatory guidelines.

Administers the records management program.

Performs other related duties as assigned.

Representative Duties (by program area)

Some positions in this classification may be assigned to one or several program areas; an exhaustive list of program-area specific duties is not provided.

In addition to the duties listed above, the following duties (illustrative only) may be performed for positions in the select program areas:

Rule Development

Reviews and develops draft regulatory language.

Develops and implements cost effectiveness and incremental cost effectiveness calculations for a wide variety of sources in industries with a variety of control options.

Coordinates and works closely with internal and external professional and technical staff and perform complex scientific research and engineering evaluation for developing regulations to control air pollutants (including those contributing to climate change and contributing to localized air quality impacts in overburdened communities).

Works closely with internal and external professional and technical staff to perform and review economic analyses and environmental analyses.

Analyzes and develops emissions inventories to determine baseline emissions and reduction estimates for rules under development.

Engages and interacts with external stakeholders such as affected industry representatives, community advocates and residents, other governmental staff members, and technical experts.

Works closely with other Air District divisions to enhance engagement and strengthen partnerships with key community stakeholders.

Minimum Qualifications

A typical way to obtain the knowledge and skills is:

Education:

Equivalent to a Bachelor's degree from a four-year college or university with major coursework in chemistry, computer science, electronics, engineering, environmental science, mathematics, meteorology, physical sciences, physics, or a closely related field.

AND

Experience:

Air Quality Specialist I: Two (2) years of experience performing duties equivalent to the Air District's Assistant Air Quality Specialist II, including performing air quality inspections; installing, operating and maintaining air monitoring and quality assessment instruments and equipment; or developing and administering air quality programs.

Air Quality Specialist II: Four (4) years of experience performing air quality inspections; installing, operating and maintaining air monitoring and quality assessment instruments and equipment, or developing and administering air quality programs, of which at least two (2) years included performing work equivalent to the Air District's Air Quality Specialist I.

Substitution: Any combination of relevant training and work experience in the listed or related fields may substitute for the education criteria on a year for year basis.

Desirable Qualifications

- Strong communication skills and the ability to work effectively with stakeholders from diverse backgrounds.
- Understanding of structural and institutional racial inequities and environmental injustices causes and solutions.
- Awareness of interpersonal skills necessary to effectively work in a team setting.
- Experience with data analysis including evaluation of emissions inventories and air quality exposure modeling results.

Other Requirements

Must be willing to attend meetings outside of regular working hours.

Benefits

LTCEs are eligible to receive a generous benefits package, including Medical, Dental & Vision Options, Life Insurance, CalPERS Retirement Plan, Floating Holiday Leave, 14 Paid Holidays, Flexible Work Schedule/Remote Options, Transit Subsidy, Educational Reimbursement, and more.

Please see a full list of benefits here: <https://www.baaqmd.gov/about-the-air-district/job-opportunities/benefits-resources>

How to Apply & Selection Criteria

Resumes are encouraged, but not mandatory, and will not be accepted in lieu of the required application materials.

Postmarks, faxes, and e-mailed applications will not be accepted.

Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned.

Supplemental Questions Instructions

Individuals who apply for this position must respond to each of the required supplemental questions. Applications must be received by the Human Resources Office no later than the time and date specified in this vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria section.

Please limit your responses to one page per question. Do not combine your responses or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question. This information will be evaluated as is and may be used to determine those applicants with the most directly related experience, education, and training to continue in the selection process. It is very important to provide a concise, clear, legible, complete response to each question.

Selection Criteria

Selection may be based upon a competitive examination consisting of a written exercise, interview, or combination of the two. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants.

The Air District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

The Air District is an Equal Opportunity Employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

How to apply for a job at Air District



Agency

Bay Area Air Quality Management District

Address

375 Beale Street Suite 600

San Francisco, California, 94105

Phone

415-749-4980

Website

<http://www.baaqmd.gov>

Air Quality Specialist I/II (Rules & Strategic Policy) - Limited Term Supplemental Questionnaire***QUESTION 1**

Describe your education, training, and lived experience that qualifies you for this position. Please include experience and coursework specifically applicable to this position.

***QUESTION 2**

Please describe your experience in communicating with various audiences. Include in your examples the type of communication and considerations based on the audience.

* Required Question