



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

**Bay Area Air Quality Management District**  
**Principal Air Quality Specialist (Rules & Strategic Policy)**

<b>SALARY</b>	\$66.62 - \$80.98 Hourly \$5,329.53 - \$6,478.08 Biweekly \$11,547.32 - \$14,035.84 Monthly \$138,567.88 - \$168,430.13 Annually	<b>LOCATION</b>	San Francisco, CA
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	LL0827
<b>DEPARTMENT</b>	Rules and Strategic Policy	<b>OPENING DATE</b>	08/27/2024
<b>CLOSING DATE</b>	9/17/2024 5:00 PM Pacific		

**Description**



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 District accomplishes this goal through regulation of industrial facilities and various outreach and incentive programs designed to encourage clean air choices.

The 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.

The District is conducting an open recruitment for the position of Principal Air Quality Specialist. This is an open recruitment for one **(1) full-time, represented position, in the Rules & Strategic Policy Division.**

**DEFINITION**

Under direction, performs the most complex and highly specialized level of program assignments 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; may provide project supervision or team leadership on a project specific basis; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This class provides the most complex and specialized program assignments in support of the Air District's goals and objectives. Incumbents are responsible for providing project leadership for coordinating and developing programs that

require considerable technical knowledge and use of independent judgment. This class is distinguished from Supervising Air Quality Specialist, in that the latter assigns, supervises, reviews and evaluates the work of assigned staff on a continuing basis and conducts performance appraisals. This class is also distinguished from manager levels in that the latter performs management duties with responsibilities for a program or defined functional area.

### **About the Position**

The Rules and Strategic Policy Division work with all levels of the Air District, including staff, management, executives, and Board members in developing and modifying Air District rules to provide emissions reductions to improve air quality both regionally and at the neighborhood level and to protect the climate. The Principal Air Quality Specialist for the Rules and Strategic Policy Division will:

- work closely with professional and technical staff to perform and lead complex program assignments for developing regulations to control air pollutants (including those contributing to climate change and contributing to localize air quality impacts in overburdened communities);
- work closely with the California Air Resources Board, other local air districts, community groups, community members, environmental organizations, regulated industries, and other key stakeholders to reduce harmful air pollutants, especially in communities over burned by air pollution.
- lead, conduct, and coordinate scientific, economic, and technical research work;
- review and draft regulatory language, develop and implement cost effectiveness and incremental cost effectiveness calculations for a wide variety of sources in an industry with a variety of control options;
- analyze emissions inventories to determine baseline emissions and reduction estimates for rules under development;
  
- brief District executives and present at workshops and board meetings;
- work closely with the Community Engagement Division staff and other Air District divisions to strengthen partnerships with key community stakeholders;
- perform related work as assigned.

### **Examples of Duties for this Position**

(Illustrative Only)

**Coordinates and carries out the most complex assignments relating to the development, review and approval processes for the Air District's new or revised rules and regulations; equipment operation and maintenance; data collection and analysis; technical review; the development of technological justifications; and/or other special projects as assigned.**

Develops, recommends and implements Air District policies and programs to enforce statutory and regulatory requirements for enforcement; develops and recommends the Air District's position on various enforcement matters such as hearing board actions and settlement conferences.

Provides input into hiring selection decisions and performance evaluations.

Provides technical development and training.

Develops and implements policies, procedures, and manuals.

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

Advises staff on technical, regulatory and programmatic issues.

Reviews and summarizes data, prepares special and periodic reports, and ensures program effectiveness.

Conducts and participates in meeting and workshops with a variety of legal, public and private agency officials to explain and interpret technical policies, data rules and regulations regarding programs.

Participates in meeting, conferences, hearing boards and workshops with public and private agencies; serves on special committees and task forces relating to air quality program activities.

**Interacts and represents the Air District with industry, attorneys, the public and other agencies; provides technical expertise to Air District staff, to counsel, to industry, the public and other agencies.**

**Provides lead direction, training and work review to technical and support staff, prioritizes and follows up on work assignments to ensure timely completion.**

May provide technical training and participate in program and staff development.

Maintains data and data systems supporting Air District programs.

May provide input to air quality program budgetary needs.

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

**Leads the review and development of regulatory language.**

Leads the development and implementation of cost effectiveness and incremental cost effectiveness calculations for a wide variety of sources in industries with a variety of control options.

**Leads and coordinates with professional and technical staff to perform complex scientific research, engineering work, and economic and environmental analyses 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 professional and technical staff to lead and review economic analyses and environmental analyses.

Works closely with staff from other air districts and the California Air Resources Board to lead development of air quality regulations and toxic control measures.

Leads analysis of emissions inventories to determine baseline emissions and reduction estimates for rules under development.

## **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:

Five (5) 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 lead or supervisory responsibilities equivalent to the Air District's Senior Air Quality Specialist.

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.

## **How to Apply & Selection Criteria**

Interested individuals must submit a completed Air District application, along with a chronological resume and the answers to the Supplemental Questionnaire **no later than 5 p.m. on September 17, 2024**. Applications are accepted online; please visit our website at [www.baaqmd.gov/jobs](http://www.baaqmd.gov/jobs) to apply.

Resumes must be attached to the application and will not be accepted in lieu of the required application materials. Postmarks, faxes, and e-mailed applications will not be accepted.

## **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.

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 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



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#### 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>

## Principal Air Quality Specialist (Rules & Strategic Policy) Supplemental Questionnaire

### \*QUESTION 1

Please describe your educational, professional and lived experience that qualifies you for this position. Include: a) where you obtained your qualifying experience b) your role(s) c) a description of your experience d) any experience related to developing rules and regulations.

**\*QUESTION 2**

Describe a collaborative technical or regulatory project or program that you have led. Describe your specific role in developing and delivering the project or program, how you engaged with partners, how you addressed conflict, and how you ensured forward progress.

**\*QUESTION 3**

Please explain why you would like to work in this position in the Rules and Strategic Policy Section, including what appeals most to you and what you believe would be most challenging.

\* Required Question