



## Air Quality Specialist I/ II/ III

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification, and actual duties may only reflect a portion of the functions outlined below. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Performs a variety of professional air pollution control work under immediate supervision (I), general supervision (II), and limited supervision (III). The work includes, but is not limited to, technical data collection, interpretation, summary, and analysis; report preparation; presentations to the public; and related duties as required.

### **CLASS CHARACTERISTICS:**

**Air Quality Specialist I** is the entry and training class of the series. Incumbents work under immediate supervision while learning District rules and procedures and local, state, and federal laws governing air pollution. Tasks become increasingly complex and require less supervision as additional skills and abilities are acquired.

**Air Quality Specialist II** is the fully experienced, journey level class of the series which requires performing more difficult tasks and a working knowledge of District rules and procedures and local, state, and federal laws governing air pollution. Incumbents are expected to perform more complex tasks under only general supervision.

**Air Quality Specialist III** is the advanced journey level class in the series. Incumbents work under minimal supervision and may be either a lead worker or supervise a project providing guidance and oversight to other professional staff. The Air Quality Specialist III is not considered a supervisory class because the selection and discipline of employees is not assigned to this level and the number of employees for which direction is provided is limited.

### **ESSENTIAL FUNCTIONS:** *(may include, but are not limited to the following)*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

- Reviews and comments on air quality issues in environmental impact documents for land use development projects, oil and gas development projects, and other complex projects.
- Reviews and comments on local, regional, and statewide planning and transportation plans and programs as they relate to air quality.
- Develops technical chapters of air quality plans.
- Develops strategies to reduce emissions from stationary and non-stationary sources of pollution.
- Prepares environmental documents for District plans, rules, and permits.

- Collects, reviews, and analyzes emission inventory data and provides reports to local, state and federal agencies.
- Implements grant and incentive programs to achieve voluntary reductions of air pollution, which includes tracking of program spending, conducting audits and inspections, preparing reports, and conducting public presentations.
- In partnership with other agencies and/or contractors, seeks grant opportunities and implements grant programs that involve local or regional projects with community air quality benefits.
- Studies and prepares reports on air quality, modeling, and emissions, including reports to state and federal air agencies.
- Collects, analyzes, and interprets meteorological data. Performs analyses of meteorological and air quality relationships.
- Manages special projects to reduce air pollution or conduct public outreach related to air pollution issues.
- Participates on local, regional, and state technical advisory committees for issues related to air quality or projects with community air quality benefits.
- Performs technical air quality analyses using various tools, computer models, and statistics.
- Develops technical assistance documents and tools for regulated businesses.
- Provides specialized technical knowledge to staff, regulated community, students, and other agencies.
- Organizes and conducts workshops and public presentations, including presentations to the District's advisory council and Board of Directors; disseminates information and answers inquiries from individuals and groups on air quality and air quality planning.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data on the computer, and acute hearing is required when providing telephone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

Depending on the assignment, independent travel is required. Work is performed primarily in an office environment and in the field and may require exposure to hazardous conditions and unpleasant elements such as dust, fumes, vapor, solvents, high temperatures from operating processes, high noise levels, vibration and/or outside weather conditions. Fieldwork involves moderate physical exertion such as walking, bending, stooping, kneeling, squatting, twisting, reaching, climbing, and working on uneven surfaces.

**QUALIFICATION GUIDELINES:** *(The following are minimum qualifications necessary for entry into the classification)*

**Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

**Air Quality Specialist I**

Graduation with a bachelor's degree from an accredited college or university, preferably with a major in environmental or transportation planning, environmental science, meteorology, geography, atmospheric science, or a closely related field.

**Air Quality Specialist II**

Graduation with a bachelor's degree from an accredited college or university, preferably with a major in environmental or transportation planning, environmental science, meteorology, geography, atmospheric science, or a closely related field and at least two years of professional experience in air pollution control, transportation demand management, California Environmental Quality Act (CEQA) review, or in air quality analysis, or air quality data management. A Master's degree in any of the required disciplines may be substituted for one year of experience.

**Air Quality Specialist III**

Graduation with a bachelor's degree from an accredited college or university, preferably with a major in environmental or transportation planning, environmental science, meteorology, geography, atmospheric science, or a closely related field and at least two years of professional experience in air pollution control, transportation demand management, CEQA review, or in air quality analysis, or air quality data management and one additional year of increasingly responsible professional experience performed in an independent manner. A Master's degree in any of the required disciplines may be substituted for one year of experience.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position; a particular position will typically require only a subset of the skills and abilities listed below)*

**Knowledge of:**

Local, state, and federal laws pertaining to air quality; District rules, regulations, policies and procedures; environmental compliance and land use planning; principles, practices, and trends of air quality and transportation planning; relationship of physical design, demographic, environmental, and socio-economic concepts as applied to regional planning and air quality goals; statistical analysis and mathematical concepts related to the environmental and air quality planning process; complex principles and practices used in air pollution analysis and control including physics, chemistry, natural sciences, and meteorology; scientific computer programming/modeling applications; research methods; methods of statistical analysis; principles and methods of measuring atmospheric conditions and pollution levels.

**Ability to:**

Communicate effectively orally and in writing; evaluate air pollution issues as they relate to APCD sources; read, understand, interpret, apply, and explain requirements of APCD rules and regulations, the Health and Safety code, and the California and Federal Clean Air Acts; exercise appropriate judgment in answering questions and releasing information; analyze technical information and translate it into an understandable format for regulated sources and the general

public; develop and maintain effective working relationships; speak before community groups, regulatory bodies, and professional organizations; respond constructively to conflict and develop effective resolutions.

**Skill in:**

Researching , compiling, and summarizing a variety of complex and technical reports and informational materials; composing clear and complete technical, educational, and informational reference materials for industry and public use; maintaining accurate records and files; interpreting and applying federal, state, and local laws, regulations, policies, procedures, and standards pertaining to the environmental review and planning process; performing and coordinating activities, such as the collection, analysis, and preparation of reports and recommendations; reading and interpreting laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs and statistical data; exercising sound independent judgment within established policy guidelines; operating personal computer and a variety of word processing, data management and other software applications.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain and maintain a Class C California driver's license and a satisfactory driving record.

FLSA: I (Non-Exempt)  
II/III (Exempt)  
I/II Flex  
Form 700 Required  
ETA, Unit 28

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