



## AIR QUALITY PLANNER I/II

### **DEFINITION**

Under general supervision, performs a variety of assignments in the development, formulation, and maintenance of the District's air quality plans; represents the District regarding air quality management issues at the federal, state, regional and local levels; reviews air quality impacts of indirect source projects; researches and prepares technical responses for regulatory agencies regarding laws, guidelines and decisions affecting the District; coordinates and manages air quality improvement projects; tracks grant funding and prepares reports; and performs related work as required.

### **CLASS CHARACTERISTICS**

Air Quality Planner I: This is the entry-level class of the professional Air Quality Planner series. Initially under close supervision, incumbents with an educational and/or practical experience learn specific air quality plan development and related practices and procedures. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. This class is alternately staffed with Air Quality Planner II and an incumbent may advance to the higher-level after gaining the knowledge, skill and experience which meet the qualifications for and demonstrate the ability to perform the work of the higher-level class.

Air Quality Planner II: This is the experienced-level class in the Air Quality Planner series. The incumbent of this class serves as a professional staff member, working independently within established guidelines to perform a wide variety of air quality planning activities under general direction.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Planning and Engineering Supervisor. This position exercises no direct supervision over staff but may provide technical advice, work training and review to other planning staff on a project or day-to-day basis.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Administers grant programs; prepares applications for grants and other available funds; monitors expenses and prepares reports for funding sources.
- Assists in administering the California Environmental Quality Act (CEQA) as it relates to the District; analyzes the air quality impact of proposed residential, commercial, industrial, transportation and other land-use projects.
- Calculates potential emissions, determines the air quality impact by reviewing environmental and other technical documents using modeling software; prepares reports regarding recommended mitigation measures for submission to city and county agencies.
- Assists in the development and implementation of District air quality rules and regulations; provides varied technical support to District staff as required.

- Performs research and prepares technical reports and recommendations in response to state and federal laws, guidelines, and decisions affecting District operations, policies, procedures, guidelines, rules, and regulations.
- Reviews District correspondence and technical documents for content, quality assurance, and professional presentation.
- Assists in the support of the District's information technology program, including using and updating website.
- Acts as liaison of the District in meetings with various state, federal, regional, local agencies and private organizations and responds to public inquiries regarding grant programs, rules, and regulations.
- Prepares a variety of correspondence, informational materials, agenda items, documentation, and other written materials.
- Conducts public outreach as required for various District programs.
- Oversees various consultants as required.
- Performs other duties related to the work.

## **QUALIFICATIONS**

### **Knowledge of:**

#### **Air Quality Planner I**

- Basic principles and practices of urban and environmental planning as related to air quality issues and control functions.
- Practices and procedures of performing technical studies, evaluating alternatives, making recommendations, and preparing narrative and statistical reports.
- Relevant computer applications.
- Applicable local, state, and federal Laws, rules, and regulations
- Data analysis and statistical preparation techniques.
- Standard office administrative practices and procedures, including the use of standard office equipment and safety practices.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

#### **Air Quality Planner II**

In addition to the above:

- Principles, practices, and techniques of urban and environmental planning as related to the day-to-day administration of air quality laws, regulations, issues, and control functions at the federal, state, and local level.
- Instrumentation use and procedures related to the work.
- Practices for developing and implementing rules, regulations, and procedures.
- Sources and mitigation techniques of air quality emissions.
- Developing and implementing air quality plans pursuant to the California and Federal Clean Air Acts.

**Ability to:**

Air Quality Planner I

- Learn, interpret, and apply complex federal, state, regional and local air quality laws, rules, and regulations.
- Meet critical time deadlines.
- Conduct complex technical and administrative studies related to air quality emissions and their mitigation and preparing clear and persuasive reports and recommendations within guidelines.
- Use initiative, discretion, and sound independent judgment within specified procedural guidelines.
- Conduct technical studies related to air quality emissions and their mitigation.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain accurate records and files.
- Effectively represent the District in meetings with governmental agencies, community groups and various businesses, professional, educational, regulatory, and legislative organizations.
- Use English effectively to communicate in person, by telephone, and in writing.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and fostering positive working relationships with those contacted in the course of the work.

Air Quality Planner II

In addition to above:

- Independently conducting complex technical, operational, and administrative studies related to air quality emissions and their mitigation and preparing clear and persuasive reports and recommendations.
- Using initiative, discretion and sound independent judgment within general policy and procedural guidelines.
- Serve on committees and workgroups as a representative of the District.

**EDUCATION AND EXPERIENCE:**

*A typical way to obtain the knowledge and skills outlined above is:*

**Education:**

Equivalent to graduation from an accredited four-year college or university with major coursework in engineering, environmental science, planning, chemistry or the physical or biological sciences.

**Experience:**

Air Quality Planner I: No experience is required; however, some internship or related paraprofessional experience is desirable.

Air Quality Planner II: Two (2) years of professional air quality planning experience equivalent to the District's class of Air Quality Planner I.

**License:**

Must possess a valid California class C driver's license and meet automobile insurability requirements of the District as a condition of continued employment.

**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 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, climb up and down ladders, 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 may also require driving a motor vehicle. Occasional attendance at meetings during off-hours and at various locations throughout the State is required. May be required to work extended hours during emergency situations.

**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 within the areas of their responsibility.

**History**

Created:

Revised: MAY 2022.