



YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

ASSISTANT AIR QUALITY PLANNER ASSOCIATE AIR QUALITY PLANNER

Job Description

DEFINITION

Under immediate or general supervision, learns to prepare and prepares state and federal air quality plans; develops control measures; manages grants, including promotion, evaluation of eligibility, selection of grantees, grant contracts, field inspections, distribution of funds, program monitoring, and budgets; assists with transportation planning and special projects; maintains stationary and area source emission inventory; prepares or analyzes air quality modeling results; analyzes air quality and meteorological data; prepares and/or analyzes environmental documents under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA); assists with routine air monitoring field work as needed; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

The **Assistant Air Quality Planner** receives immediate supervision from the assigned lead person, supervisor, or manager, and does not supervise staff.

The **Associate Air Quality Planner** receives general supervision from an assigned lead person, supervisor, or manager. May exercise functional and technical direction over staff assigned to the Assistant Air Quality Planner classification and others assisting in Planning and Air Monitoring Division projects.

CLASS CHARACTERISTICS

The **Assistant Air Quality Planner** is the entry-level class in the Air Quality Planner series, allowing the incumbent to develop journey-level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error. Incumbents may advance to a higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class. Positions at this level usually perform most of the duties required of the positions at the Associate level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

The **Associate Air Quality Planner** is the journey-level class in the Air Quality Planner series in which incumbents are expected to independently perform the full scope of planning activities and assignments. Incumbents may specialize in one area of planning but are expected to perform other planning tasks when necessary. Positions at this level are distinguished from the Assistant level by the performance of the full range of duties as assigned, working independently, and exercising more independent judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and make reasonable accommodations so that qualified employees can perform the job's essential functions.

- Develops and writes various components of the District's air quality plans, including stationary/area source and transportation-related control measures; assists in developing smoke, photochemical, and other models for use in plan development and transportation analyses; evaluates modeling results; develops emission inventory data and assists the Air Resources Board (ARB) in maintaining an emissions inventory database; interprets and analyzes air quality data for planning purposes; maintains knowledge of state and federal planning requirements

- Assists in the management of District grants; prepares grant applications for District grant programs; assists in the development of and conducts outreach and education efforts of the public on available grants and distributes grant applications; communicates grant requirements to applicants; assists in the evaluation of the eligibility of grant applicants; develops outreach materials; drafts language for the grant program policies and procedures manual
- Assists in conducting field inspection of grant projects; takes pictures of projects in the field; documents project delivery; calculates the amount of emissions reductions and cost-effectiveness of potential projects
- Assists in monitoring funding status, allocations, obligations, and disbursements; assists in the preparation of grant program documentation and reports
- Assists in the development and maintenance of mailing lists of prospective grant applicants; prepares written grant application guidance and instruction materials for grant applicants
- May review and comment on environmental impact documents; evaluates criteria pollutant modeling results for CEQA purposes; prepares the District's environmental documents; maintains the District's CEQA Air Quality Guidelines and Administrative Procedures; evaluates CEQA documents prepared by consultants; recommend mitigations for air quality impacts identified in CEQA and NEPA documents; assists in developing District air quality rules and regulations; prepares General Conformity rule revisions and works with federal agencies to implement rules
- Makes public presentations and conducts workshops; acts as District representative on various committees and advisory boards; interact with outside agencies in preparing air quality plans and other documents; assists in preparing media information and writes articles for District publications; prepares technical reports for special air monitoring programs; prepares presentations for Board, Board Sub-Committees, and/or community groups
- Acts as backup to the Air Monitoring Technician I/II
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public
- Represents the District on committees and at public activities, meetings, and before official bodies as determined by District management based on the employee's level of expertise.
- Provide support for grant implementation and track related time
- Performs other duties as assigned

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- **Assistant Air Quality Planner:** A Bachelor's Degree from a four-year college or university with major coursework in environmental sciences, urban planning, or a closely related discipline
- **Associate Air Quality Planner:** A Bachelor's Degree from a four-year college or university with major course work in environmental science urban planning or a closely related discipline and two years of experience as an Assistant Air Quality Planner or equivalent; or three years of planning experience in air quality management or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of (*Both Classes*):

- Research and data collection techniques
- District air quality plans
- CEQA, NEPA, and transportation and land use planning as they relate to air quality, including concepts that support and promote non-motorized transportation
- Basic understanding of modeling, emission factors, and ambient air quality standards
- Negotiating and preparing grant agreement contracts

- Grant program guidelines
- Grant tracking and reporting
- Requirements for developing state and federal air quality plans
- Principles of meteorology as applied to air pollution and smoke
- Principles of atmospheric chemistry; Ambient Air Quality Standards
- Toxic air contaminants, health risk assessment procedures
- Statistical analysis
- Applicable federal, state, and local laws, codes, and regulations related to air quality control including the federal and state Clean Air Acts
- Methods and techniques for scheduling work assignments
- Occupational hazards and standard safety practices
- Standard office procedures, practices, and equipment, including a computer and applicable software
- Methods and techniques for record-keeping and report preparation and writing
- English usage, spelling, vocabulary, grammar, and punctuation
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff
- Understanding of advanced clean technologies and infrastructure related to on- and off-road motor vehicles
- Familiar with federal, state, regional, and local incentive programs related to land use, transportation, and air quality
- Basic concepts of air monitoring equipment maintenance

Ability to (Both Classes):

- Learn to diagnose and diagnose problems in instrumentation systems
- Use electronic test equipment
- Read and interpret plans and electrical schematics
- Troubleshoot and resolve instrument problems
- Understand, explain, and apply applicable laws, codes, and regulations
- Read, interpret, and record data accurately
- Organize, prioritize, and follow up on work assignments
- Work independently and as part of a team
- Make sound decisions within established guidelines
- Respond to issues and concerns from contractors, homeowners, and the community
- Analyze a complex issue and develop and implement an appropriate response
- Follow written and oral directions
- Operate an office computer and a variety of word processing and software applications
- Observe safety principles and work in a safe manner; safely and effectively operate ordinary hand and power tools
- Use English effectively to communicate in person, over the telephone, and in writing
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work

PHYSICAL ABILITIES

Must be able to perform essential functions of the job. This position requires sitting, prolonged standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The need to lift, carry, and push tools, equipment, and supplies weighing up to 20 pounds on a constant basis and up to 60 pounds or more is also required. The nature of the work also requires the incumbent to climb ladders and work in high places on a regular basis, and drive motorized vehicles. The position requires repetitive hand-eye coordination and fine manipulation skills to prepare reports and data using a PC keyboard, computer mouse, and office equipment. Travel by vehicle is required.

At times the public can disagree with the requirements of regulatory agencies and may be difficult to work with. This position must be able to handle these types of situations with diplomacy and tact.

WORKING CONDITIONS - ENVIRONMENTAL ELEMENTS

Incumbents perform work in an office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents also occasionally work outdoors in all weather conditions, including wet, hot, and cold with exposure to dust, fumes, diesel, gas, and other vapors. Incumbents may be required to wear personal protective equipment based on established safety policy.

SPECIAL REQUIREMENTS

This position must possess a valid California Class C Driver's License.
Safety training as required by the District's Safety Program.

FSLA Status: Non-exempt - Covered under Collective Bargaining Unit

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