

YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

ASSISTANT/ASSOCIATE AIR QUALITY PLANNER

Department: Planning & Air Monitoring **Reports To:** Deputy APCO

FLSA Status: Non-Exempt

Employment Group: Employee Association – Represented

Approved/Revised: 12/2023

DEFINITION

Under immediate or general supervision, assists in preparing state and federal air quality plans; develops air pollution control measures; administers grant programs, including outreach, eligibility evaluation, applicant selection, contract administration, field inspections, fund distribution, program monitoring, and budget tracking; assists with transportation planning and special projects; maintains stationary and area source emissions inventories; prepares and evaluates air quality modeling analyses; analyzes air quality and meteorological data; prepares and reviews environmental documents in accordance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA); supports routine air monitoring field activities as needed; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

The **Assistant Air Quality Planner** receives immediate supervision from an assigned lead, supervisor, or manager. Does not supervise staff.

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

CLASS CHARACTERISTICS

The **Assistant Air Quality Planner** is the entry-level classification in the Air Quality Planner series. Incumbents perform routine, less complex planning assignments while developing the knowledge, skills, and abilities needed to perform journey-level work. Under close supervision, employees learn District planning processes, grant administration, emissions inventory development, air quality analysis, environmental review, and transportation planning.

As experience is gained, incumbents are expected to handle increasingly complex assignments and may advance to the Associate Air Quality Planner classification upon demonstrating the qualifications and competencies required for the higher level. Positions at this level perform many of the same duties as the Associate Air Quality Planner but require closer supervision and exercise less independent judgment and discretion.

The Associate Air Quality Planner is the journey-level classification in the Air Quality Planner series. Incumbents independently perform the full range of planning assignments and may specialize in one or more program areas while remaining capable of supporting all planning functions.

Employees at this level exercise independent judgment, manage projects with minimal supervision, and resolve routine planning issues. Supervision is typically limited to new, unusual, or highly complex assignments.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, or rescind the work assignments for this position. Management will make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop and prepare components of the District's state and federal air quality plans, including stationary, area, and transportation-related control measures.
- Assist in developing and evaluating smoke, photochemical, emissions, and transportation models for air quality planning and conformity analyses.

- Develop and maintain emissions inventory data and assist the California Air Resources Board in maintaining its emissions inventory databases.
- Analyze and interpret air quality, emissions, meteorological, and modeling data for planning and regulatory use.
- Maintain current knowledge of state and federal air-quality planning requirements.
- Assist with administering District grant programs, including preparing grant applications, conducting outreach, developing educational materials, evaluating applicant eligibility, drafting grant agreements, and monitoring project implementation.
- Conduct field inspections of grant-funded projects, document project completion, photograph installations, and calculate emissions reductions and project cost-effectiveness.
- Monitor grant funding, allocations, obligations, reimbursements, and reporting requirements.
- Develop and maintain mailing lists, and prepare grant guidance materials and application instructions.
- Review and comment on environmental documents prepared under CEQA and NEPA; evaluate criteria pollutant modeling analyses; prepare District environmental documents; maintain the District's CEQA Air Quality Guidelines and Administrative Procedures; recommend mitigation measures for identified air quality impacts; assist in developing District rules and regulations; and coordinate implementation of the General Conformity rule with federal agencies.
- Prepare and deliver public presentations, workshops, and educational outreach; represent the District on committees, advisory groups, and interagency workgroups; prepare articles for District publications; and develop presentations for the Board of Directors, its committees, and community organizations.
- Provide backup support for Air Monitoring Technician staff, as assigned.
- Establish and maintain effective working relationships with representatives of community organizations, regulatory agencies, District staff, contractors, vendors, and the public.
- Represent the District at meetings, conferences, public events, and before governmental or regulatory bodies, as appropriate to the employee's level of responsibility and expertise.
- Support grant implementation activities and maintain accurate records and time tracking for grants.
- Perform other duties as assigned.

QUALIFICATION GUIDELINES

Education and Experience

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities qualifies. A typical way to obtain the required qualifications is:

Assistant Air Quality Planner

- Bachelor's degree from an accredited four-year college or university, with major coursework in environmental science, urban planning, environmental engineering, public administration, or a closely related field.

Associate Air Quality Planner

- Bachelor's degree from an accredited four-year college or university, with major coursework in environmental science, urban planning, environmental engineering, public administration, or a closely related field; and
- Two (2) years of experience equivalent to an Assistant Air Quality Planner; or
- Three (3) years of progressively responsible professional experience in air quality planning, environmental planning, or a closely related field.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Research methodologies and data collection techniques.
- District air quality plans and planning processes.
- The California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), transportation planning, land use planning, and their relationship to air quality, including strategies that promote active and

non-motorized transportation.

- Air quality modeling concepts, emissions factors, emissions inventories, and ambient air quality standards.
- Grant administration, including grant agreements, contract development, program guidelines, reporting requirements, and financial tracking.
- State and federal air quality planning requirements.
- Principles of meteorology and atmospheric chemistry as they relate to air pollution and smoke.
- Ambient Air Quality Standards and toxic air contaminants.
- Health risk assessment methodologies.
- Statistical analysis and data interpretation.
- Applicable federal, state, and local laws, regulations, and policies governing air quality management, including the federal and California Clean Air Acts.
- Principles and techniques for planning, organizing, and scheduling work assignments.
- Occupational hazards and safe work practices.
- Standard office procedures, practices, equipment, and software applications.
- Recordkeeping methods and techniques, including technical report preparation and business writing.
- English usage, spelling, grammar, vocabulary, and punctuation.
- Customer service principles and techniques for effectively interacting with the public, vendors, contractors, partner agencies, and District staff.
- Advanced clean transportation technologies and supporting infrastructure for on-road and off-road vehicles.
- Federal, state, regional, and local incentive programs related to transportation, land use, and air quality improvement.
- Basic principles of air monitoring equipment and maintenance.

Ability to:

- Learn to diagnose and resolve problems with air monitoring instrumentation and related systems.
- Operate electronic testing and diagnostic equipment.
- Read and interpret technical manuals, plans, diagrams, and electrical schematics.
- Troubleshoot and resolve equipment and instrumentation problems.
- Interpret, explain, and apply applicable laws, regulations, policies, and procedures.
- Read, interpret, analyze, and accurately record technical and scientific data.
- Plan, organize, prioritize, and complete work assignments effectively.
- Work independently with minimal supervision and collaboratively as part of a team.
- Exercise sound judgment and make decisions within established guidelines.
- Respond professionally and effectively to questions and concerns from contractors, property owners, regulatory agencies, and members of the public.
- Analyze complex issues and develop practical, effective solutions.
- Understand and follow written and verbal instructions.
- Operate computers and use standard business software applications, including word processing, spreadsheets, databases, and presentation software.
- Observe safe work practices and safely operate standard hand and power tools.
- Communicate clearly and effectively, both orally and in writing.
- Establish, maintain, and foster positive and productive working relationships with those encountered in the course of work.

PHYSICAL DEMANDS

Must be able to perform the essential functions of the position. Duties require sitting, standing for extended periods, walking on level, uneven, and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and performing repetitive hand movements.

Employees must be able to regularly lift, carry, and push tools, equipment, and supplies weighing up to 20 pounds and up to 60 pounds as needed.

The position also requires climbing ladders, working at heights, operating motor vehicles, and performing repetitive hand-eye coordination and fine motor movements necessary to use computers, keyboards, mice, and other office equipment to prepare reports and manage data. Regular travel throughout the District is required.

Employees may occasionally interact with individuals who disagree with regulatory requirements or District decisions. The ability to remain professional and to exercise diplomacy, tact, and sound judgment in these situations is essential.

WORKING CONDITIONS

Employees work in both office and field environments. Office work is performed in a climate-controlled setting with moderate noise levels. Fieldwork is performed outdoors in a variety of weather conditions, including hot, cold, wet, and windy weather.

Employees may be exposed to dust, fumes, diesel exhaust, gasoline vapors, and other airborne contaminants while performing fieldwork. In accordance with the District's safety policies, the use of personal protective equipment may be required.

SPECIAL REQUIREMENTS

This position requires possession of, or the ability to obtain and maintain, a valid California Class C driver's license.