JOB DESCRIPTION
Air Quality Compliance Analyst I
Job Code: 14005

GENERAL PURPOSE
Under general supervision, performs a variety of air quality compliance duties including equipment and facility permitting, compliance monitoring, record keeping, and reporting; monitors changes in air quality laws and regulations; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS
The Air Quality Compliance Analyst I is the entry level class in the professional Air Quality Compliance series. Initially under direct supervision and project management guidance, incumbents learn to apply the theories, principles and practices of the air quality discipline to specific assignments pertaining to permitting, monitoring, record keeping and reporting. This class is distinguished from the Air Quality Analyst II in that the latter is a journey level in the series, performing more complex tasks independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Participates in the implementation of District’s air quality compliance programs; assists in the development of policies and procedures to ensure the District’s compliance with all applicable air quality laws and regulations.

Participates in the implementation of the District’s air quality permitting program as required by applicable law and regulation; obtaining data from various sources, compiles and completes required air quality permit applications; participates in the negotiation of permit conditions during permit application and approval processes.

Participates in emission source testing activities; monitors compliance of tests with all applicable requirements; and monitors and reports on emission testing activities and results.

Participates in compliance audits; evaluates, determines and reports on compliance status. Investigates mitigation options and prepares reports and recommendations on actions required in response to compliance audit results.

Obtains data from various sources to compile and submit required air quality plans and reports.

Stays abreast of air quality regulatory programs and requirements to anticipate and plan for
District compliance efforts.

Participates as a District representative on various professional and industry air quality committees to effect appropriate changes to air quality legislation and regulation benefiting the industry.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Water distribution and wastewater reclamation processes; the operation of internal combustion engines, general biological systems, chemistry, engineering principles; federal, state, regional and local environmental laws and regulations pertaining to air quality; SCAQMD permitting and emission reporting processes; emission factor calculation and estimation methods; theory and principles of air pollution, emission control technology and related economics; principles and practices of sound business communication.

Ability to:

Evaluate, interpret and explain air quality laws, rules and regulations pertaining to District operations; analyze laws and regulations, reach valid conclusions and develop sound, comprehensive findings and recommendations; make sound independent judgments within established guidelines; develop effective operational measures to comply with air quality laws and regulations; prepare clear, concise and comprehensive reports, memoranda and correspondence; communicate effectively orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instruction.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor’s degree in civil, chemical, or environmental engineering, environmental sciences or a closely related field and one year of experience in an environmental regulatory compliance program, or an equivalent combination of training and experience.

Special Requirements; Licenses; Certificates:

A valid California driver’s license and the ability to maintain insurability under the District’s Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be
met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

FLSA DETERMINATION: Non-exempt