

JOB DESCRIPTION

Air Quality Compliance Analyst II

Job Code: 14004

GENERAL PURPOSE

Under direction, performs a wide range of air quality compliance duties including equipment and facility permitting, compliance auditing, emissions control research, record keeping and reporting, participation in District planning processes; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Air Quality Compliance Analyst II is the journey level class in the Air Quality Compliance series. Incumbents independently perform a wide variety of air quality compliance duties which involve evaluation and resolution of routine to complex air quality compliance issues and assist in the coordination and review of subordinate professional and technical staff. Incumbents must apply simple to highly complex biological, chemical, and engineering techniques and practices to resolve and/or complete air quality compliance tasks.

Air Quality Compliance Analyst II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of Air Quality Compliance Analyst I by the relative independence with which duties are performed.

Air Quality Compliance Analyst II is further distinguished from Senior Air Quality Compliance Analyst in that the latter serves as either a lead or advanced-journey level in the series exercising a higher degree of independent judgment on complex and specialized assignments and has air quality compliance program management responsibilities.

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.

Implements air quality compliance programs, policies and procedures to ensure the District's compliance with all applicable air quality laws and regulations; assists District departments in complying with laws and regulations related to air quality.

Implements 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; negotiates permit conditions during permit application and approval processes on behalf of the District.

Facilitates and coordinates equipment and process emissions source tests; ensures that all

emission testing activities comply with all applicable requirements; and monitors and reports on emission testing activities and results.

Conducts and/or participates in the conduction of 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, compiles and submits required air quality plans and reports.

Drafts requests for proposal and bid specifications for consultants to perform various air quality program tasks; facilitates the compilation of final work products from contracted environmental consultants.

Analyzes and evaluates proposed air quality legislation and regulation for its impact on District operations; prepares position papers and drafts comments regarding legislative and regulatory impacts for submission to the appropriate regulatory agency or industry organization; recommends District positions on proposed air quality legislation; drafts proposed rule changes when assigned; gives public testimony before elected bodies and regulatory agencies and at public workshops and hearings as directed.

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.

Authors scientific reports for publication or conference presentations.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Water distribution and wastewater reclamation processes including the operation of internal combustion engines, boilers, and flares; general biological systems, chemistry, combustion chemistry, engineering principles; federal, state, regional and local environmental laws and regulations pertaining to air quality; air quality compliance monitoring principles, practices and techniques; SCAQMD permitting and emission reporting processes; emission factor calculation and estimation methods; theory and principles of air pollution, emission control technology and related economics; practices and methods in developing requests for proposals for professional services; project management principles, practices and procedures; principles and practices of sound business communication.

Ability to:

Evaluate, interpret and explain complex air quality laws, rules and regulations pertaining to District operations; analyze laws and regulations, reach valid conclusions and develop sound, comprehensive findings and recommendations; 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; apply effective project management techniques to oversee and direct the work of outside consultants; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; make sound independent judgments within established guidelines.

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; three years of experience in air quality compliance programs; 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.

Certification as a South Coast Air Quality Management District *Certified Permitting Professional* is desirable.

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.