

**JOB DESCRIPTION**  
**Senior Air Quality Compliance Analyst**  
**Code Number: 14003**

**GENERAL PURPOSE**

Under direction, implements and manages the District's air quality compliance program to ensure compliance with a variety of federal, state and local air quality laws and regulations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Senior Air Quality Compliance Analyst is an advanced journey level professional class in the professional Air Quality Compliance job family. The incumbent of this single-position class is responsible for ensuring District compliance with applicable federal, state and local air quality laws and regulations. Assignments are given in terms of broad requirements and performance is measured by overall accomplishments and results.

Senior Air Quality Compliance Analyst is distinguished from other environmental compliance classes by the incumbent's specialization in program management responsibilities for the District's air quality compliance initiatives and activities.

**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.*

Plans, develops, recommends and implements programs, policies and procedures to ensure the District's compliance with all applicable air quality laws and regulations.

Manages and 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.

Takes all steps necessary to ensure the District's emissions source testing activities are in compliance with all applicable requirements; monitors and reports on emission testing activities and results; coordinates and participates in the conduct of compliance audits; monitors audit work to determine and report on status; evaluates 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; coordinates, manages, oversees and approves 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.

Trains, monitors and reviews the work of staff; provides technical guidance and assists in developing and revising work processes in the unit.

Plans, develops, implements and administers specialized air quality compliance programs as mandated by new law and regulation.

Stays abreast of air quality regulatory programs and requirements to anticipate and plan for District compliance efforts; serves as District liaison with federal, state and regional agencies on air quality management issues.

Performs duties of “regulatory compliance officer” as set forth in District Environmental Impact Reports, with responsibility for implementing or ensuring other District departments implement all air quality planning initiatives and mitigation measures specified in the EIRs.

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:**

Federal, state, regional and local environmental laws and regulations pertaining to air quality; air quality compliance monitoring principles, practices and techniques; theory and principles of air pollution, emission control technology and related economics; air quality monitoring principles and practices; air dispersion modeling; 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 with those contacted in the course of work; make sound independent judgments within established guidelines; follow and apply written and oral work instructions; train others in work processes and procedures.

### **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; five years of progressively responsible experience in air quality regulatory compliance programs; or an equivalent combination of training and experience. Experience at a program management level in a public utility setting is desirable.

### **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 highly 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.

**FLSA DETERMINATION:** Meets administrative exemption from overtime.