



**BAY AREA AIR QUALITY MANAGEMENT DISTRICT
invites applications for the position of:
AIR QUALITY SPECIALIST I/II**

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$38.69 - \$51.85	\$3,095.30 - \$4,147.99	\$6,706.48 - \$8,987.32	\$80,477.71 - \$107,847.83

OPENING DATE: 12/19/17

CLOSING DATE: 1/17/18 05:00 PM

DESCRIPTION:

The Bay Area Air Quality Management District (District) is a regional government agency, committed to achieving clean air to protect the public's health and the environment. The District accomplishes this goal through regulation of industrial facilities and various outreach and incentive programs designed to encourage clean air choices.

The District's jurisdiction encompasses all of seven counties - Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa, and portions of two others - southwestern Solano and southern Sonoma.

The District is currently conducting an open recruitment for the position of Air Quality Specialist I/II in the Engineering Division. There is one (1) vacancy. This vacancy is a full time, represented position.

Under direction, this position performs a broad variety of technical and administrative duties in support of the engineering programs within the District; performs related work as assigned.

EXAMPLES OF DUTIES FOR THIS POSITION:

Administers air quality programs.

Develops new and revises existing air quality programs.

Reviews and summarizes data, prepares special and periodic reports and monitors program effectiveness.

Calculates emissions reductions and assess emissions inventories and perform other technical work.

Responds to oral and written requests for technical, operational and administrative information about air quality programs; explains and interprets technical policies, rules and regulations.

Prepares and coordinates technical training for staff; develops and coordinates training aids and materials; monitors training needs for the staff.

Confers with industry representatives, District staff, the public and other agencies to obtain and disseminate technical and operational information regarding air quality programs.

Provides liaison and represents the District with industry, attorneys, the public and other agencies.

Drafts new and revised rules, regulations, policies and procedures for various air quality programs; researches technical feasibility and new control proposals for new or revised rules.

Reviews and analyzes violation notice reports and other documents; conducts inquiries, compiles and researches files and other pertinent information.

MINIMUM QUALIFICATIONS:

A typical way to obtain the knowledge and skills is:

Air Quality Specialist I: Equivalent to graduation from a four year college or university with major coursework in chemistry, engineering, environmental science or a closely related field and two years of journey level experience applying and enforcing environmental regulations and/or emission reduction programs.

Air Quality Specialist II: In addition to the above, two years of experience in developing and administering environmental air quality programs and/or emission reduction programs.

Other Requirements

Must possess a valid California driver's license.

HOW TO APPLY & SELECTION CRITERIA:

How to Apply

Interested individuals must submit a completed official BAAQMD application along with a chronological resume and the answers to the Supplemental Questionnaire by **5 p.m. on January 17, 2018**. Applications are accepted online. Please visit our website at www.baaqmd.gov/jobs to apply or to download an application. Resumes are required, but not in lieu of the required application materials. Postmarks, faxes, and E-mailed applications will not be accepted.

Supplemental Questions Instructions

Individuals who apply for this position must respond to each of the required supplemental questions. Paper or online applications must be received by the Human Resources Office no later than the time and date specified in this vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria section.

Please limit your responses to half a page per question. Do not combine your responses or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question. This information will be evaluated as is and may be used to determine those applicants with the most directly related experience, education, and training to continue in the selection process. It is very important to provide a concise, clear, legible, complete response to each question.

Selection Criteria

Selection may be based upon a competitive examination consisting of a written exercise, interview, or combination of the two. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified

applicants.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

The District is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.baaqmd.gov/>

Job #DM201711
AIR QUALITY SPECIALIST I/II
DM

OUR OFFICE IS LOCATED AT:

375 Beale Street Suite 600

San Francisco, CA 94105

415-749-4980

employment@baaqmd.gov

An Equal Opportunity Employer

Air Quality Specialist I/II Supplemental Questionnaire

- * 1. Please describe your education and training that qualifies you for this position. Include your major coursework, degrees, and/or certificates received.
 - * 2. Please describe your professional experience that qualifies you for this position. Include number of years of experience with air quality programs and experience with air quality/environmental rules and regulations.
 - * 3. Please describe your experience working on interdisciplinary teams. Include a brief description of the project(s), your role on the team(s), the participant positions/levels on the teams, and the major contributions that you made. Include the qualities you have for being a good team collaborator.
 - * 4. Please describe your experience extracting, evaluating, organizing, correcting and summarizing data. Include in your answer the techniques used and how the information was disseminated with the audience types.
 - * 5. Please describe your knowledge of industrial processes, their air emissions and control strategies. Discuss how environmental regulations can be/are used to minimize the pollutants and their impacts.
 - 6. (For Level II Applicants Only) At Level II, you must have two years of experience administering air quality programs. Describe how your experience satisfies this requirement. Include number of years of experience, your specific duties and responsibilities, and where you gained that experience. Describe any experience successfully improving a program's quality by summarizing the issue and the how the improvement was implemented.
- * Required Question