



**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**

21865 Copley Drive  
 Diamond Bar, CA 91765  
 909-396-2800  
 9093963011  
<http://www.aqmd.gov>

invites applications for the position of:

**Planning & Rules Manager  
 (Technology Demonstration)**

An Equal Opportunity Employer

**SALARY:** \$4,438.50 - \$5,545.76 Biweekly  
 \$115,401.00 - \$144,189.84 Annually

**OPENING DATE:** 09/07/18

**CLOSING DATE:** 09/28/18 05:01 PM

**SCAQMD AND JOB OVERVIEW:**

**ABOUT SCAQMD**

South Coast Air Quality Management District (SCAQMD) is one of the largest and most technologically sophisticated environmental regulatory agencies in the Nation. We serve a four-county region that includes all of Orange County, and parts of Los Angeles, Riverside and San Bernardino counties, home to more than 17 million people. SCAQMD's headquarters is located in Diamond Bar, 30 miles east of downtown Los Angeles, at the junction of the 57 and 60 freeways. With a highly diverse "Clean Air Team" of over 750 employees, an annual budget of \$162.6 million, and a state-of-the-art air quality laboratory, our mission is to ensure clean air and a healthy environment. SCAQMD is an organization you can be proud to work for -- we make a difference in the quality of life in Southern California!

**ABOUT THE POSITION**

Under direction of the Deputy Executive Officer and Assistant Deputy Executive Officer/Science and Technology Advancement Office, this position plans, organizes, and manages the daily administration of the Technology Demonstration unit; evaluates and recommends new or revised program operations, procedures or functions; and does other work as required. The position is further responsible for evaluating and recommending policies and procedures; evaluating program and project activities and the span of control over subordinate supervisory staff and related program operations.

From this recruitment process, we expect to establish an eligible list from which current and future vacancies requiring a similar background may be filled, during the life of the list. We anticipate filling one immediate vacancy in the Technology Demonstration unit.

**EXAMPLE OF DUTIES:**

Plans, organizes, and manages the administrative and technical activities of a section in the Science and Technology Advancement Office; serves as primary point of contact for policy and procedural guidance to program and project activities within the section.

Manages and establishes program objectives and goals for the section in order to meet the overall office goals by prioritizing, assigning, supervising, and reviewing the daily technical and administrative activities of the section.

Assigns and reviews the work of subordinate staff responsible for section activities and evaluates training needs; directs the completion of special assignments and projects, workload statistics, and reports; adjusts priorities of programs and projects in order to improve the efficiency and productivity of staff resources.

Formulates recommendations on policy and program implementation strategies based on analysis of data and feedback from SCAQMD management, and public and private agencies regarding the understanding and perceptions of SCAQMD's long-range plans, rules, regulations, policies, and procedures.

Acts as liaison and serves as representative of the Science and Technology Advancement Office at meetings, workshops, conferences, or panel discussions for the purpose of speaking on SCAQMD's Air Quality Management Plan, rule development activities, policies and proposals relating to air pollution control, and other related matters.

Evaluates and prepares performance evaluations on subordinate supervisory personnel; reviews and approves performance evaluations prepared by supervisory personnel; provides guidance on employee performance and disciplinary matters and undertakes the major performance and disciplinary problems.

Assists the Deputy Executive Officer and Assistant Deputy Executive Officer/Science and Technology Advancement Office in preparing responses and providing information on office actions and activities.

Coordinates and supervises the preparation of all monthly and quarterly technical reports required by SCAQMD or by law; develops report outlines and schedules deadline completion dates; reviews reports for accuracy and format and assures that all legal specifications are met and makes recommendations on substantive aspects of the reports.

Reviews proposed ordinance, resolutions, rules, and regulations for enforceability and recommends their adoption, enactment, or amendment.

Meets with other governmental agencies, industry representatives, and environmental organizations; represents SCAQMD at public meetings and hearings involving SCAQMD's Air Quality Management Plan, rules, and regulations.

Attends and participates in meetings with section, office, and other SCAQMD personnel involving office activities.

Assists in the preparation of the office's budget; reviews and approves expenditures.

May act for the Assistant Deputy Executive Officer/Science and Technology Advancement Office in the absence of the incumbent.

**MINIMUM & DESIRABLE QUALIFICATIONS:**

**DESIRABLE QUALIFICATIONS:**

In addition to the *Minimum Qualifications* below, the most competitively qualified candidates will possess:

- An advanced degree in urban or environmental planning, public administration, the physical sciences, engineering or a related field
- Significant research and development experience
- Significant management or supervisory-level experience in project management, with emphasis on the development of near-zero and zero emission advanced technologies
- Technical expertise in advanced vehicle and other types of emission-reducing technologies
- Experience in working effectively with multiple and diverse stakeholders, such as State, federal and local agencies, industry groups, research communities, environmental groups and the public, to elicit cooperation and accomplish goals

**MINIMUM QUALIFICATIONS:**

**-EITHER I-**

Three years of experience in supervising professional staff involved in environmental or air pollution analysis.

**-OR II-**

Two years of managerial or administrative experience in a government regulatory or regional agency involved in strategic planning.

**EDUCATION:** Graduation from an accredited college or university with a major emphasis in urban or environmental planning, public administration, the physical sciences, or a related field.

**SUBSTITUTION:** A master's degree in one of the above-referenced or related fields may substitute for one year of the above supervisory or managerial experience.

**KNOWLEDGE OF:** Principles of administrative, organizational, and management analysis; principles and methods of policy and procedure development; principles, techniques, and methods in long-range planning and analysis of scientific and technical programs; state and federal air pollution laws and regulations; modern management principles and concepts.

**ABILITY TO:** Plan, organize, and direct scientific investigations and long-range planning and analysis in scientific fields; supervise and accomplish work through the direction of professional staff; establish and maintain effective working relationships with others; effectively communicate complicated scientific data in both oral and written form; provide sound advice and recommendations on office programs to SCAQMD management.

**OTHER IMPORTANT INFORMATION:****APPLICATION PACKETS MUST INCLUDE:**

1. A completed employment application covering at least the past 10 years of employment history (or longer if you have other relevant experience), and your entire SCAQMD employment history if you are an SCAQMD employeee.
2. Four references which include the names and phone numbers of your present and past supervisors or managers, and/or college professors or persons for whom you have directly provided services, **not peers**.
3. Responses to the Supplemental Questionnaire (SQ). The SQ is a form of written test, and will be evaluated as such. Your responses should be well written, clear, concise, and directly responsive to the question.
4. An unofficial copy of your transcripts, documenting all qualifying education claimed, submitted as an attachment to your online application\*.

\*You must submit acceptable documentation for all education claimed on your application. Acceptable documentation consists of an unofficial copy of your transcripts attached to your application. **At a later date**, candidates under final consideration will be required to arrange for original, official transcripts to be mailed directly from their college/university to SCAQMD, documenting all education claimed on their application.

**Job applications must be completely filled out.** A resume cannot be substituted for the required information. Be sure to detail any education, training or other relevant coursework that would make you a particularly strong candidate.

**THE SELECTION PROCESS**

Application packages and responses to the Supplemental Questionnaire will first be screened and the most competitively-qualified candidates will be invited to the next phase of the recruitment process, which is expected to be a panel interview. The interviews (weighted at 100%) are expected to result in an unranked eligible list.

Only those who demonstrate at each successive step of the selection process that they are among the most competitively qualified will be advanced to the next step. SCAQMD reserves the right to add, delete, or modify any elements of the selection process deemed appropriate, based on the number and quality of applicants at each step.

Pursuant to Section 4(g)(3)(d) of the Personnel Rules, this eligible list may be used to fill current and future Planning and Rules Manager vacancies, in any SCAQMD department, during the 6-12 month life of the list.

**Important note for potential candidates who do not have the continued and unrestricted right to work full time in the United States:** If you currently, or will in the future, require sponsorship (i.e., H1-B Visa) in order to maintain your right to work in the United States, please be aware that decisions regarding sponsorship for maintaining a right to work in the United States are made on a case-by-case basis. You are welcome to participate in this recruitment process, but there is no guarantee that a job offer with the requested sponsorship will be made to you.

Candidates who may need accommodations during the selection process must call the Human Resources Department at least one week prior to any test/interview dates.

If you have any questions regarding this recruitment, please contact the Human Resources Department at (909) 396-2800.

**Planning & Rules Manager (Technology Demonstration) Supplemental Questionnaire**

- \* 1. Provide a complete, clear and concise overview of your qualifications for this position, based on the minimum and desirable qualifications (including education, experience, knowledge, skills and abilities) as detailed in the job description.
- \* 2. Describe your knowledge, training and experience in a) Research and development of near-zero and zero emission technologies. b) Vehicle emission technology, including the physical and combustion properties of alternative fuels.
- \* 3. Describe your experience making oral and written presentations. Include one oral and one written example that demonstrate your ability to effectively present complex, technical information to audiences comprised of both technical and non-technical participants.

- \* 4. Describe your experience supervising staff, assigning tasks and working with outside entities, and the factors that you consider essential in leading staff to accomplish program goals.
  
- \* 5. Have you attached a copy of your transcripts documenting the qualifying education claimed on your application? (Unofficial copies are acceptable at this time.)
  - YES
  - NO (I acknowledge that by not submitting my transcripts, the education claimed on my application may not be considered.)
  
- \* 6. Have you provided four professional references on your application, which include your current and past supervisors/managers and/or college professors?
  - YES
  - NO (I acknowledge my application is incomplete without this information, and may be cause for disqualification)
  
- \* Required Question