




Agenda Item: D-4  
Agenda Date: March 16, 2023  
Agenda Placement: Admin.  
Estimated Time: N/A  
Continued Item: No

## Board Agenda Item

TO: Air Pollution Control District Board

FROM: Aeron Arlin Genet, Air Pollution Control Officer 

CONTACT: Kristina Aguilar, CPA, Administrative Division Manager, (805) 979-8288

SUBJECT: Modifications to Classification Specifications

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### RECOMMENDATION:

Adopt revised class specifications for the following: Accounting Technician I/II/III, Air Quality Permit Technician I/II, Air Quality Specialist I/II/III, Air Quality Engineer I/II/III, Executive Assistant/Board Clerk, and Human Resources Analyst I/II.

### DISCUSSION:

Periodically the District reviews its organizational structure to ensure we are operating in an efficient and effective manner. At this time, we feel it is appropriate to adjust the class specifications to increase our recruiting efforts by encouraging applicants who are in their final year of study to apply for positions at the District. Under the Qualification Guidelines section of the class specification, the District is proposing to add the following language; “applicants who are currently in their final year of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination and departmental selection processes but may not begin employment in a position until they have attained the required degree.” No major revisions to the job classifications are being proposed. The affected unions, Engineers and Technicians Association (ETA), and SEIU Local 620 reviewed the proposed modifications to the class specification and had no concerns or comments.

### FISCAL IMPACT:

There is no fiscal impact to the District based on the proposed changes to the class specifications.

### ATTACHMENTS:

- A. Accounting Technician I/II/III
- B. Air Quality Permit Technician I/II
- C. Air Quality Specialist I/II/III
- D. Air Quality Engineer I/II/III
- E. Executive Assistance/Board Clerk
- F. Human Resources Analyst I/II

ATTACHMENT A

Accounting Technician I/II/III

March 16, 2023

Santa Barbara County Air Pollution Control District  
Board of Directors

260 San Antonio Road, Suite A  
Santa Barbara, California 93110



air pollution control district  
SANTA BARBARA COUNTY

## Accounting Technician I/II/III

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under immediate supervision (I), general supervision (II), and limited supervision (III), performs specialized and technical accounting and financial recordkeeping support work in a variety of accounting functions including accounts payable, accounts receivable, financial reporting, and grant applications. Performs other duties as required.

### **CLASS CHARACTERISTICS:**

**Accounting Technician I** is the entry and training class of the series. Incumbents work under immediate supervision while learning District practices, rules, policies and procedures. The Accounting Technician I performs routine and less complex assignments of the unit. Work becomes increasingly complex over time and requires less supervision as additional skills and abilities are acquired.

**Accounting Technician II** is the fully experienced, journey-level class of the series, which requires performance of more difficult tasks requiring a working knowledge of District rules, policies, and procedures; accounting principles and practices; financial recordkeeping; and budget preparation. Incumbents work under general supervision and perform the full range of duties for the position.

**Accounting Technician III** is the advanced journey-level class of the series and performs the most difficult and complex tasks. Incumbents work with minimal supervision; are lead workers; exercise independent judgment and decision-making; and administer programs/projects within the Division.

These positions report to the Administrative Division Supervisor.

### **ESSENTIAL FUNCTIONS:** *(including, but not limited to, the following)*

- Reviews accounting and financial documents to ensure accuracy, completeness of information, and proper authorization and compliance for District policies and procedures.
- Process payments for accounts payable, contracts, and advisory boards.
- Prepares deposits by matching payments to accounts receivable, determining correct account designations of pre-paid payments, and posting payments to customer accounts.
- Performs monthly balancing of trust fund, revenue, and expenditure data.
- Distributes petty cash; and processes travel requests, purchase requests, and expense reimbursements verifying budget allocations.
- Prepares labor invoices for monthly, semi-annual, and annual billings.
- Monitors labor expenses, services, and supplies against budget appropriations and actual expenditures and generates reports.
- Performs annual renewal of purchase contracts and purchase orders.

- Prepares financial applications for grant submissions; maintains files and records; and produces quarterly and final progress reports.
- Conducts monthly balancing of accounts payable and accounts receivable ledgers and/or general ledger financial systems to ensure accuracy of transactions.
- Acts as back up for other fiscal and office line staff.
- Other duties as assigned and as required to fulfill the essential functions of the position.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in writing, preparing statistical reports, and evaluating data using a computer keyboard. Additionally, the position requires near vision when reading correspondence and statistical data on the computer, and acute hearing when providing telephone service and communicating in person. The need to lift, drag and push files, displays or other materials weighing up to 25 pounds also is required.

**QUALIFICATION GUIDELINES:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

**Accounting Technician I** Successful completion of an equivalent of 15 units from an accredited learning institution in the disciplines of accounting, finance, business or public administration, or a closely related field (applicants who are currently in their final year of study leading to the required units are encouraged to apply. Such applicants may compete in the examination and departmental selection processes but may not begin employment in a position until they have attained the required degree).

**Accounting Technician II** Successful completion of an equivalent of 30 units from an accredited learning institution in the disciplines of accounting, finance, business or public administration, or a closely related field; **and** two years equivalent experience of an Accounting Technician I. An associate degree or higher in any of the preferred disciplines may be substituted for one year of experience (applicants who are currently in their final year of study leading to the required units are encouraged to apply. Such applicants may compete in the examination and departmental selection process but may not begin employment in a position until they have attained the required degree).

**Accounting Technician III** Graduation with the equivalent of an Associate's degree from an accredited college or university preferably with a major in accounting, finance, business or public administration, or a closely related field; two years equivalent experience of an Accounting Technician II; **and** one additional year of increasingly responsible professional experience performed in an independent manner. A bachelor's degree in any of the preferred disciplines may be substituted for one year of experience (applicants who are currently in their final year of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination and departmental selection process but may not begin employment in a position until they have attained the required degree).

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**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:** Principles and practices of double-entry accounting; principles and practices of purchasing; account structures; financial reports and reporting; computerized accounting system software; month-end and year-end closing procedures and practices including the accrual process; and basic business math.

**Ability to:** Communicate effectively orally and in writing; prepare clear, complete, and technically accurate reports; gather and analyze data; prepare and present data in logical format; identify, research, and solve accounting problems; perform mathematical calculations related to financial transactions; create and analyze spreadsheets; read and understand District policies and procedures; interpret and work with large amounts of numeric data; perform multiple tasks and meet numerous deadlines; form conclusions and make sound decisions; and, establish and maintain effective working relationships.

**Skills to:** Accurately input both alpha and numeric data into spreadsheets and databases; operate a 10-key calculator by touch; operate standard office equipment such as an office computer, copier, shredder, telephone, voicemail, and fax; and a variety of word processing, data management, and other software applications.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain and maintain a Class C California driver's license.

FLSA– Non-Exempt  
SEIU Unit 23

Adopted: **TBD**

ATTACHMENT B

Air Quality Permit Technician I/II

March 16, 2023

Santa Barbara County Air Pollution Control District  
Board of Directors

260 San Antonio Road, Suite A  
Santa Barbara, California 93110



air pollution control district  
SANTA BARBARA COUNTY

## Air Quality Permit Technician I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under immediate supervision (I), general supervision (II), performs paraprofessional technical work in the standard evaluation, processing and issuance of air quality permits of ministerial sources; performs specialized clerical functions and data entry duties related to permitting, enforcement, and fiscal databases. This position also performs collection duties for the District. This position reports to the Division Supervisor.

### **CLASS CHARACTERISTICS:**

**Air Quality Permit Technician I** is the entry and training class of the series. Incumbents work under immediate supervision while performing the less complex office and paraprofessional technical work and routine assignments that become increasingly complex over time and require less supervision as additional skills and abilities are acquired.

**Air Quality Permit Technician II** is the fully experienced journey-level class of the series which requires performance of more difficult tasks requiring a working knowledge of District rules, regulations and procedures; fundamental engineering principles and practices; air pollution control methodology and equipment. This class is distinguished from the Air Quality Engineering series in that the latter is a professional level class series requiring significant technical and theoretical knowledge in the field of engineering in addition to exercising a higher degree of independent judgment.

Incumbents in this class are expected to complete assignments within policy parameters, in observance of established schedules, and work independently on complex assignments.

### **ESSENTIAL FUNCTIONS:** *(including, but are not limited, to the following)*

- Processes, evaluates, and checks ministerial permit applications and other documents in accordance with established procedures and in compliance with regulations.
- Enters, processes, and tracks applicant submittals in computerized applicant database.
- Reviews and verifies technical information for all permit applications and annual updates.
- Recommends approval or denial of permits for ministerial sources in accordance with established procedures and regulations.
- Advises and assists industry representatives in completing permit application packages.
- Prepares and sends out notices for collection, applies and updates penalties, and processes collection actions.
- Responds to various data requests including Public Records Act (PRA) requests, California Fair Reporting Act (CFRA) requests, and inquiries from other District staff, applicants, and the public.

- Uses various techniques to collect delinquent accounts by telephone, personal contact, or correspondence.
- Files court documents related to collections, arranges for subpoenas, appears in court, and obtains liens on personal and real property.
- Assists in the preparation, quality assurance, and analysis of research data related to air toxics programs.
- Prepares a variety of technical reports in support of the compliance, permitting, air toxics and fiscal programs, including NOV information, mutual settlement, and invoices.
- Maintains and updates the District's integrated data system database(s) related to permits, air toxics, asbestos notifications, subscriptions, transfer of ownership and other related fields.
- Responds to inquiries in person, by mail, or by phone, providing explanation of established procedures, fees, and work District policies.
- Other duties as assigned and as required to fulfill the essential functions of the position.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data on the computer, and acute hearing is required when providing telephone service and communicating in person. The need to lift, drag and push files, computer reports or other objects weighing up to 25 pounds also is required.

Dependent upon assignment, independent travel is required. Work is performed in an office environment and in the field and may require exposure to hazardous conditions and unpleasant elements such as dust, fumes, vapor, solvents, high temperatures from operating processes, high noise levels, vibration and/or outside weather conditions. Fieldwork involves moderate physical exertion such as walking, bending, stooping, kneeling, squatting, twisting, reaching, climbing, and working on uneven surfaces. Depending upon assignment may be required to climb ladders and high structures to evaluate processes in operation and/or occasionally perform work at elevated heights.

**QUALIFICATION GUIDELINES:**

The following education and experience are the minimum qualifications necessary for entry into the classification.

**Education and/or Experience**

**Air Quality Permit Technician I** Equivalent to an Associate Degree in engineering, mathematics, physical sciences, or closely related technical field, OR two years of administrative support experience in an engineering, compliance, or environmental program, OR any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. (Applicants who are currently in their final year of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination and departmental selection processes but may not begin employment in a position until they have attained the required degree).

**Air Quality Permit Technician II** In addition to the above, two years of experience performing technical work in the standard evaluation, processing and issuance of air quality permits for ministerial sources.

Deleted:



**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Applicable regulations, rules, policies, and procedures governing the Engineering and Fiscal program operations; collection structure and financial guidelines of the District; methods and techniques for basic report preparation, writing and record keeping; basic math; basic statistics; database entry and maintenance; composition of graphs and charts; fundamental engineering principles and practices; air pollution control methodology and equipment; computer operation as related to permit processing applications; and, safe work practices.

**Ability to:**

Exercise sound independent judgment; communicate effectively orally and in writing; read, comprehend, interpret, incorporate and utilize District rules and regulations; perform simple mathematical computations rapidly and accurately; develop and implement operation tracking and control procedures; prepare reports; collect and analyze data to establish/identify needs and evaluate program effectiveness; research regulations, procedures and/or technical reference materials; interpret administrative directions and incorporate into operational policy and procedure; present data in various formats, including graphs and charts; research, compile, and summarize technical data into various formats for use in reports and presentations; access and manage various electronic and manual filing systems; organize and maintain a database library, and an archive and filing system; maintain accurate records and document actions taken; proofread and/or edit for errors in spelling, grammar, punctuation and/or mathematical computations; draw logical conclusions, make sound decisions and recommendations; maintain confidentiality of information; follow safe work practices; organize and prioritize work assignments; establish and maintain effective working relationships with a variety of personnel; operate a computer and use a variety of software applications; operate a calculator and other common office equipment; work independently; perform in stressful or confrontational situations; demonstrate tact and diplomacy; and, respond constructively to conflict and develop effective resolutions.

**Skill to:**

Operate an office computer and a variety of word processing, data management, and other software applications; perform basic engineering calculations; apply technical rules and regulations; prepare clear and concise reports; understand and explain technical rules and regulations; coordinate and prioritize work activities while meeting crucial deadlines; use initiative and sound independent judgment within established guidelines; and, deal with the public in a courteous and professional manner.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain and maintain a valid Class C California driver's license.

FLSA: Non-exempt  
I/II Flex  
ETA, Unit 28

Adopted: **TBD**

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ATTACHMENT C

Air Quality Specialist I/II/III

March 16, 2023

Santa Barbara County Air Pollution Control District  
Board of Directors

260 San Antonio Road, Suite A  
Santa Barbara, California 93110



air pollution control district  
SANTA BARBARA COUNTY

## AIR QUALITY SPECIALIST I, II, III

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under immediate supervision (I), general supervision (II), and limited supervision (III), performs a variety of assignments in the Compliance or Planning Division. The Air Monitoring section staff are led by the Principal Monitoring Specialist and are supervised by the Planning Division Manager.

### **CLASS CHARACTERISTICS:**

**Air Quality Specialist I** is the entry level and training class of the series. Incumbents work under immediate supervision while learning District practices, rules, policies and procedures; Local, State and Federal air pollution practices, rules and regulations; and the principles and practices necessary for the position. The Air Quality Specialist I performs the less complex work and routine assignments of the unit. Work becomes increasingly complex over time and requires less supervision as additional skills and abilities are acquired.

**Air Quality Specialist II** is the fully experienced, journey level class of the series, which requires performance of more difficult tasks requiring a working knowledge of District rules, policies and procedures, Local, State and Federal air pollution rules and regulations, and the principles and practices necessary for the position. Incumbents work under general supervision and perform the full range of duties for the position.

**Air Quality Specialist III** is the advanced journey level class in the series and performs the most difficult and complex tasks. Incumbents work with minimal supervision; are lead workers; exercise independent judgment and decision-making, and administer programs/projects within the Division. The Air Quality Specialist III is not considered a supervisory class in that the selection and discipline of employees is not assigned to this level and the number of employees for which direction is provided is limited.

### **ESSENTIAL FUNCTIONS:**

Essential functions are broken down in two groups; general functions that apply to all Air Quality Specialists and functions that are specific to each Division. These include, but are not limited to the following:

#### **GENERAL FUNCTIONS**

- Prepares and/or assists in the preparation of public presentations, workshops, internal and external webpages, forms, policies and procedures, protocol documents, guidance memoranda, correspondence, reports, contracts, proposals, billings, articles, staff reports, District rules, and internal database programs.
- Disseminates information to and answers inquiries from regulated sources, individuals, and groups on air quality. Advises regulated sources and the public regarding policies and procedures, and requirements of the District.
- Attends meetings, conferences, or workshops; makes presentations; provides testimony or appears as an expert witness. May participate and/or represent the District in regulatory

meetings; Board meetings; the Community Advisory Council; technical advisory committees; Local, Regional, Statewide and/or National committees.

- As requested, provides information for the District's annual budget.
- Works collaboratively with staff from other District Divisions and outside agencies.
- Able to work full time and to successfully perform all of the essential functions of the position.
- Other duties as assigned and as required to fulfill the essential functions of the position.

#### AIR MONITORING SECTION

- Works on programs such as Industry Site ambient air monitoring, State and Local Air Monitoring Stations (SLAMS), Continuous Emissions Monitoring Systems (CEMS), Data Acquisition System (DAS), and Photochemical Assessment Monitoring Stations (PAMS). Implements Meteorological and Air Quality, Quality Assurance Program(s); operates and maintains air quality monitoring stations, including data processing and reporting.
- Conducts and assists with measurements and analyses of toxic air pollutants. Interprets instrument charts; performs validation of data generated at monitoring sites; interprets and records data; maintains quality control data; tabulates data; and conducts sampling and analyses of the atmosphere and emissions from industrial or other sources.
- Develops computerized database routines and queries to aid in the processing of air quality monitoring and CEMS data and the generation of real-time alarms.
- Oversees permit mandated monitoring program(s) (i.e. Industry Sites, odor monitoring, CEMS) to ensure the collection of quality data and compliance with related permit conditions.
- Generates and maintains historical summaries and trends of local air quality and CEMS data. Develops and writes annual reports presenting data in graphical and tabular form.
- Assists Principal Monitoring Specialist with Air Quality Episode notification pursuant to District Rule 602, including preparing and dissemination of air contaminant levels for different facilities and regions. Ensures that accurate information is routed to the District's real-time monitoring web page.
- Installs, calibrates, operates, maintains, and services ambient air monitoring instruments and telemetry equipment, including the preparation of necessary gaseous standard mixtures; repairs and rebuilds sensors and monitors; calibrates, services, and operates electronic test equipment. Certifies and maintains standards for use in calibration of equipment. Performs on-site inspections of air monitoring equipment operations.
- Deploys air quality monitoring equipment for special studies or emergency response.
- Researches, develops, writes and maintains monitoring plan documents, quality assurance manuals, and operating procedures. Reviews and evaluates industry-developed monitoring plan documents, quality assurance manuals, and operating procedures.
- Monitors Local, State and Federal legislation and administrative requirements and other air quality regulations and programs. Develops data and technical materials, conducts studies and prepares reports in support of air quality planning functions, environmental documents, permit development, complaint response and enforcement cases. Also provides same to private, state and federal monitoring programs.

- Assists in the development, design, and preparation of specifications for equipment, spare parts, and site installation. Installs upgrades to air monitoring equipment; develops improvements to air monitoring network. Prepares cost estimates and recommendations for equipment purchases. Maintains adequate supply of parts and consumables for laboratory and field operations.
- Conducts field or laboratory analyses; performs testing, measurements and equipment analysis and establishes instrumentation specifications; performs internal audits of systems and monitoring sites; prepares written reports.

#### COMPLIANCE DIVISION

- Performs inspections and investigations of air pollution sources, control systems, devices, equipment, and complaints to ensure compliance with air pollution control regulations. Reviews facility records and reports including emissions calculations, operational data, and monitoring records for compliance. Creates and maintains inspection records and evidence in such a way that effectively documents observations and actions taken.
- Uses a variety of equipment including portable toxic vapor analyzers, handheld volatile organic compound monitors, portable combustion emissions analyzers, portable aerosol monitors, portable hydrogen sulfide analyzers, personal hydrogen sulfide monitors. Maintains these devices for integrity and consistency of performance. Assists in identifying specifications for equipment acquisition and prepares cost estimates and recommendations for equipment purchases. May collect samples for lab analysis, using appropriate sampling techniques and chain of custody procedures.
- Prepares and issues written Notice of Violations, Minor Infraction Notices; documents violations with written reports, and re-inspects sites for remedial action and compliance.
- Implements the District's open burning program.
- Processes variance applications, prepares reports and represents the District for variances and abatement orders petitioned before the District Hearing Board.
- As requested, observes source tests and reviews associated plans and reports.
- Assists and/or administers the District's asbestos program including performing, delegating (with Division Supervisor approval), and overseeing completion of the following tasks: provide asbestos NESHAP regulations information to contractors and building owners; review renovation and demolition notifications; conduct inspections; develop and conduct asbestos regulation training.
- Assists and/or administers the District's mutual settlement program including performing, delegating (with Division Supervisor approval), and overseeing completion of the following tasks: negotiate settlements and prepare settlement agreements; review and respond to civil penalty enforcement cases including settlement or referral for prosecution.
- Assists and/or administers the Compliance Division safety program including performing, delegating (with Division Supervisor approval), and overseeing completion of the following tasks: coordinate regular safety training; coordinate annual respirator fit-testing and hydrogen sulfide certification; maintain safety policies and procedures, protocols, respiratory protection program manual, and other safety records.

#### PLANNING SECTION

- Develops emission reduction strategies from stationary and non-stationary sources of pollution and innovative mitigation programs for District permit applicants and other land use development projects; assists in Clean Air Plan efforts; assists in developing the emission inventory and

recommends emission control and reduction strategies. Analyzes air quality data and tracks trends for Santa Barbara County.

- Reviews and comments on environmental impact documents for land use development projects, oil and gas development projects, and other complex projects as related to air quality.
- Reviews and comments on Local, Regional, and Statewide planning and transportation plans and programs as they relate to air quality.
- Performs technical analyses of air quality issues using various tools, computer models, and statistics.
- Prepares CEQA documents for District plans, rules, and permits.
- Prepares analytical and performance reports, protocols and guidelines on land use and air quality to assist in development of air quality plans, analyses, and mitigation measures.
- Provides technical assistance and develops documents and tools regarding the District regulatory process for regulated businesses.
- Provides specialized technical knowledge to staff, regulated community, students, and other agencies.
- Develops and implements community education and outreach programs on air quality and related issues; maintains and updates air quality information on the District's website.
- Develops and implements clean air grant and incentive programs.
- Collects annual operational information from regulated sources and calculates emissions for the District's fee programs.
- Plans for and represents the District at community events.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data on the computer, and acute hearing is required when providing telephone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required. For staff in the field, the need to lift, drag or push equipment or other objects weighing up to 80 pounds may be required.

Depending upon assignment, independent travel is required. Work is performed in an office environment and in the field and may require exposure to hazardous conditions and unpleasant elements such as dust, fumes, vapor, solvents, high temperatures from operating processes, high noise levels, vibration and/or outside weather conditions. Fieldwork involves moderate physical exertion such as walking, bending, stooping, kneeling, squatting, twisting, reaching, climbing, and working on uneven surfaces.

Depending upon assignment, may be required to climb ladders and high structures to evaluate processes in operation and/or occasionally perform work at elevated heights. Transportation to offshore sites may require the use of airplane, helicopters or marine vessels in inclement weather and open sea conditions and transference to oil platforms over open seas on a rope ladder.

**QUALIFICATION GUIDELINES:**

The following education and experience are the minimum qualifications necessary for entry into the classification.

**Air Quality Specialist I**

AIR MONITORING SECTION

A Bachelor's degree from an accredited college or university, preferably with a major in environmental planning, environmental or atmospheric science, statistics, physics, chemistry, mathematics, meteorology, engineering, or a closely related physical, chemical, or biological scientific field (Applicants who are currently in their final year of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination and departmental selection processes but may not begin employment in a position until they have attained the required degree.)

COMPLIANCE DIVISION

A Bachelor's degree from an accredited college or university, preferably with a major in chemistry, physics, engineering, environmental or atmospheric science, or a closely related technical or scientific field (Applicants who are currently in their final year of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination and departmental selection processes but may not begin employment in a position until they have attained the required degree.)

PLANNING SECTION

A Bachelor's degree from an accredited college or university, preferably with a major in chemistry; meteorology; environmental or atmospheric science; regional, urban, environmental or transportation planning; or a closely related field (Applicants who are currently in their final year of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination and departmental selection processes but may not begin employment in a position until they have attained the required degree.)

**Air Quality Specialist II**

In addition to the requirements for the Air Quality Specialist I in each Section/Division, the minimum requirements necessary are:

AIR MONITORING SECTION

At least two years of experience in technical ambient air quality data analysis, air quality data management and software applications.

COMPLIANCE DIVISION

At least two years of technical experience in air pollution control inspection or enforcement work, including the operation of air pollution measuring devices and related equipment.

PLANNING SECTION

At least two years of professional experience in air pollution control, CEQA review, or in air quality emission and control technology analysis.

**Air Quality Specialist III**

In addition to the requirements for the Air Quality Specialist II in each Section/Division, the minimum requirements necessary are:

AIR MONITORING SECTION

One additional year of increasingly responsible technical air quality experience performed in an independent manner.

COMPLIANCE DIVISION

One additional year of increasingly responsible technical air pollution inspection or enforcement experience performed in an independent manner.

PLANNING SECTION

One additional year of increasingly responsible professional experience performed in an independent manner.

**KNOWLEDGE/ABILITIES/SKILLS:**

The following are a representative sample of the KAS's necessary to perform essential duties of the position.

**Knowledge of:**

AIR MONITORING SECTION

Complex principles and practices used in air pollution analysis and control including physics, chemistry, mathematics, natural sciences, and meteorology as related to air quality management/air pollution control; Local, Regional, State and Federal regulations and policies governing air pollution control activities; scientific computer programming/modeling applications, research methods, methods of statistical analysis, principles and methods of measuring atmospheric conditions and pollution levels, methods of measuring stationary source emissions, chemical and physical characteristics of air impurities and their interactions with the environment; nomenclature and equipment used in air quality monitoring, data collection, and planning; air pollution control devices and industrial processes; engineering calculations and statistical methods. Installation, operation, maintenance, testing, and repair of instruments and equipment employed in sampling, monitoring, and transmission of data involving electronics and chemical, physical and mechanical principles; rules and regulations relating to air quality standards and quality assurance standards applicable to air monitoring; electricity, electronics, mechanics and related mathematics as they apply to the use of air sampling instruments and equipment used to test the instruments; safety methods and devices used in working with and around electrical and electronic circuits and industrial gases.

COMPLIANCE DIVISION

Principles of physics, chemistry and engineering as they relate to air pollution control; basic scientific research methods; and appropriate use of personal protective equipment. Thorough knowledge of rules and regulations pertaining to air pollution control; applicable Local, State and Federal laws and regulations; current industrial and commercial air pollution control processes and related mechanical, electrical and chemical system equipment; the sources, types and characteristics of air contaminants; appropriate methods of inspection and instrument testing; available legal and administrative procedures for enforcement; the principles behind established policies, procedures and air quality inspection techniques.



PLANNING SECTION

Local, State and Federal laws pertaining to air quality; District rules and regulations, policies and procedures; permit application procedures; air pollution control equipment, technology, and processes; environmental compliance, and land use planning; air pollution or related environmental problems; principles, practices, and trends of air quality and transportation planning; relationship of physical design, demographic, environmental, and socio-economic concepts as applied to regional planning and air quality goals; statistical analysis and mathematical concepts related to the environmental and air quality planning process; meteorology as related to air quality management/air pollution control.

**Ability to:**

AIR MONITORING SECTION

Communicate effectively orally and in writing; plan, organize, and carry out studies and analysis; prepare clear, complete, and technically accurate reports; analyze data, develop recommendations based on findings, and reach sound and defensible conclusions; collect environmental data, collect stationary source emission data; work effectively with various governmental agencies, private firms, and the general public; analyze situations and take effective action; speak before groups, organizations, regulatory bodies and professional meetings; respond constructively to conflict and develop effective resolutions; and, establish and maintain effective working relationships. Effectively use pertinent hand tools, equipment and facilities.

COMPLIANCE DIVISION

Exercise sound independent judgment; Communicate effectively orally and in writing; plan, organize, and carry out studies and analysis; read, comprehend, interpret, incorporate and utilize District rules and regulations; policies and procedures, applicable Federal and State laws and regulations, appropriate reference materials, accepted industry standards and basic scientific principles; create, organize, maintain and retrieve records for effective documentation and decision making; prepare clear, complete, and technically accurate technical, investigative and other reports; perform arithmetic and mathematical computations; analyze data, develop recommendations based on findings, and reach sound and defensible conclusions; collect environmental data, collect stationary source emission data; work effectively with various governmental agencies, private firms, and the general public; analyze situations and take effective action; speak before groups, organizations, regulatory bodies and professional meetings; respond constructively to conflict and develop effective resolutions; establish and maintain effective working relationships; perform in stressful or confrontational situations; demonstrate tact and diplomacy; secure cooperation and promote teamwork; work effectively with others who may have objectives counter to assigned role; understand and utilize basic elements of effective negotiations. Conduct technical studies using a variety of accepted industry field testing techniques and equipment. Effectively use pertinent tools, equipment, safety and respiratory equipment, and facilities.

PLANNING SECTION

Communicate effectively orally and in writing; evaluate air pollution issues as they relate to District sources; read, understand, interpret, apply, and explain requirements of District rules and regulations, the Health and Safety code, and the California and Federal Clean Air Acts; exercise appropriate judgment in answering questions and releasing information; analyze technical information and translate into understandable format for regulated sources and the general public; establish and maintain effective working relationships. Research, compile, and summarize a variety of complex and technical reports and informational materials; compose clear and complete technical, educational, and informational reference materials for industry and public use; maintain accurate records and files; interpret and apply Local, State and Federal laws, regulations, policies, procedures, and standards pertaining to the environmental review and planning process; perform and coordinate activities, such as the collection, analysis, and preparation of reports and recommendations; read and interpret laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs and statistical data; interpret air quality and meteorological

data to conduct air quality forecasting; and exercise sound independent judgment within established policy guidelines.

**Skill to:**

Utilize an office computer and a variety of word processing, data management and other software applications; use tools to perform manual maintenance operations.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain and maintain a Class C California driver's license. As required, possession of, or the ability to obtain, certification as a Visible Emission Evaluator by the California Air Resources Board and/or respirator certification, and/or confined space entry certification and/or hydrogen sulfide certification.

FLSA: I/II Non – Exempt  
III – Exempt  
I/II Flex  
Form 700 Required  
ETA, Unit 28

Adopted: **TBD**

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ATTACHMENT D

Air Quality Engineer I/II/III

March 16, 2023

Santa Barbara County Air Pollution Control District  
Board of Directors

260 San Antonio Road, Suite A  
Santa Barbara, California 93110



air pollution control district  
SANTA BARBARA COUNTY

## AIR QUALITY ENGINEER I/II/III

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under immediate supervision (I), general supervision (II), and limited supervision (III), performs a variety of assignments in the Engineering, Planning or Compliance Divisions. Individuals in the III classification may act as a lead engineer and/or supervise a special program/project.

### **CLASS CHARACTERISTICS:**

**Air Quality Engineer I** is the entry and training class of the series. Incumbents work under immediate supervision. This entry-level class learns and/or utilizes: District practices, rules, policies and procedures; Local, State and Federal air pollution practices, rules and regulations; a working knowledge of engineering principles, practices and equipment used in air quality analysis and control; engineering mathematics, statistical techniques, combustion processes and elementary thermodynamics, quantitative instrumentation and analysis; and, the principles and practices necessary for the position. The Air Quality Engineer I performs the less complex work and routine assignments of the Division. Work becomes increasingly complex over time and requires less supervision as additional knowledge, skills and abilities are acquired.

**Air Quality Engineer II** is the fully experienced journey level class of the series. Incumbents work under general supervision. This journey-level class performs the full range of duties for the position, which requires performance of more difficult tasks requiring a working knowledge of District rules, policies and procedures; Local, State and Federal air pollution rules and regulations; a working knowledge of engineering principles, practices and equipment used in air quality analysis and control; engineering mathematics, statistical techniques, combustion processes and elementary thermodynamics, quantitative instrumentation and analysis; and, the principles and practices necessary for the position.

**Air Quality Engineer III** is the advanced journey-level class in the series. Incumbents work with minimal supervision, are lead workers, exercise independent judgment/decision-making, and administer programs/projects within the Division as well as supervising projects and providing guidance and oversight to other professional staff. This advanced journey-level class performs the most difficult and complex tasks requiring a working knowledge of District rules, policies and procedures; Local, State and Federal air pollution rules and regulations; a working knowledge of engineering principles, practices and equipment used in air quality analysis and control; engineering mathematics, statistical techniques, combustion processes and elementary thermodynamics, quantitative instrumentation and analysis; and, the principles and practices necessary for the position. The Air Quality Engineer III is not considered a supervisory class in that the selection and discipline of employees is not assigned to this level and the number of employees for which direction is provided is limited.

These positions report to the Division Supervisor.

### **ESSENTIAL FUNCTIONS:** *(including, but not limited to, the following)*

- Provides project management functions and technical expertise in specialized areas such as permitting, rule development, air toxics, climate change, innovative technologies, continuous emission monitoring systems (CEMS), emission reduction credits (ERCs), and source testing.

- Reviews applications for Authority to Construct (ATC) permits, Permits to Operate (PTO), Federal Part 70 permits, Federal PSD permits, and Decision of Issuance (DOI) requests for ERCs. Provides professional engineering work in the processing, evaluation and issuance of permits, including calculation of air pollutant emissions, analysis of air pollution control equipment and processes, review of applicable rules and regulations, development of the permit and conditions, and preparation of an Engineering Evaluation. Makes recommendations to approve or deny the permit.
- Analyzes requests for permit exemptions and make recommendations to approve or deny the request.
- Provides regulated facilities and the public interpretation of rules, regulations and District policies and procedures.
- Conducts air quality impact analyses (AQIA) for proposed new or modified sources of air pollution, including support for lead agency environmental review.
- Conducts air toxics health risk assessments (HRA) for proposed new or modified sources of air pollution, AB 2588, lead agency environmental review, and other requests as assigned.
- Makes determinations and recommendations of best available control technology (BACT).
- Analyzes and prepares engineering reports in connection with a wide variety of air pollution control problems and recommends emission control and reduction strategies
- Conducts engineering review and inspections of new and existing pollution sources, including the review of plans, reports, and studies to determine source compliance.
- Develops, implements and maintains integrated database system (IDS) solutions for the Division.
- Develops, implements and maintains internal and external webpages.
- Implements and maintains the District's emission reduction credit (ERC) and offsets program.
- Observes field source tests; reviews source test plans and reports; schedules source test dates; prepare invoices; maintains records and evidence in such a way that effectively documents observations and actions taken; and, maintains and updates the Source Test database.
- Develops and/or assists in the development of District rules and regulations.
- Enforces permits, rules, regulations, policies and procedures
- Performs environmental review and makes recommendations.
- Maintains files and records according the District practices.
- Develops and revises Division forms and protocol documents.
- Participates in the development of innovative emission reduction strategies and programs based on analysis and investigations of emission sources.
- Assists in the development of requests for proposals (RFP), selection of contractors, management and budgeting of contracts, and tracking of expenditures.
- Prepares and/or assists in the preparation of staff reports, presentations and correspondence to the Board of Directors, Hearing Board, Community Advisory Council, schools, industry, community groups and conferences.

- Advises the public on policies, requirements and procedures of the District. Attends meetings, makes presentations and provides testimony as an expert witness; responds to public inquiries, participates in special events; disseminates information and answers inquiries from individuals and groups on air quality.
- Participates in air quality organizations and other work related groups and associations (e.g., CAPCOA). Attends meetings, makes presentations and provides testimony; prepares reports related to air quality issues. Participates on state and/or national technical committees.
- Monitors and reviews Local, State and Federal legislation and applicability to District operations.
- Other duties as assigned and as required to fulfill the essential functions of the position.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data on the computer, and acute hearing is required when providing telephone service and communicating in person. The need to lift, drag and push files, computer reports or other objects weighing up to 25 pounds also is required. For engineers in the field, the need to lift, drag or push equipment or other objects weighing up to 80 pounds may be required.

Dependent upon assignment, independent travel is required. Work is performed in an office environment and in the field and may require exposure to hazardous conditions and unpleasant elements such as dust, fumes, vapor, solvents, high temperatures from operating processes, high noise levels, vibration and/or outside weather conditions. Fieldwork involves moderate physical exertion such as walking, bending, stooping, kneeling, squatting, twisting, reaching, climbing, and working on uneven surfaces. Depending upon assignment may be required to climb ladders and high structures to evaluate processes in operation and/or occasionally perform work at elevated heights.

Transportation to offshore sites may require the use of airplane, helicopters or marine vessels in inclement weather and open sea conditions and transference to oil platforms over open seas on a rope ladder.

**QUALIFICATION GUIDELINES:**

The following education and experience are the minimum qualifications necessary for entry into the classification.

**Education and/or Experience**

**Air Quality Engineer I** A Bachelor of Science in Engineering degree from an accredited college or university with a preferred major in chemical, mechanical, petroleum or environmental engineering (Applicants who are currently in their final year of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination and departmental selection processes but may not begin employment in a position until they have attained the required degree).

**Air Quality Engineer II** In addition to the requirements for the Air Quality Engineer I, at least two years professional experience: (a) as an Air Quality Engineer I, and/or (b) in the investigation/enforcement of air pollution control regulations, and/or (c) in the design of either mechanical equipment or chemical processes used in air pollution control.

**Air Quality Engineer III** In addition to the requirements for the Air Quality Engineer I, at least four years of professional experience: (a) as an Air Quality Engineer I/II, and/or (b) in the investigation/enforcement of

air pollution control regulations, and/or (c) in the design of either mechanical equipment or chemical processes used in air pollution control; and, two years of increasingly responsible professional experience performed in an independent manner.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Complex engineering principles and practices used in air pollution analysis and control including physics, chemistry, mathematics, elementary thermodynamics, natural sciences, and meteorology as related to air quality management/air pollution control; local, regional, State, and Federal regulations and policies governing air pollution control activities; environmental regulations such CEQA and NEPA; scientific computer programming/modeling applications, research methods, methods of statistical analysis, principles and methods of measuring atmospheric conditions and pollution levels, methods of measuring stationary source emissions, chemical and physical characteristics of air impurities and their interactions with the environment; nomenclature and equipment used in air quality monitoring/measurement, data collection, and planning; air pollution control devices and industrial processes; and, engineering calculations and statistical methods.

**Ability to:**

Exercise sound independent judgment; communicate effectively orally and in writing; read, comprehend, interpret, incorporate and utilize District rules and regulations; plan, direct, organize, carry out, and/or evaluate comprehensive engineering studies and analysis; prepare clear, complete, and technically accurate reports; analyze and evaluate engineering plans, specifications, technical reports and blueprints; perform complex mathematical and statistical analyses; interpret, explain, and enforce regulations and policies; develop recommendations based on findings, and reach sound and defensible conclusions; collect environmental and stationary source emission data; work effectively with various governmental agencies, private firms, and the general public; analyze situations and take effective action; speak before groups, organizations, regulatory bodies and professional meetings; establish and maintain effective working relationships; perform in stressful or confrontational situations; demonstrate tact and diplomacy; respond constructively to conflict and develop effective resolutions.

**Skill to:**

Operate an office computer and a variety of word processing, data management and other software applications; use, calibrate and maintain portable air quality analyzers; and, use tools to perform manual maintenance operations.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain and maintain a Class C California driver's license. As required, possession of, or the ability to obtain, certification as a Visible Emission Evaluator by the California Air Resources Board and/or respirator certification, and/or confined space entry certification and/or hydrogen sulfide certification.

FLSA: I/II/III Exempt  
I/II Flex  
ETA, Unit 28

Adopted: **TBD**

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ATTACHMENT E

Executive Assistant/Board Clerk

March 16, 2023

Santa Barbara County Air Pollution Control District  
Board of Directors

260 San Antonio Road, Suite A  
Santa Barbara, California 93110





air pollution control district  
SANTA BARBARA COUNTY

## EXECUTIVE ASSISTANT / BOARD CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under executive direction, performs varied, complex, and confidential administrative, secretarial, and office support tasks in support of the Air Pollution Control Officer (APCO) and his/her management staff; serves as the Clerk to the District Board, Hearing Board and Community Advisory Council; serves as the Fair Political Practices Commission Filing Official; may supervise clerical staff; and performs related work as required.

### **CLASS CHARACTERISTICS:**

This is a single position class responsible for administration of the Clerk of the Board's function and for providing complex administrative assistance to the APCO, Board of Directors and other District committees and requires frequent use of tact, discretion, independent judgment, knowledge of District activities, policies and procedures, and the ability to conduct independent projects. The APCO carries the title of Clerk of the Board, however, the incumbent is responsible for all day-to-day activities in that area. This class is differentiated from other clerical classes in that the nature, scope, and diversity of responsibilities require a broader understanding of District functions and by the direct support this position provides to the APCO, management staff and policymaking bodies.

### **ESSENTIAL FUNCTIONS:** *(including, but are not limited to, the following)*

- Acts as Clerk of the Board for the District Board of Directors; coordinates preparation and distribution, as well as public noticing of Board and committee agenda materials as required by law and District policies, including review of items to ensure submittals are complete and in compliance with established procedures; arranges for videotaping of meetings; coordinates and attends Board meetings; composes resolutions; composes minutes for approval at next meeting; identifies and obtains appropriate signatures for documents that are a part of the record of proceeding; composes correspondence to affected parties; codes documents for filing; certifies and maintains official records.
- Acts as Clerk of the Board for the District Hearing Board; receives petitions for permit variances and other Hearing Board related petitions as allowed by Health and Safety Code; coordinates preparation and distribution, as well as public noticing of agenda materials as required by law and District policies, including review of items to ensure submittals are complete and in compliance with established procedures; arranges for audio taping of meetings; coordinates and attends Hearing Board meetings; composes minutes for approval at next meeting; identifies and obtains appropriate signatures for documents that are a part of the record of proceeding, including Findings and Orders granted at meetings; notifies by mail affected petitioners, State, and Federal agencies; certifies and maintains official records.
- Acts as Clerk of the Board for the Community Advisory Council (CAC); coordinates preparation and distribution, as well as public noticing of agenda materials as required by law and District policies, including review of items to ensure submittals are complete and in compliance established procedures; arranges for audio taping of meetings; coordinates and attends CAC meetings; composes minutes for approval at next meeting; maintains official records.

- Provides direct and confidential secretarial support to the APCO with a variety of administrative tasks using discretion and independent judgment in accordance with general direction; receives visitors and answers phones; maintains calendar and schedules appointments with public officials, industry representatives, other public agencies and staff; makes travel and meeting arrangements.
- May provide administrative support and assistance with special projects for staff in other divisions.
- Serves on a variety of committees as assigned; conducts research and provides recommendations regarding project activity.
- Updates District website with information such as meeting agenda material and notices.
- Serves as the District's Fair Political Practices Commission (FPPC) Filing Official; maintains and prepares the District's Conflict of Interest Statements; disseminates forms and information to Board members, Hearing Board members, and designated staff regarding conflict of interest; checks signatures for accuracy and forwards information to FPPC by required deadlines; maintains copies of all filings as the District's official records.
- Purchases various supplies for District, Board and committee meetings; coordinates travel, training, professional memberships and subscriptions as necessary.
- Oversees the District records management function; maintains an up-to-date file index and system for archived files; coordinates with all District divisions to ensure the records retention schedule is followed and records scheduled for disposal are done so in an appropriate manner.
- Drafts, reviews and maintains multiple administrative policies and procedures.
- Prepares correspondence from verbal instruction or hand-written copy, or initiates routine correspondence in accordance with established policy; prepares complex reports, documents, or other materials, or compiles and types reports from a variety of sources; facilitates transmission to other offices and agencies.
- Responds to inquiries from the public and District employees; provides explanation of District procedures requiring understanding of policies and regulations, or refers inquiries to the appropriate authority.
- Maintains record of and retrieves archived Board, Hearing Board and CAC documents; sorts, files, and processes a variety of documents; maintains log of staff offices and keys; performs a variety of clerical tasks including typing, proofreading, filing, editing, and copying a variety of materials; operates office machines, including computer terminals, typewriters, and calculators.
- Establishes positive working relationships with representatives from outside organizations, State/local agencies and associations, District management and staff, Board and committee members, and the public in general.
- May supervise clerical staff; assists in the coordination of work of clerical support staff with divisions; assists in selecting employees; plans, organizes, and assigns work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; recommends disciplinary action.
- Performs other duties as assigned.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Position also requires grasping, repetitive hand movement, and fine coordination in writing, preparing statistical reports, and evaluating data using a computer keyboard. Additionally the position requires near vision when reading correspondence and statistical data on the computer, and acute hearing when providing telephone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds may be required.

**QUALIFICATIONS GUIDELINES:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Equivalent to graduation from high school and four years of increasingly responsible administrative support experience, including experience working on items of a highly sensitive nature and contact with the public, and including or supplemented by specialized training in the clerical/secretarial occupational field as well as experience with public policy making bodies and/or Clerk of the Board activities. An Associate's degree in business administration or a related field may substitute for two (2) years of the required experience (Applicants who are currently in their final year of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination and departmental selection processes but may not begin employment in a position until they have attained the required degree).

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Applicable Federal, State, and local laws, codes, regulations, rules, policies and procedures governing program operations, including the Ralph M. Brown Act and Roberts Rules of Order; modern office equipment including a computer and applicable software; methods and techniques for basic report and agenda preparation, writing, record keeping and minute taking; basic math; District procedures and operations; Board, Hearing Board and CAC meeting process and protocol; basic organization and functions of elected officials; State filing requirements for conflict of interest forms; English usage, spelling, vocabulary, grammar, and punctuation; techniques for providing a high level of customer service by effectively dealing with the public, Board and committee members and District staff; safe work practices.

**Ability to:**

Exercise sound independent judgment; communicate effectively orally and in writing; read, comprehend and interpret, incorporate and utilize District rules and regulations; perform duties under specific deadlines and with constant interruptions which change the planned work schedule; prepare clear, concise, and complete meeting minutes, documentation, and other reports and correspondence; develop and implement operation tracking and control procedures; collect and analyze data to establish/identify needs and evaluate program effectiveness; interpret administrative directions and incorporate into operational policy and procedure; access, organize and manage various electronic and manual filing systems; proofread and/or edit for errors in spelling, grammar, punctuation and/or mathematical computations; maintain confidentiality of information; deal with sensitive and political issues; follow written and oral directions; follow safe

work practices; organize and prioritize work assignments; use initiative; establish and maintain effective working relationships; perform in stressful situations; demonstrate tact and diplomacy.

**Skill to:**

Accurately record motions and votes during meetings; multitask with high efficiency; operate personal computer and a variety of software applications; operate standard office equipment, including keyboarding at 50 WPM.

**SPECIAL REQUIREMENTS:**

Must be available to work evenings as needed. Possession of or ability to obtain and maintain a Class C California driver's license.

FLSA: Non-Exempt  
Confidential/Unrepresented, Unit 32

Adopted: TBD

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ATTACHMENT F

Human Resources Analyst I/II

March 16, 2023

Santa Barbara County Air Pollution Control District  
Board of Directors

260 San Antonio Road, Suite A  
Santa Barbara, California 93110



air pollution control district  
SANTA BARBARA COUNTY

## HUMAN RESOURCES ANALYST I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision (I), and limited supervision (II), performs a variety of professional and analytical Human Resources functions including payroll, benefits, recruitment, testing and selection, classification and compensation, discipline, grievances, investigations, employee relations, and employee training. Individuals in the II classification may act as a lead and/or supervise a special program/project.

### **CLASS CHARACTERISTICS:**

Incumbents of this professional series perform increasingly difficult and complex human resources-related analysis tasks, conducts studies, and coordinates projects. The I and II levels are both at the journey level. A distinguishing characteristic between the I and II is a combination of scope, significance and independence of the work performed and the level at which they are performing.

These positions report to the Division Manager in the Administrative Division.

### **ESSENTIAL FUNCTIONS:** *(including, but are not limited to, the following)*

- Plan and conduct recruitments for a wide variety of clerical, trades, technical, paraprofessional, professional, extra-help, and supervisory and managerial job classes.
- Perform a variety of analytical and technical tasks involved in the human resources function including recruitment, testing and selection, classification and compensation, discipline, grievances, investigations, labor relations support, employee relations, benefits administration, and employee training
- Create and amend job announcements, brochures, advertisements, and correspondence based on input received from divisional management and supervisor staff.
- Review and evaluate employment applications for minimum employment standards; review and compile test results; contact candidates and schedule appointments; may participate in interview process; prepare and send out notices in accordance with Civil Service Rules pertaining to recruitment activities.
- Assist in the development and preparation of written and oral performance exams.
- Analyze and prepare salary and benefit reports from a variety of sources including but not limited to websites, phone interviews, and published studies.
- Complete special projects relating to a variety of labor relations, risk management, and personnel management activities including coordinating the District's monthly safety program, and tracking staff evaluations and office inspections.
- Interpret District policies and procedures, Civil Service Rules, and Memoranda of Understanding to District employees and managers, members of the public, and applicants.

- Participate in various workshops and trainings; stay abreast of new trends and innovations in the field of Human Resources Management.
- Research and assess the impact of new or revised legislation; recommend changes to District policies; collect and analyze statistical data.
- Provide support for labor relations activities including collecting data, preparing reports, taking minutes, and responding to information requests.
- Administer and conduct new hire orientations; identify and collect background information; gather and assemble required information for input into HR and Payroll personnel and medical files.
- Receive, review and process payroll records, documentation, leave requests; audit documents for completeness, accuracy and conformance with Federal, State and District regulations, policies and procedures.
- Administer bi-weekly payroll, employee reimbursement program for approved employee-related training and travel expenses. Prepare deposits for employee payments, Federal and State taxes, third party payments and retirement contributions.
- Prepare a variety of reports for Federal and State tax payments, Workers' Compensation premium payments and Workers' Compensation audit.
- Administer District benefit programs and conducts annual open enrollment; process all changes related to annual benefit election changes as well as any mid-year changes; compile benefit data and prepare summary reports.
- Respond to staff inquires for information regarding payroll and benefits.
- Administer employee leave programs and notices required under State and Federal regulations including Workers' Compensation, FMLA, California Pregnancy Leaves, COBRA, and Medicare.
- Administer and track employee leave time under Federal and State leave regulations.
- Coordinate with employee and department representatives relative to reasonable accommodations to comply with Federal law.
- Reconcile bills from service providers to District records and prepares claims for payment; work with District employees and insurance companies to facilitate resolution of problems; prepare agendas and takes minutes for group health committees, labor management collaborative groups, and negotiations with bargaining groups.
- Updates the Human Resources webpages on both the external and internal District websites.
- Analyze and review District classifications; and prepare desk audits and/or position studies, make recommendations on changes and update and maintain class specifications.
- Investigate discrimination and harassment complaints accordingly and ensure established procedures are in compliance with applicable laws. Analyze findings, document, process and make recommendations.
- Perform related duties as assigned and as required to fulfill the essential functions of the position.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Fundamental principles and practices used in public personnel management including job and position analysis; recruitment and selection; principles and practices of human resources management and benefit administration; affirmative action; classification and compensation; employee and labor relations; complaint investigations; compensation and employee benefits; performance planning and appraisal; negotiating techniques and costing; modern trends in human resource program development; principles of organizational and administrative research, analysis and methodology; report writing methods and practices; management and organizational analysis and design; a general knowledge of Federal, State and Local laws, regulations and standards pertaining to equal employment opportunity, fair labor standards, affirmative action, diversity and inclusion, labor relations, employee benefits, Workers' Compensation, and safety.

**Ability to:**

Communicate effectively orally and in writing; prepare clear, complete, and technically accurate reports; organize, analyze data related to human resources issues; prepare and present data in a logical format; identify, research and solve personnel management problems; maintain confidentiality of information contained in employee personnel files, medical files, and disciplinary meetings; exercise sound independent judgment and initiative within established guidelines; read and understand District policies and procedures and applicable Local, State and Federal legislation; perform multiple tasks and meet numerous deadlines; form conclusions and make sound decisions; exercise tact and diplomacy in dealing with sensitive and complex personnel issues and employee situations; establish and maintain effective working relationships.

**Skill to:**

Operate standard office computer equipment and a variety of word processing, data management and other software applications.

**QUALIFICATION GUIDELINES:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

**Human Resources Analyst I** Two years of professional Human Resources experience including some experience in governmental agencies or any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance.

**Human Resources Analyst II** Successful completion of an equivalent of 30 units from an accredited learning institution in the disciplines of human resources management including recruitment and selection, organization and employee development, benefits, compensation, labor relations and diversity and inclusion, or a closely related field; two years equivalent experience as a Human Resources Analyst I; **and** one additional year of increasingly responsible professional experience performed in an independent manner that provides the required knowledge, skills and abilities to perform the essential duties of the position. A bachelor's degree in any of the preferred disciplines may be substituted for one year of experience. Applicants who are currently in their final year of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination and departmental selection processes but may not begin employment in a position until they have attained the required degree.



**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in writing, preparing statistical reports, and evaluating data using a computer keyboard. Additionally, the position requires near vision when reading correspondence and statistical data on the computer, and acute hearing when providing telephone service and communicating in person. The need to lift, drag and push files, displays or other materials weighing up to 25 pounds may be required.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain and maintain a Class C California driver's license.

FLSA: Non-Exempt  
I/II Flex  
Confidential/Unrepresented, Unit 32

Adopted: **TBD**

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