

**North Coast Unified  
Air Quality Management District**

707 L Street, Eureka, CA 95501  
(707) 443-3093  
[www.ncuaqmd.org](http://www.ncuaqmd.org)



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***JOB ANNOUNCEMENT***

**Position:** Air Quality Specialist I/II

**Salary:** Paid bi-weekly with a monthly salary range within the Payroll Range 400: Range 400.1 (\$3,542-\$4,319), Range 400.2 (\$4,353-\$5,513), Range 400.3 (\$5,904-\$7,036) Salary is commensurate with education and experience.

**To Apply:** Please submit the completed employment application, cover letter, and resume to (no faxes):  
Financial & Administrative Services Division Manager  
North Coast Unified Air Quality Management District  
707 L Street, Eureka, CA 95501  
Employment applications and a complete job description are available online at [www.ncuaqmd.org](http://www.ncuaqmd.org), at the District office, or call (707) 443-3093.

**Due Date:** Position open until filled

**About the District:** The NCUAQMD is an environmental regulatory agency and is a Special District of the State of California whose jurisdiction is Humboldt, Del Norte, and Trinity Counties.

**Position Description** (a complete job description is available at [www.ncuaqmd.org](http://www.ncuaqmd.org))

Under immediate or general supervision of the APCO, Deputy APCO and/or a Manager, the Air Quality Specialist I/II provides administrative services and support for District programs, projects, and campaigns, and works with numerous public and private agencies in the performance of a wide variety of professional field and office work dedicated to maintaining or improving the air quality within the District. Primarily, the Air Quality Specialist would be either the lead or support for programs or projects including, but not limited to, grant distribution programs, research and analysis, preparation of reports, program reviews, database modifications, website and online interface programs, communication campaigns, emissions inventory, analysis of air quality data/trends, and support to the District's permitting and planning programs as necessary.

**Benefits Summary**

**Retirement:** California Public Employees' Retirement System (CalPERS) 2% at 55 plan or 2% at 62 depending on member's CalPERS status at time of enrollment.  
District does not participate in Social Security portion of FICA, only Medicare.

**Health Benefits:** CalPERS health benefits plan premium paid by the District at no cost to the employee or dependents, while all deductibles and copayments are the responsibility of the employee.  
Dental - Delta Dental PPO Insurance plan (Medium Plan, Employee +1 Dependent) where the District's contribution is fixed at the 2012 premium rate.  
Vision - VSP Vision plan (Option 3, Plan B, In Network, Employee +1 Dependent) where District's contribution is fixed at the 2012 premium rate.

**Life Insurance:** \$50,000 term policy (employee only), where District's contribution is fixed at the 2012 premium rate

**Holidays:** 13 paid days + 1 floating holiday.

**Leaves of Absence:** Vacation Leave: 12 days/yr, Vacation accrual rate based on a continuous years of employment schedule; Sick Leave: 12 days/yr.

**Deferred Compensation:** 457 Plan available through payroll deduction. No matching contribution by District.

- Successful applicants must possess a valid California Driver License.
- Applicants may need to complete a pre-employment background check (sometimes called a "consumer report") via the DOJ, and must possess a valid California Driver License.
- Evaluation for consideration for full-time permanent status occurs after completion of a six-month probationary period.
- The provisions of this announcement do not constitute a contract, expressed or implied, and any provision contained in this announcement may be modified or revoked.

***North Coast Unified Air Quality Management District is an equal opportunity employer.***

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**Job Description:  
AIR QUALITY SPECIALIST I/II**

**GENERAL:**

Under immediate or general supervision of the APCO, Deputy APCO and/or a Manager, the Air Quality Specialist I/II provides administrative services and support for District programs, projects, and campaigns, and works with numerous public and private agencies in the performance of a wide variety of professional field and office work dedicated to maintaining or improving the air quality within the District. Primarily, the Air Quality Specialist would be either the lead or support for programs or projects including, but not limited to, grant distribution programs, research and analysis, preparation of reports, program reviews, database modifications, website and online interface programs, communication campaigns, emissions inventory, analysis of air quality data/trends, and support to the District's permitting and planning programs as necessary.

**CLASS DESCRIPTION:**

The position will also serve as support and backup as necessary for the Finance & Human Resources Administrator, Clerk of the Boards, Grant Programs, District Burn Program, and general Front Office. The position is confidential, as duties may involve research, analysis and exposure to confidential personnel information including salary and position surveys, payroll processing, and other related support for upper management.

The Air Quality Specialist I is an entry level classification in the series, where incumbents work under immediate supervision and perform routine tasks in the areas of grants, air quality planning, emissions inventory, and/or minor source permitting. The combination and complexity of assignments increase over time as the incumbent becomes more familiar with District rules and develops a working knowledge of local, state, and federal laws regulating air pollution.

The Air Quality Specialist II will have more experience and work under less supervision while performing the more difficult and complex assignments. Distinguishing characteristics of this classification include but are not limited to: the project lead and/or manage one or more programs, perform functions having an in-depth working knowledge of the air pollution control regulatory framework of federal regulations, State law, and District rules; and/or provide financial services and support by performing accounting work, accounts payable, accounts receivable, budgeting, and/or payroll, either in a primary capacity or as support staff. The Air Quality Specialist II may also train and coordinate the efforts of other staff members towards the fulfillment of program goals and objectives.

## **EXAMPLES OF PRINCIPLE DUTIES:**

### Grant Programs

- Develop, implement, and coordinate various District grant programs such as those obtained from the EPA, CARB, and others as assigned;
- Organize and coordinate aspects of grant and special project programs, including but not limited to contract implementation, project and grant compliance, project and grant evaluation, assessing project eligibility, and estimating emission reductions;
- Research funding opportunities from external sources (EPA, CARB, CAPCOA, CEC, etc.), prepare recommendations, and prepare grant funding proposals / complete grant applications;
- Solicit proposals for the District's grant programs;
- Manage grant budgets and expenditures with contract compliance;
- Update District grant program policies and procedures in accordance with related legislation, regulation, and program guidelines;
- Develop and maintain grant information and educational materials;
- Perform on-site equipment reviews and inspections to meet all grant project documentation and verification requirements;
- Research funding opportunities, prepare recommendations, and prepare grant proposals for air quality programs; and manage grant-funded projects;
- Manage District grant programs working with source funding agencies and grantees through solicitation, selection, contract development, award, contract performance, compliance, completion, and long term reporting;
- Prepare, maintain, and process a variety of fiscal and statistical records and accounts related to grant transactions;
- Examine, analyze, and verify financial documents to reconcile grants, including grant revenue and related receivables, grants payable, and cash available to grant;
- Prepare reports which summarize and forecast District grant activity and financial position in areas of grant revenue and related receivables, grants payable, and cash available to grant;

### Permitting & Planning Programs

- Provide support as directed for the District emission inventory database;
- Provide support as directed to the District's permitting program in the areas of emissions inventory, minor source permitting, and air quality planning;
- Perform the evaluation of minor source permit applications including rule applicability determinations, emission estimation, and insignificant source determinations;
- Research and analyze air quality data and trends and the District's emission inventory;

### Additional Assignments

- As directed, serve as support and/or backup for the Finance & Human Resources Administrator, performing accounting work, accounts payable, accounts receivable, budgeting, and/or payroll;
- As directed, serve as support and/or backup to the Clerk of the Boards, for functions such as the preparation of agendas, minutes, and as recording secretary for the Governing Board and/or Hearing Board;
- Serve in a support role for management for functions such as in the preparation of salary and position surveys, analysis of timecard data and District program costs, and other research and analysis;
- Assist as directed as a support role and/or backup for the District Burn Program including the issuance of Standard and Non-Standard burn permits, the determination of Burn Day status, review of Smoke Management Plans, and the issuance of Burn Authorizations;

- Assist in the District's wildfire response as directed;

General

- Conduct reviews and feedback of program and processes;
- Assist in the development and modification of District databases such as the Burn Permit Program, Complaint, and Timecard databases;
- Participate in District special air monitoring studies;
- Prepare or assist in the development of District plans such as Attainment and Air Quality Monitoring plans;
- Support and assist in the implementation of changes to District Rules and Regulations;
- Update and maintain current editions of the District Administrative Code;
- Assist in the handling of Request for Comments (RFC), source tests, notifications, and breakdown reports;
- Assist in the handling of Public Records Requests (PRR) as directed;
- Maintain and update the District's website and social media outreach platforms as directed;
- Participate in public outreach events as necessary;
- Maintain District inventory of fixed assets and performs annual assets inventory accounting for presence, absence and survey of District's assets;
- Maintain assigned District files and/or mailing lists;
- Assist in the preparation of staff reports to the District Governing Board and Hearing Board;
- Support and conduct special investigations and projects as assigned;
- Assist in the general Front-Office functions;
- Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

Air Quality Specialist I:

- Two years of education beyond High School that provides a level of education equivalent to an associate degree;
- Two years of experience providing administrative and/or front office support services to a governmental or regulatory body;
- One year progressively responsible clerical lead;
- Equivalent demonstrated experience such as five years of progressively responsible administrative or clerical experience;
- Possess valid California Drivers License.

Air Quality Specialist II:

- Knowledge, education, and experience equivalent to that above;
- One year progressively responsible as project lead and/or manages one or more programs;
- Experience performing accounting work, accounts payable, accounts receivable, budgeting, and/or payroll, either in a primary capacity or as support staff;
- Five or more years in the District's class of Air Quality Specialist I or equivalent experience.

**DESIRABLE QUALIFICATIONS:**

- Excellent verbal and written communication skills;
- Ability to maintain confidential and sensitive information in a legal, diplomatic and effective manner;

- Ability and willingness to attend meetings outside the regular working hours or the District;
- Ability to deal effectively and calmly in difficult situations dealing with sources and the general public;
- Knowledge of basic Air Pollution principles and practices;
- Experience with the administration of grant funds;
- Experience with databases and internet/web software editing;
- Experience in accounting and payroll processing;
- Experience in preparation of Board agendas, minutes and other Clerk functions;

**COMPENSATION:**

The position is paid bi-weekly with a monthly salary range within the Payroll Range 400: Range 400.1 (\$3,472-\$4,235), Range 400.2 (\$4,446-\$5,405), Range 400.3 (\$5,789-\$6,898).

***Salary is commensurate with education and experience.***