

BOARD MEETING DATE: January 10, 2025

AGENDA NO. 13

PROPOSAL: Amend FY 24-25 Budget by Adding and Deleting Positions Throughout the Agency to Address Operational Needs, Adopt New Class Specification, Amend Existing Class Specification and Appropriate Funds from Undesignated (Unassigned) Fund Balance.

SYNOPSIS: This item is to amend the FY 2024-25 Budget to add and delete positions throughout the agency to address operational needs. This item is also to adopt a new Budget and Grants Manager class specification and to revise the existing Public Affairs Manager class specification. This action will result in an increased annual cost of \$2,200,425. Funding of \$733,475 for FY 2024-25 is available in the General Fund Undesignated (Unassigned) Fund Balance and will be requested in future budgets. Partial funding will be provided through administrative cost recovery for implementing State and federal grant programs.

COMMITTEE: Administrative, December 13, 2024; Recommended for Approval

RECOMMENDED ACTIONS:

1. Amend the FY 2024-25 Budget to add and delete positions, resulting in the addition of 11 net authorized/funded position(s), as set forth in Attachment A;
2. Adopt a new Budget and Grants Manager class specification, as set forth in Attachment B, and add it to Section 53 (Table of Classes) of the Salary Resolution;
3. Revise the existing Public Affairs Manager class specification, as set forth in Attachment C; and
4. Appropriate \$733,475 from the General Fund Undesignated (Unassigned) Fund Balance into the FY 2024-25 General Fund Budget, Salaries and Employee Benefits Major Object.

Wayne Nastri
Executive Officer

Background

Under the direction of the Executive Officer and the Chief Operating Officer, each division continually reviews and assesses staffing resources and functionality to determine whether changes should be made to increase efficiency and effectiveness of South Coast AQMD's current programs, as well as to address anticipated changes in the scope and implementation of programs or regulatory activities. In addition, potential staff changes are considered to establish measures to implement management's succession planning program. The annual budget reflects short- and long-term staffing allocations. Amendments to the FY 2024-25 fiscal year's budget are being proposed to address operational needs.

Proposal

Staff is recommending changes to the position allocation in the FY 2024-25 Budget. (See Attachment A). Positions are designated to be added or deleted to address current and future operational needs to support South Coast AQMD programs and regulatory activities.

Staff is proposing to add six positions to several divisions (Technology Advancement Office; Legislative, Public Affairs and Media; Information Management; Legal; and Finance), including a new Budget and Grants Manager class specification, to the FY 2024-25 Budget that will be primarily assigned to implementation of a \$500 million grant recently awarded to South Coast AQMD through the U.S. EPA Climate Pollution Reduction Grant (CPRG) program. The CPRG program provides funding to implement projects to reduce GHG, criteria pollutants, and hazardous air pollution. South Coast AQMD's Infrastructure, Vehicles, and Equipment Strategy for Climate, Equity, Air Quality, and National Competitiveness (INVEST CLEAN) proposal is an initiative to transform the Southern California goods movement corridor to zero-emission technology by implementing measures to replace Class 8 trucks, cargo handling equipment, deploy locomotives, and install charging infrastructure. The additional staff will assist with project management, education and outreach, data analysis, partnership development, revenue and expenditure accounting, and online grant management programs and websites.

In addition, based on an evaluation of current program needs, executive management is recommending the addition of four positions to the Finance Division, including a new Budget and Grants Manager class specification, to address ongoing and future financial administration duties for subvention and grant programs, such as the Carl Moyer Program. These positions will be responsible for the review and processing of invoices and reconciliations, the preparation of grant reports, reviewing grant-related Board Letters and audit preparation.

Other proposed changes will improve the effectiveness and efficiency of agency programs, specifically the legal support function. This proposal recommends adding two Principal Deputy District Counsel positions and two Paralegal positions to the General Counsel's Office.

Principal Deputy District Counsel staff assist in the most sensitive, controversial, or complex legal matters encountered in providing legal services to South Coast AQMD, or in representing South Coast AQMD in civil, criminal, and administrative cases pertaining to air quality regulations and rules. This position also assists in the day-to-day direction of attorneys and support staff. The addition of two Principal Deputy positions will be offset with the deletion of two Senior Deputy District Counsel positions. This action would better align resources with current and anticipated operational needs, including potential litigation and legislative challenges under the federal Clean Air Act.

The Paralegal position prepares legal documents and conducts research in support of civil and criminal litigation conducted by attorneys. Paralegals also assist in the implementation of the Minor Source Penalty Assessment Program, administered in the General Counsel's Office. This function involves reviewing, preparing, and processing Notice of Violation cases for resolution of penalties through settlement agreements. Paralegal duties also include tracking penalty payments, following up on delinquent penalty payments, and filing and securing judgements and liens.

This item also recommends the approval of a new class specification to be added in the Finance Division. The Budget and Grants Manager will oversee and coordinate the work of Financial Analysts and Senior Accountants/Accountants and other support staff to provide analytical and financial support to Finance management. This new position will assist in the planning and preparation of South Coast AQMD budgets, workplan, cost analyses of operational activities, managing the day-to-day operations of accounting, and revenue receiving and coordinating management of grant programs and retirement accounts.

In addition, staff recommends amending the existing Public Affairs Manager class specification to better reflect the duties and responsibilities of the position. Public Affairs Managers are assigned to a wide variety of programs, including media, legislation, outreach, and environmental justice activities. Proposed amendments will provide more details about the types of work overseen by this position, as well as establish the types of education, knowledge, and skills necessary for success in the role. The updated class specification will help in the recruitment and retention of this position that is central to the Legislative, Public Affairs and Media Division's organizational structure.

Resource Impacts

Funding for the net cost of adding and deleting positions is estimated to be \$2,200,425 annually. Sufficient funding of \$733,475 is available in the General Fund Undesignated (Unassigned) Fund Balance for FY 2024-25 and will be requested in future budgets. Revenue to offset the cost is anticipated from CPRG and Carl Moyer Program administrative funds.

Attachments

- A. Proposed Amendments to FY 2024-25 Budget, positions added/deleted
- B. Proposed New Budget and Grants Manager Class Specification
- C. Proposed Amended Public Affairs Manager class specification

Attachment A

Amend the FY 2024-25 Budget to Add and Delete Positions

Division	ADD	DELETE
FINANCE	2 - Budget and Grants Manager (new) 1 - Accountant 1 - Fiscal Assistant	
TAO	1 - Program Supervisor 1 - Air Quality Specialist	
LPAM	1 - Public Affairs Manager 1 - Staff Specialist	
IM	1- Systems Analyst	
LEGAL	2 - Principal Deputy District Counsel 2 - Paralegal	2 - Senior Deputy District Counsel

Attachment B

South Coast Air Quality Management District

Budget and Grants Manager



CLASS CODE
XXX

SALARY
\$51.48 - \$69.90 Hourly
\$4,126.65 - \$5,592.31 Biweekly
\$107,293 - \$145,400 Annually

ESTABLISHED DATE
January 10, 2025

Description

DEFINITION: Under general direction, reviews plans, coordinates, and provides comprehensive administrative and financial services and consultation to the South Coast AQMD's Finance management; assists with managing the preparation of South Coast AQMD's annual budget, workplan, and three-year budget forecast; conducts studies and reviews cost analyses of South Coast AQMD operations; and oversees the budgeting and compliance function for large and/or highly complex state and federal grants.

This position assists in managing the daily activities of the finance and budget section, and the customer service section. In addition, assists the Controller in managing the daily activities of the accounting, payroll, grant administration, and revenue receiving sections; performs professional accounting duties to ensure all South Coast AQMD accounting functions are performed in compliance with Generally Accepted Accounting Principles (GAAP); reviews and audits retirement system accounts; and does other work as required.

CLASSIFICATION STANDARDS: This management class reports to the Chief Financial Officer, or Financial Services Manager and/or the Controller and is characterized by the responsibility to plan and coordinate the preparation of South Coast AQMD budgets, workplan, cost analyses of operational activities, managing the day-to-day operations of accounting, revenue receiving and the South Coast AQMD retirement accounts with retirement systems. The Budget and Grants Manager reviews the work of the Financial Analyst and Senior Accountant and provides analytical and financial staff support to the Financial Services Manager and Controller by reviewing a variety of administrative and financial studies and analyses.

This position is responsible for large and/or highly complex department budgets characterized by multiple revenue sources and funds, and the requirements for complex financial and administrative analyses to ensure compliance with revenue/fund/grant restrictions.

Essential Duties

Manages the planning, coordination and preparation of South Coast AQMD budgets.

Provides South Coast AQMD account analysis in the preparation of the budget; analyzes current and projected program expenditures and revenues; coordinates program presentations to South Coast AQMD committees; conducts financial-related workshops.

Coordinates the preparation of South Coast AQMD's workplan and financial and programmatic projections for future periods.

Reviews studies of complex administrative and operational problem areas requiring a thorough knowledge of financial management, work measurement, and systems analysis; helps prepare recommendations and assists in the development, installation, and integration of new or improved systems which often cross divisional lines designed to increase management effectiveness and reduce operational costs.

Manages the financial administration of subvention and grant programs. This includes reviewing reconciliations, grant reports, board letters, and audit preparation.

Monitors and verifies the accuracy of grant expenditures to ensure grant requirements are met and prepares financial status reports to grantor agencies.

Trains and instructs new employees on operational procedures and divisional rules, regulations, and procedures; provides technical guidance on difficult work problems by explaining the application of operational procedures specific to the situation.

Reviews the work of staff to ensure accuracy, completeness, and adherence to instructions and prescribed work methods, and counsels staff on work assignments; meets with supervisory staff to provide information, and discuss reassignment of staff and work performance problems; prepares draft performance evaluations.

Conducts and supervises special management-requested studies relating to budgetary expenditures and revenue matters, including surveys of workload and the development and application of operational standards.

Reviews and assists organizational units in the preparation of contracts, determines if sufficient funds have been budgeted, and whether contract terms reflect sound fiscal practices.

Prepares the more complex analyses related to South Coast AQMD rules, regulations, and fee schedules; evaluates existing or proposed practices, policies, and procedures; participates in South Coast AQMD task forces and committees.

Prepares verbal and written reports covering surveys, investigations, and studies.

Plans, organizes, and reviews the maintenance of central accounting systems, including pre-audit, posting of expenditures, accounting controls, and related activities.

Manages the preparation of accounting statements and the preparation of revenue, expenditure, debt, and other statements.

Performs financial accounting system reviews, such as reviewing internal controls, reporting problems, and accessing the efficiency of operations; and developing recommendations accordance with GAAP.

Reviews the recording of transactions, the timeliness of payments and invoicing, and ensures compliance with GAAP.

Reviews payment on outside contracts; helps coordinate the preparation of South Coast AQMD tax returns.

Plans the audits of South Coast AQMD financial statement, along with the audits of state and federal funds.

Represents South Coast AQMD in conferences with representatives of outside organizations.

Other duties as assigned.

Minimum Requirements

-EITHER I -

EXPERIENCE: One (1) years of experience in the class of Financial Analyst.

-OR II -

EXPERIENCE: Three (3) years of progressively responsible governmental financial management, accounting and budget preparation experience.

EDUCATION: Graduation from an accredited college or university with a major in finance, accounting, business or public administration, or a closely related field.

SUBSTITUTION: A master's degree in one of the above or related fields may substitute for one year of non-specialized experience.

KNOWLEDGE OF: Principles of public administration and management including principles, practices and methods of administrative, organizational, financial and management analysis; public financing, budgeting and accounting; grant writing and grants administration; business organizational functions, operations and objectives; public personnel administration; statistical methods and techniques; principles of work scheduling and coordination; personal computers and computer applications; report writing methods and techniques.

ABILITY TO: Initiate research studies and reports including the collection, organization, analysis and development of administrative, financial, organizational, and management recommendations; prepare written analysis, recommendations and compiles reports; evaluate and recommend improvements in operations, systems, procedures, policies and methods; coordinate the budget preparation process and perform technical budget, financial, grant, and account analysis work; identify, develop and implement new and improved budgeting, data processing, recordkeeping and operational procedures; understand, interpret and apply complex rules, regulations and guidelines; carry out assignments and projects without detailed instructions; analyze situations and adopt effective courses of action; establish and maintain cooperative relationships with South Coast AQMD staff and others contacted in the course of the work; communicate effectively, orally and in writing; and maintain required confidentiality in carrying out assignments, studies and projects. Train and review the work of other staff.



Attachment C

South Coast Air Quality Management District

Public Affairs Manager

CLASS CODE

117

SALARY

\$51.58 - \$69.90 Hourly

\$4,126.65 - \$5,592.31 Biweekly

\$107,292.95 - \$145,399.95 Annually

ESTABLISHED DATE

June 06, 2003

REVISION DATE~~October 31, 2008~~**December 6, 2024****Description**

DEFINITION: Under general direction of the Designated Deputy and ~~Assistant Deputy~~ the Senior Public Affairs Manager, plans, organizes, and manages South Coast AQMD's community outreach and engagement, environmental justice, manages contracts and oversees grant-related efforts including administration of projects, programs and proposal development; implements community benefit and workforce training programs, legislative affairs and local government relations program; acts as liaison with and represents South Coast AQMD before local, state, and federal bodies and with elected officials and their representatives as well as other external stakeholders; develops recommendations for and administers South Coast AQMD's legislative agenda; may perform special projects for and act on behalf of the Designated Deputy or the Senior Public Affairs Manager; and does other work as required.

In Communications/Media Office:

Under direction, responsible for coordinating all public relations activities, developing communications plans, managing media campaigns, conduct media interviews, and participates in emergency response and other high-profile issues while exercising a high degree of discretion and independent judgment in the performance of assigned duties. The position requires a high proficiency of writing and editing.

CLASSIFICATION STANDARDS: This management class is characterized by the responsibility to oversee the development and implementation of community outreach and engagement including, but not limited to, environmental justice, workforce training, and other issues, management of contracts and oversight of grant implementation, analysis of legislation to identify concerns and opportunities in relation to South Coast AQMD goals and objectives, develop recommendations on South Coast AQMD's legislative agenda, and manage effective and appropriate advocacy programs to achieve support for that agenda. The position may also perform special assignments on behalf of the Designated Deputy or the Senior Public Affairs Manager to assure efficient and coordinated day-to-day operation of Public Affairs.

In Communications/Media Office:

This management class is characterized by the high degree of discretion and independent judgment required to perform extensive responsibilities for the Communications/Media Office. This class may serve as a representative of the Assistant Deputy Executive Officer at meetings, conferences, hearings, events and coordinates the public messaging, the dissemination of information to the public, graphics, social media outreach, media interviews to strengthen media relations for the agency. Coordination responsibilities include supervising the daily operations of the media office, providing consultation, advice and assistance to management staff in formulating communications strategies and outreach effectively administer South Coast AQMD's Communications Office.

Essential Duties

Plans, develops, and manages South Coast AQMD's community outreach and engagement programs including, but not limited to, environmental justice and workforce training, contracts and grant administration and implementation, legislative affairs and local government relations program; serves as a liaison with governmental representatives; and represents South Coast AQMD before governmental bodies.

Leads community outreach and engagement programs, including the development of detailed plans and implementation. Builds partnerships with environmental justice and community-based organizations, members of the public, industry, labor, and academia to implement projects. Organizes community steering committee meetings, workshops, public meetings, and other outreach efforts to support implementation of grants and projects.

Manages contracts and grants to ensure compliance with state or federal regulations, including reporting and tracking of outputs and outcomes, expenses and supporting documentation, and other related responsibilities.

Supports, with other Divisions, community capacity building, through education and outreach on air quality issues such as zero-emission technologies, infrastructure, and mitigation strategies.

Oversees the review and analysis of existing, proposed, and potential state and federal legislation; monitors and supports legislative activity to protect and enhance South Coast AQMD interests; coordinates the preparation of information and testimony before legislative bodies and public entities; oversees activities of legislative consultants; and advises management on South Coast AQMD positions and strategies.

Formulates recommendations on legislative policy and develops program-implementation strategies based on analysis of data and feedback from legislators, Board Members, community and special interest groups, environmental and community activists, consultants, staff, and public and private agencies regarding the understanding and perceptions of South Coast AQMD rules, regulations, policies, and procedures.

Maintains close working relationships with elected officials and their representatives, agency staff, business and community representatives, and environmental and special interest groups to obtain feedback on and support for South Coast AQMD programs, policies, and positions.

Represents South Coast AQMD by making presentations at or actively participating in meetings, workshops, conferences, panel discussions, and other events in support of South Coast AQMD policies and

proposals relating to air pollution control and other related matters; oversees the arrangement and coordination of meetings and hearings.

Directs the completion of day-to-day work, special assignments, projects, and reports and assigns, reviews, and evaluates the work of subordinates.

Performs special assignments for and may act on behalf of the Public Advisor or the Designated Deputy, as needed.

Extensive research, analytical skills, and writing required to complete day-to-day tasks including reports, outreach materials, project summaries, memoranda, and other documents.

Expertise in air quality, goods movement and logistics, environmental justice, and/or workforce training to complete assignments.

In Communications/Media Office (in addition to duties outlined above):

The Public Affairs Manager is responsible for coordinating all public relations activities, developing communications plans, managing media campaigns in line with the agency mission, while exercising a high degree of discretion and independent judgment in the performance of assigned duties. The Public Affairs Manager must display strong project management and organizational skills with the ability to multitask and work comfortably under pressure in a fast-paced environment.

Under the direction of the Assistant Deputy Executive Officer and Deputy Executive Officer, duties of the Public Affairs Manager include but are not limited to:

- Interpreting and executing South Coast AQMD rules/regulations and policies/programs as they relate to the coordination and dissemination of readily understandable information to various media outlets.
- Writing, proofreading, and editing all public relations content including press releases, op-eds, speeches, briefing materials, talking points, newsletters, articles, communications materials, and marketing content.
- Fielding and responding to media questions and interview requests.
- Identifying press opportunities and pitch stories to stimulate media coverage.
- Detecting media relations issues as they emerge.
- Organizing and managing press conferences and media events within the agency and with external agencies.
- Develop media relations strategies that will result in high-level coverage in print, broadcast and online media.
- Emergency response and crisis communications strategies.
- Leverage existing media relationships and cultivate new contacts within environmental media.
- Perform as spokesperson for agency.
- Understand and oversee social media platforms, engagement, and strategy.
- Development of modern infographics, fact sheets, photographs, video, and other ways to disseminate information to the public.
- Attending and networking with other media organizations at conferences, community events, public workshops, hearings, and townhall meeting, etc.

- Supervising the media office and its staff members.

Minimum Requirements

EXPERIENCE: Five years of progressively responsible experience in legislative analysis and advocacy; OR five years of other relevant experience that would demonstrate possession of the requisite knowledge, skills, and abilities needed to plan, develop, and supervise a community outreach and engagement program, environmental justice and workforce training, grants and contract management, legislative affairs and local government and stakeholder relations program.

For Communications/Media Office: five or more years of progressive, responsible experience in communications and/or media relations or other relevant experience that would demonstrate possession of the knowledge, skills and abilities needed to plan, develop and supervise a communications program.

EDUCATION: Graduation from an accredited college or university with a bachelor's degree in political science, public affairs/relations, communications, journalism, public or business administration, urban or environmental planning, engineering or other scientific field or a related fields.

SUBSTITUTION: A related master's degree from an accredited college or university may substitute for up to one year of the required experience.

KNOWLEDGE OF: Community based organizations, environmental justice and workforce training, coalition building, grants and contract management, State and federal legislative processes; successful techniques and strategies for effective advocacy on behalf of a governmental agency; air quality and other environmental issues confronting large metropolitan regions; the complex issues and special interests that exist in highly diverse communities; correct English grammar, spelling, punctuation, and vocabulary; methods of evaluating program objectives, goals and effectiveness; project management techniques; principles and practices of management, organization, and supervision; and professional report writing; techniques and methods to write, compose, edit and disseminate educational information, new releases, and promotional materials.

ABILITY TO: Develop and implement community outreach and engagement programs, administer and manage grants and contracts to comply with state and federal requirements and regulations, lead community-based projects, build coalitions with diverse stakeholders, and implement community-based projects and programs. Analyze and evaluate complicated technical, legal and regulatory issues; develop, in support of South Coast AQMD goals and objectives, sound and practical recommendations with respect to legislation and various organizational issues; communicate complex information accurately, clearly, succinctly, and persuasively, orally and in writing, to a variety of audiences; develop effective advocacy strategies for agency programs; effectively plan, direct, organize, and supervise the work of staff to accomplish agency goals and objectives; handle multiple special project assignments to assure efficient and effective coordination of day-to-day public affairs operations; establish and maintain effective relations with all those contacted in the course of work, including elected officials, community and civic groups, public agencies, private organizations, and South Coast AQMD staff.

In Communications/Media Office:

Training and experience which demonstrates the knowledge, and abilities to plan, develop, and supervise media liaison, public affairs and social media programs; knowledge of methods used to evaluate program objectives and goals; principles of management, organization, and supervision; techniques and methods to write, compose, edit, and disseminate educational information, news releases, social media and promotional materials including developing and implementing strategies for successful media campaigns.

Ability to plan, organize, and supervise the work of professional, technical, and clerical staff engaged in the development, preparation, and dissemination of public information; establish and maintain effective relations with community and civic groups, public agencies, news media, and private organizations; coordinate, develop, and edit a variety of written materials for dissemination; speak effectively before large groups.