

BOARD MEETING DATE: September 7, 2018

AGENDA NO. 10

PROPOSAL: Amend Classification of Career Development Intern, and Adopt New Classification of Source Testing Manager

SYNOPSIS: The Career Development Intern program provides young adults who have transitioned from the foster care system with on-the-job training and experience, to prepare them for future job opportunities. This action is to amend the classification to expand the eligibility requirements to reach a wider pool of young adults in similar circumstances, and to increase the maximum term of these internships. This action is also to add the new classification of Source Testing Manager; adopt the class specification; and adopt the Resolution amending the *Salary Resolution*. Funding for the Source Testing Manager position was included in the FY 2018-19 Budget.

COMMITTEE: Administrative, July 13, 2018; Recommended for Approval

RECOMMENDED ACTIONS:

1. Amend the Career Development Intern class specification (Attachment A).
2. Adopt the Source Testing Manager class specification (Attachment B).
3. Adopt the Resolution amending Sections 53 and 54 of the *Salary Resolution* to establish the salary for the new Source Testing Manager classification (Attachment C).

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Executive Officer

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Background

In May 2015, at the request of the Los Angeles County Board of Supervisors, SCAQMD initiated a career development internship program, providing young adults who have transitioned from the foster care system with opportunities to gain invaluable on-the-job training and experience to increase their potential to successfully compete for full-time employment in the job market. To date, three Career Development Interns have participated in this program.

The Board's adopted FY 2018-19 Budget included funding for a new Source Testing Manager position, reporting to the Science and Technology Advancement Unit. However, a job classification was not adopted at that time.

Proposal

Career Development Intern

The Career Development Intern program provides transition-aged foster youth with job training opportunities. The youth selected for this program receive on-the-job training in one of several existing SCAQMD job classifications for which they may not otherwise meet the minimum qualifications of education or experience, such as Office Assistant, General Maintenance Helper, and Fleet Services Worker I.

Over the last three years, the program has had a positive impact on the participants and the SCAQMD; for example, one of the former interns was hired into a full-time Mail/Subscription Services Clerk position. To continue to build this program, this action seeks to expand the scope and requirements of the classification by extending the pool of eligible young adults to those in programs established by nonprofit organizations, and by allowing for longer term assignments to ensure adequate time for training is provided. The current maximum assignment is one year and the Administrative Committee recommended extending it to three years, as shown in the amendments of the class specification for Career Development Intern (Attachment A).

Source Testing Manager

As part of the current fiscal year budget, a Source Testing Manager position was added to the Science and Technology Advancement staff. This new position will be responsible for managing the daily administration of the Source Testing Unit. It requires technical knowledge of source testing of commercial and industrial plant operations, especially energy-generation, chemical, and petroleum processes. In order to initiate the recruitment process for this critical position, staff recommends the adoption of the new classification of Source Testing Manager (Attachment B), as well as the adoption of the Resolution amending the *Salary Resolution* to establish the salary for the new classification (Attachment C).

Resource Impacts

Funding for a Source Testing Manager position and two Career Development Intern positions are included in the FY 2018-19 Budget.

Attachments

Attachment A - Revised Class Specification for Career Development Intern

Attachment B – Proposed New Class Specification for Source Testing Manager

Attachment C - Resolution Amending Sections 53 and 54 of the *Salary Resolution*.

ATTACHMENT A

CLASSIFICATION SPECIFICATION

TITLE: CAREER DEVELOPMENT INTERN

APPROVED:

SALARY

\$15.28 Hourly
\$1,222.40 Bi-Weekly
\$2,648.53 Monthly
\$31,782.40 Annually

DEFINITION: Under close supervision in a training capacity, performs a variety of structured, on-the-job training duties depending on the assignment. Depending on assignment, participates in entry-level work in fleet services, general maintenance, mail room, general office administration, print shop, or storekeeping.

CLASSIFICATION STANDARDS: This is a multi-position, training-level class. Incumbents participate in entry-level work in a training capacity in one of the following job classifications: Fleet Services Worker I, General Maintenance Helper, Mail Subscription Services Clerk, Office Assistant, Print Shop Duplicator, or Stock Clerk. Career Development Interns participate in a structured on-the-job training assignment in preparation for successful progression into one of the above jobs. Such jobs are not guaranteed, as they are only filled through competitive processes. Career Development Intern assignments are limited, and are not to exceed ~~one~~~~three~~~~two~~ years. ~~During this year,~~ Incumbents are expected to gain valuable competitive experience, knowledge, skills and abilities as they engage in the following essential job functions:

ESSENTIAL DUTIES (Depending on assignment, may include, but not be limited to):

Fleet Services Worker: Under close supervision, may remove and replace oil filters, air filters, hoses, fan belts, light bulbs, windshield wipers, or other vehicle accessories, as needed; dispense fuel to fleet and rideshare vehicles and controls the parking of vehicles in SCAQMD parking lots; load and unload vehicles operated; sort and route mail and do clerical work as required; clean automotive compound area; keep records and make reports; ensure vehicles are checked and serviced.

General Maintenance Helper: Under close supervision, may assist others in the repair of machinery and equipment and may perform less difficult tasks independently; assist in the installation and maintenance of electrical equipment such as generators, motors, transformers, switches, controls and circuits; set up machinery and tools and prepares work sites; move materials, equipment and machinery; assist in the construction and repair of structures and fixtures, painting, and installation of hardware.

Mail/Subscription Services Clerk: Under close supervision, may collect and deliver United States, private carrier, and intra-SCAQMD mail, correspondence, packages, and other materials according to established procedures and routes; sort, weigh, and determine means of mail delivery for outgoing mail and packages; pack or unpack materials; operate, maintain, and monitor postage meter machines, electronic scales, and other equipment; operate labeling and printing equipment when preparing mailing labels; assemble and insert materials for mailing; may operate a computer or word processor while making additions, deletions, and other modifications to mailing lists; research mailing list databases and compile new lists for targeted mailings.

Office Assistant: Under close supervision, may type letters, reports, charts, tables, case records, vouchers, or similar documents; proofread finished copy to correct grammar, punctuation, and spelling; process a variety of documents according to established policies and procedures; refer difficult or technical inquiries to other staff; file documents; prepare, arrange, index, cross file and maintain computerized and manual records, logs, rosters and registers; compile data for general information purposes and individual requests for special reports and projects by extracting and/or tabulating information from a variety of sources and predetermined forms or procedures; answer telephone and route incoming calls; direct individuals to appropriate offices and staff; receive, open, and time stamp mail; sort and log correspondence; deliver and pick up various materials, stuff envelopes, and assemble packages for mailing; provide a variety of basic, administrative support duties for management and supervisory personnel, as directed.

Print Shop Duplicator: Under close supervision, may set up and operate computer-controlled duplicating equipment in the production of forms, notices, reports, maps, specifications and other materials, utilizing various sizes and weights of paper, large solids, continuous tone, half-tone and line work; provide advice regarding format, layout, and machine capabilities and alternative methods of duplication; clean, lubricate, adjust and make minor repairs to equipment; perform related work, such as collating, binding, cutting, trimming, padding and punching; operate other types of duplicating equipment.

Stock Clerk: Under close supervision, may stock inventory supply items on shelves or in bins; receive, stock or store supplies, furniture, and equipment; assemble and complete requisition orders; deliver and distribute supplies, equipment, and furniture to various divisions and offices; receive supplies, equipment, and furniture delivered from vendors; move items to the stockroom and warehouse; assist in the inventory and tagging of fixed assets; assist in the disposition of surplus equipment; prepare and maintain records pertaining to the receipt, storage, and distribution of supplies, furniture, and equipment; inventory and reorder stockroom supplies as directed.

All Classes: May perform other related duties as required or assigned.

MINIMUM REQUIREMENTS:

Special Requirements: Current enrollment in, completion of, or current or past eligibility for a California County Department of Children and Family Services' and Probation Department's Independent Living Program; or current enrollment in the Department of Public Works' and Probation Department's Youth Opportunity Program; or current participation in a nonprofit organization program that provides young adults emancipated from a state or local foster care system with job training and career development.

Preparation: Education, knowledge, skills, training OR experience that would demonstrate the capacity to learn and perform the essential duties of the position to which assigned.

Driver's License: Some positions in this classification, depending upon assignment, require possession of a valid California Class C Driver's License to perform job-related essential functions. Candidates offered these positions would be required to show proof of a driver's license before appointment. Some applicants for this position will be required to present a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. License must not be suspended, restricted, or revoked. An applicant whose driving record shows significant moving violations, and/or at fault accidents, may not be appointed to position that would require operation of a motor vehicle while on duty.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the Human Resources Manager over Recruitment and Selection for assistance.

Physical Classes:

General Maintenance Helper is Physical Class III – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working or irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

Fleet Services Worker is Physical Class III – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working or irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

Mail/Subscription Service Clerk is Physical Class II – Light: This class includes administrative and clerical positions requiring light physical effort, which may include occasional light lifting to a 10-pound limit, and some bending, stooping, or squatting. Considerable ambulation may be involved.

Office Assistant is Physical Class II – Light: This class includes administrative and clerical positions requiring light physical effort, which may include occasional light lifting to a 10-pound limit, and some bending, stooping, or squatting. Considerable ambulation may be involved.

Print Shop Duplicator is Physical Class III – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, occasional lifting of objects weighing over 70 pounds, and frequent lifting of 10-25 pounds.

Stock Clerk is Physical Class III – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working or irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

ATTACHMENT B CLASSIFICATION SPECIFICATION

TITLE: SOURCE TESTING MANAGER

APPROVED:

DEFINITION: Under direction of an Assistant Deputy Executive Officer, manages and provides technical and administrative direction to a unit engaged in a program of air quality control; and does other related work as required.

CLASSIFICATION STANDARDS: This single-position management class is characterized by the responsibility for managing the daily administration of the Source Testing Unit. This class is distinguished by the technical knowledge of source testing of commercial and industrial plant operations, especially energy-generation, chemical and petroleum processes.

ESSENTIAL DUTIES:

Manages the daily administration and operation of the Source Testing Program of the Monitoring and Analysis Division in Science and Technology Advancement.

Supervises professional and technical personnel in the source testing and stack monitoring program; and ensures adherence with the overall goals, objectives and operating procedures of the Source Testing Unit.

Oversees through subordinate staff, the implementation of source testing along with Continuous Emissions Monitors by consultants and/or facilities to ensure compliance with the SCAQMD's or other agency regulations.

Organizes, trains, assigns, reviews and evaluates the work of assigned staff, prepares performance appraisals, and provides technical and administrative supervision, support, coaching and guidance, as necessary.

Identifies and regularly tests all major or sensitive industrial sources of air contaminants.

Develops testing procedures to determine what types of sources contain the greatest number of air contaminants; identifies sources of emissions which are out of compliance with clean air standards and makes recommendations as to the curtailment or reduction of the identified emissions.

Develops source testing and sampling procedures for sources of air contaminants that have not been tested before, such as solid waste, toxic or hazardous materials.

Develops technical specifications and operational guidelines for the Mobile Source Testing Van.

Helps oversee the acceptance of outside laboratories into the Laboratory Approval Program (LAP).

Reviews source test evaluation reports and implements the process for conducting the evaluations.

Directs the development and implementation of source sampling equipment which is made specifically to meet a variety of source testing needs.

TITLE: SOURCE TESTING MANAGER (continued)

Reviews proposed ordinances, resolutions, rules and regulations for enforceability and recommends their adoption, enactment or amendment; analyzes methods and procedures to ensure that application is consistent with SCAQMD rules; develops and revises standardized policies and procedures in the application of the rules; and coordinates with other SCAQMD divisions to ensure consistency of rules application.

May directly participate in the development and adoption of rules that relate to specific commercial or industrial operations.

Coordinates with other divisions and makes recommendations on the review and application of the efficient utilization of SCAQMD staff that inspect commercial and industrial operations.

Oversees the Best Available Control Technology (BACT) and related programs.

Prepares and monitors the unit budget and helps modify, as needed, fees related to the Source Test Unit; recommends resource allocation and fixed asset purchases to meet the actual and anticipated needs of SCAQMD.

Serves as liaison with other SCAQMD offices and public agencies on source testing matters; and may testify in court or before a hearing body.

Advises the Deputy Executive Officer over Science and Technology Advancement on technical matters related to the Source Testing Program.

May supervise staff in one or more units within the division.

MINIMUM REQUIREMENTS:

Training and experience which would demonstrate the knowledge, skills, and abilities in applying chemical and engineering principles to petroleum and chemical processing, electronic and mechanical operations of air monitoring equipment and commercial and industrial plants; knowledge of technical methods and applications involved in the testing and analysis of sources of air contaminants; familiarity with local, State, and federal laws relating to air pollution matters.

Ability to manage personnel through subordinate supervisors; provide innovative solutions to technical problems, such as the application or enforceability of rules and regulations; communicate effectively with all levels of management both orally and in writing; represent the SCAQMD at public meetings and hearings; and resolve sensitive problems involving the public and industry representatives.

Evidence of the required experience, knowledge, skills and abilities may be demonstrated, in part, by graduation with an undergraduate or graduate degree from an accredited college or university, preferably with a major emphasis in chemistry, engineering, physics or a related field.

Evidence of the required experience, knowledge, skills and abilities may also be demonstrated, in part, by either: one year of experience in source testing as a Supervising Air Quality Engineer; or one year of experience as a Senior Air Quality Engineer and two years of source testing experience at the Air Quality Engineer II level; or equivalent.

ATTACHMENT C

RESOLUTION NO. 18-_____

A Resolution of the South Coast Air Quality Management District Board amending SCAQMD's *Salary Resolution* to establish the new classification of Source Testing Manager at an annual salary range of \$104,926 - \$138,367.

WHEREAS, the Governing Board of the South Coast Air Quality Management District exercises its duty to review and determine appropriate wages, hours, and other terms and conditions of employment provided to employees.

THEREFORE, BE IT RESOLVED that the Board of the South Coast Air Quality Management District, State of California, in regular session assembled on September 7, 2018, does hereby amend Sections 53 and 54 of SCAQMD's *Salary Resolution* to establish the new classification of Source Testing Manager at an annual salary range of \$104,926 - \$138,367.

DATE: _____

CLERK OF THE BOARDS