

BOARD MEETING DATE: March 5, 2021

AGENDA NO. 10

PROPOSAL: Add Positions to FY 2020-21 Budget to Address Operational Needs

SYNOPSIS: This item is to amend the FY 2020-21 Budget to add a Senior Public Affairs Manager position and a Secretary position in the Legislative, Public Affairs, and Media department to administer its AB617 Outreach program, and provide support to other environmental justice programs. This item is also to add a Senior Administrative Secretary to the FY 2020-21 Budget to provide administrative support for the newly appointed Deputy Executive Officer for Diversity, Equity and Inclusion. Funding for these positions are available in the FY 2020-21 Budget and will be requested in future budgets.

COMMITTEE: Administrative, February 12, 2021; Recommended for Approval

RECOMMENDED ACTION:

Amend the FY 2020-21 Budget to add a Senior Public Affairs Manager position and a Secretary position in the Legislative, Public Affairs, and Media department, and a Senior Administrative Secretary position to the Executive Office to report to the Deputy Executive Officer for Diversity, Equity and Inclusion.

Wayne Nastri
Executive Officer

AJO:mm

Background

The Legislative, Public Affairs, and Media (LPAM) department is responsible for legislation, environmental justice, outreach and education, small business assistance, and media activities. LPAM also plays a substantial role in South Coast AQMD's AB 617 program, which focuses on addressing local air pollution in environmental justice (EJ) communities. These responsibilities include outreach, education, and communication with residents, businesses, nonprofit organizations and government

agencies in these communities. Due to an increase in AB 617 communities designated in South Coast AQMD jurisdiction, the department has identified the need for a senior management position to focus on implementation of LPAM's responsibilities in the program. This position will also provide support to other South Coast AQMD EJ programs, such as events and advisory groups.

In October 2020, the Board created an executive level position to drive engagement, strategy, execution, and accountability for all South Coast AQMD diversity and inclusion policies and initiatives. The Deputy Executive Officer/Diversity, Equity and Inclusion Officer (DEIO) reports directly to the Executive Officer and works closely with the Chief Operating Officer, Executive Council, and each department to develop and implement policies and programs to enhance equity, diversity and inclusion within the organization and in the community. In January 2021, Anissa Heard-Johnson was appointed to the DEIO position.

Proposal

This item is to add a Senior Public Affairs Manager position and a Secretary position in LPAM. The Senior Public Affairs Manager will manage and help oversee the day-to-day administration of LPAM's role in the AB 617 program. This responsibility includes providing outreach and education to residents and businesses, and working with governmental agencies on furthering the goals of the communities. This position will also assist the department's DEO to develop strategic plans and objectives for AB 617 and other environmental justice programs at South Coast AQMD, as well as monitor and evaluate progress toward established goals. To provide administrative support to the Senior Public Affairs Manager, and the department as a whole, a Secretary position is also being proposed.

This item also requests that a Senior Administrative Secretary position be added to the Executive Office. The DEIO is currently conducting an assessment of needs for the agency, as well as for her office. The Senior Administrative Secretary is a confidential secretary position that reports to members of executive management, performing a variety of administrative duties, complex and highly responsible clerical work, and interpretation of policy and administrative regulations. Adding this position to report to the DEIO will bring effectiveness and efficiency to this critical policy and program function.

Resource Impacts

Funding to add these positions is available in the FY 2020-21 Budget and will be requested in future budgets.