

BOARD MEETING DATE: September 3, 2021

AGENDA NO. 10

PROPOSAL: Amend FY 2021-22 Budget to Address Operational Needs, and Add/Revise Job Titles for Various Class Specifications

SYNOPSIS: This item is to amend the FY 2021-22 Budget to add and delete positions in several divisions in order to address operational needs. This item is also to revise the job titles for two Director positions, add a Director position title, and revise job titles for six clerical classifications and the Senior Public Information Specialist position. Funding for the budget amendments is available in the FY 2021-22 General Fund Undesignated (Unassigned) Fund Balance and will be requested in future budgets.

COMMITTEE: Administrative, August 13, 2021; Recommended for Approval

RECOMMENDED ACTIONS:

1. Appropriate \$517,571 from the General Fund (01) Undesignated (Unassigned) Fund Balance and Amend the FY 2021-22 Budget to add and delete positions, resulting in the addition of two net authorized/funded position(s) (Attachment A);
2. Revise the Salary Resolution and a Class Specification to change the title of two existing Director positions and revise the Salary Resolution to add a previously approved Director position title (Attachment B); and
3. Revise the Class Specifications and the applicable Salary Resolution or Teamsters Memorandum of Understanding (MOU) to change the following job titles: Secretary, Secretary (Confidential), Administrative Secretary, Administrative Assistant, Senior Administrative Secretary, Executive Secretary and Senior Public Information Specialist (Attachment C).

Wayne Natri  
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 programs. The annual budget reflects staffing allocations and changes are being proposed to address operational needs. In addition, as part of the succession planning process, there is periodic evaluation of management and executive management functions to ensure programs have appropriate guidance and supervision. Finally, there are several job classifications with position titles that should be modernized or changed to better reflect the job duties.

## **Proposal**

Staff is recommending changes to the position allocation in the FY 2021-22 Budget (Attachment A). In the Planning, Rule Development & Area Sources (PRDAS) division, this proposal would move positions and incumbent staff that comprise portions of its Area Sources Compliance unit to the Compliance & Enforcement (C&E) division. A new Senior Enforcement Manager position is being added to C&E to manage the unit and the incumbent manager would be placed into this new position. This change will ensure that compliance and enforcement activities are implemented consistently across the agency.

For the Science & Technology Advancement Office (STA), this proposal would move the two employees in the BACT group to the Engineering & Permitting (E&P) division to improve communication and information sharing. This organizational structure will also provide greater efficiency and reporting transparency. In addition, there are changes proposed to better align STA staffing priorities: vacant manager positions are being exchanged, administrative support is being added for the new Director of Monitoring & Analysis approved in this year's budget, and an Air Quality Chemist position is being added in exchange for another position in the Monitoring & Analysis group to address operational needs in the Laboratory.

A Senior Public Information Specialist position is being proposed for adding to the Legislative, Public Affairs & Media (LPAM) division to provide staff support for outreach and education efforts related to the new indirect source rule for warehouses. For Administrative & Human Resources (AHR), a Confidential Secretary position is being added to provide additional administrative support to the Employee & Labor Relations/Benefits and Risk Management units and the budgetary impact is being offset with the deletion of a vacant clerical position.

Staff is also recommending changes in relation to three Director positions (Attachment B). The Director of Monitoring & Analysis position was added as part of the FY 2021-22 Budget, but the title was not added to the Salary Resolution. This is an administrative

change only. In addition, the Director of Community Air Programs/Health Effects Officer position is currently vacant due to a recent staff departure. In reviewing the present and future needs of programs such as AB 617 and the Air Quality Assessment function, operational needs would be best served by dividing the duties under this position. Specifically, the Health Effects Officer would be managed at the Director level and the existing Director of Strategic Initiatives would be given the title and role to reflect responsibilities for Community Air Programs. This requires revisions to the Salary Resolution and an existing Job Specification. Because this is a reorganization of existing positions, there is no budget impact. However, the program benefits are anticipated to be substantial.

This proposal also recommends title changes (Attachment C). The use of the term “Secretary” in several administrative job classifications is not consistent with modern office terminology for such positions. After a survey of potential title changes, and in consultation with appropriate labor representatives, staff is recommending the use of the terms “Administrative Assistant” and “Executive Assistant.” There is an existing job classification for an Administrative Assistant, however, based on the duties of the position and its assignment to the Executive Office, staff is proposing changing the title to “Administrative Analyst.” Documents required to be changed to reflect these new titles, including job specifications, would be revised.

Similarly, staff is recommending updating the title “Senior Public Information Specialist” to “Senior Public Affairs Specialist” to reflect the industry standard for those who actively bridge the gap between the public and the agency, enhancing the agencies programs, actions and messages while increasing recognition and flow of information among stakeholders to achieve goals and objectives while building and maintaining relationships. The current title “Senior Public Information Specialist” is more often now associated specifically with a spokesperson and does not accurately reflect the larger outreach and engagement required by South Coast AQMD.

### **Resource Impacts**

The net cost of adding and deleting positions is estimated to be \$571,517. Funding is available in the General Fund (01) Undesignated (Unassigned) Fund Balance and will be requested in future budgets.

### **Attachments**

- A. Amend the FY 2021-22 Budget to Add and Delete Positions
- B. Article 7 – Designated Deputies Annual Salaries
- C. Revisions to Class Specifications, Salary Resolution or Teamsters MOU to Change Job Titles

## Attachment A

### Amend the FY 2021-22 Budget to Add and Delete Positions

Division	ADD	DELETE
PRDAS		1- Secretary (ID 1344)  1- Program Supervisor (ID 0110)  1 - Air Quality Inspector III (0447)  4 – Air Quality Inspector II (IDs 1226, 1227, 0927, 0336)  1 – Office Assistant (ID 0939)
C&E	1- Senior Enforcement Manager (new)  1- Secretary (ID 1344)  1- Program Supervisor (ID 0110)  1 - Air Quality Inspector III (0447)  4 – Air Quality Inspector II (IDs 1226, 1227, 0927, 0447, 0336)  1 – Office Assistant (ID 0939)	
STA	1 – Planning & Rules Manager (new)  1 – Administrative Secretary (new)  1 – Air Quality Chemist (new)	1 – Senior Public Affairs Manager (ID 1612)  1 – Senior Office Assistant (ID 1589)  1 – Air Quality Instrument Specialist II (ID 1393)  1 – Program Supervisor (ID 1160)  1- Senior Air Quality Engineer (ID 0608)
E&P	1 – Program Supervisor (ID 1160)  1- Senior Air Quality Engineer (ID 0608)	
LPAM	1 - Senior Public Information Specialist (new)	
AHR	1 – Secretary (Confidential) (new)	1 – Senior Office Assistant (ID 1556)

## Attachment B

### ARTICLE 7

#### DESIGNATED DEPUTY ANNUAL SALARIES

(Effective with the start of the pay period encompassing July 1, 2020)

Assistant Chief Deputy Counsel, Major Prosecutions	\$176,632
Assistant Deputy Executive Officer	\$173,972
Chief Deputy Counsel	\$199,373
Chief Operating Officer	\$199,373
Deputy Executive Officer, including Chief Financial Officer, Chief Information Officer, Chief Technologist, and Diversity, Equity & Inclusion Officer	\$186,205
Director of <del>Strategic Initiatives</del> <u>Community Air Programs</u>	\$166,209
Director of Communications	\$166,209
<u>Director of Monitoring &amp; Analysis</u>	<u>\$166,209</u>
<del>Director of Community Air Programs</del> /Health Effects Officer	\$126,053 - \$166,209 (Steps 1 – 8)
Intergovernmental Affairs Officer	Vacant
Senior Policy Advisor	Vacant

## Attachment C

Revise the Class Specifications and the Salary Resolution or Teamsters MOU to change the following job titles:

Amendments to Class Specification and:	Current Position Title	New Position Title
Teamsters MOU	Secretary	Administrative Assistant I
Salary Resolution	Administrative Secretary	Administrative Assistant II
Salary Resolution	Administrative Assistant	Administrative Analyst
Salary Resolution	Secretary (Confidential)	Administrative Assistant - Human Resources
Salary Resolution	Senior Administrative Secretary	Senior Administrative Assistant
Salary Resolution	Executive Secretary	Executive Assistant
Salary Resolution	Senior Public Information Specialist	Senior Public Affairs Specialist