

BOARD MEETING DATE: January 4, 2019

AGENDA NO. 9

PROPOSAL: Amend Career Development Intern Classification, Adopt New Job Classification, and Approve Staffing Changes to Upgrade Two Positions

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 establish a new salary schedule. This action is also to adopt the new classification of Monitoring Operations Manager; add a Public Affairs Manager position and a Senior Information Technology Specialist position; and delete a Community Relations Manager position and an Information Technology Specialist II position. Funding for these actions is included in the FY 2018-19 Budget.

COMMITTEE: Administrative, December 14, 2018; Recommended for Approval

RECOMMENDED ACTIONS:

1. Amend the Career Development Intern class specification (Attachment A).
2. Adopt the Monitoring Operations Manager class specification (Attachment B).
3. Add a Public Affairs Manager position and a Senior Information Technology Specialist position to the budget; and delete a Community Relations Manager position and an Information Technology Specialist II position from the budget.

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Executive Officer

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Background

In May 2015, SCAQMD initiated a career development internship program, providing young adults who have transitioned from the foster care system with opportunities to gain on-the-job training and experience to increase their potential to successfully compete for full-time employment in the job market. In September 2018, the Board amended the job classification to expand its scope and requirements by extending the

pool of eligible young adults to those in programs run by nonprofit organizations that provide young adults emancipated from a state or local foster care system with job training and career development, and to allow assignments in the position to be extended for up to three years.

In December 2018, the Board approved funding for a new Manager position for the AB 617 program, reporting to the Science and Technology Advancement Unit. However, a job classification was not adopted at that time.

To better serve their operational needs, the Information Management and Science & Technology Advancement Units are each seeking approval to upgrade one position.

Proposal

Career Development Intern

The Career Development Intern program provides transition-aged foster youth with 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.

The salary for this job classification has not been increased since 2015. In addition, with the availability of long-term assignments, it is appropriate to provide wage growth on an annual basis, similar to other SCAQMD job classifications. Therefore, staff recommends amending the Career Development Intern classification to establish three salary steps for the position, which includes an increase to the current rate for the first year (Attachment A).

Monitoring Operations Manager

A Monitoring Operations Manager position allocated under the AB 617 program was added to Science & Technology Advancement by the Board in December 2018. This new position will be responsible for managing, overseeing and participating in the planning, organization, development, and implementation of complex air monitoring projects and programs, including AB617. In order to initiate the recruitment process for this critical position, staff recommends the adoption of the new classification of Monitoring Operations Manager (Attachment B).

Staffing Changes

In September 2017, the Board approved a new Information Technology Specialist class series to merge and update the existing Computer Operator and Telecommunications Technician class series. The new Information Technology Specialist class specifications require knowledge and experience dealing with data servers, networking systems, software applications, and multiple media for communications to meet existing and future needs in those positions. An evaluation of the functions of the new class series for

the first year has identified a need to upgrade an Information Technology Specialist II position in the Network Services unit to Senior Information Technology Specialist.

The Legislative & Public Affairs, & Media Unit is responsible for legislation, environmental justice, outreach and education, small business assistance, and media activities for the SCAQMD. Currently, the Local Government/Community Outreach program and staff are overseen by a Community Relations Manager, who is responsible for the planning and administration of District-wide communications with government agencies, business representatives, and residents. With an increase in the need to engage with these stakeholders, based on Board priorities and new programs such as AB 617, it is recommended that the position be upgraded to a Public Affairs Manager position.

Staff recommends adding a Senior Information Technology Specialist position, offset by deleting an Information Technology Specialist II position in Information Management, and adding a Public Affairs Manager position, offset by deleting a Community Relations Manager position in Legislative & Public Affairs/Media.

Resource Impacts

Funding for a Monitoring Operations Manager position, the revised Career Development Intern salary schedule, and the two added positions is included in the FY 2018-19 Budget.

Existing Class Title	Current Salary	Recommendation	Annual Top-Step Salary Cost/[Savings]
Career Development Intern	\$31,782	Amend Classification to add Salary Range \$33,280 - \$36,379	\$27,582 (6 FTEs x \$4,597)
Senior Information Technology Specialist	\$96,064 Step 6	Add Position	\$96,064
Information Technology Specialist II	\$77,474 Step 6	Delete Position	[\$77,474]
Public Affairs Manager	\$119,190 Step 6	Add Position	\$119,190
Community Relations Manager	\$108,304 Step 6	Delete Position	[\$108,304]
Approximate Net Annual Cost:			\$57,058

Attachments

- A. Revised Class Specification for Career Development Intern
- B. Proposed New Class Specification for Monitoring Operations Manager

ATTACHMENT A CLASSIFICATION SPECIFICATION

TITLE: CAREER DEVELOPMENT INTERN

APPROVED:

SALARY

~~\$15.28~~ \$16.00 - \$17.49 Hourly
~~\$1,222.40~~ \$1,280.00 - \$1,399.20 Bi-Weekly
~~\$2,648.53~~ Monthly
~~\$31,782.40~~ \$33,280.00 - \$36,379.00 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 three years. 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

TITLE: MONITORING OPERATIONS MANAGER

DEFINITION: Under direction of the Assistant Deputy Executive Officer, manages and provides technical 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 Branch. 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 a technical staff unit; plans, organizes, assigns, reviews, and evaluates the work of assigned staff; prepares performance appraisals, and provides technical and administrative support, coaching, and guidance, as necessary.

Helps in the preparation of evaluations, analyses, and other forms of quantitative assessment of air quality data, reports, scientific papers, and other written documents; reviews and edits materials prepared by team members; and evaluates the effectiveness of programs and projects in progress and redirects or modifies them as necessary in order to achieve SCAQMD goals.

Assists in the coordination of investigative projects concerned with the measurement and analysis of air quality or emission inventories and in the determination of emission reduction and source performance standards, working with engineering, source testing, and other technical personnel.

Conducts workshops and meetings or provide consultation and advice to individuals and businesses in matters related to area of expertise.

Reviews and reports on reports and technical literature pertinent to air quality planning, emissions, control, and rule development.

Reviews legislation and provides technical assistance and expertise in preparation of briefs and testimony for legal proceedings affecting the SCAQMD.

EXPERIENCE: Five or more years of technical or professional air quality experience, or demonstrated supervisory experience in the air monitoring field which would demonstrate the requisite knowledge, skills and abilities defined in the job announcement for the position to which assigned.

KNOWLEDGE OF: technical methods and applications involved in measurement of criteria and air toxic pollutants; advanced air monitoring methods and techniques; principles and practices of supervision and management; and Local, State and Federal laws relating to air pollution matters with particular emphasis on the monitoring requirements of AB617.

TITLE: MONITORING OPERATIONS MANAGER

SKILL OR ABILITY TO: direct and evaluate comprehensive planning and research studies; understand and interpret applicable laws, rules, and regulations; read, understand, and follow verbal and written directions; communicate clearly and concisely, both orally and in writing; prepare and present concise, logical reports of a technical nature; establish and maintain effective relationships with all those contacted in the course of work; plan, organize, assign, review, and evaluate the work of assigned staff; communicate effectively with all levels of management both orally and in writing; resolve sensitive problems involving the public and industry representatives; represent SCAQMD at public meetings and hearings; and make effective public presentations.

Evidence of the required knowledge, skills and abilities may be demonstrated, in part, by graduation from an accredited college or university, preferably with a major emphasis in chemistry, engineering, physics or a related field; and/or technical experience working on field and air monitoring studies, and community monitoring projects; and experience supervising professional and technical staff involved in air pollution measurements.

LICENSE: Possession of a valid California Class “C” Driver’s License.