



# South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178  
(909) 396-2000 • www.aqmd.gov

## HYBRID ADMINISTRATIVE COMMITTEE MEETING

### Committee Members

Chair Michael A. Cacciotti, Committee Chair  
Vice Chair Larry McCallon, Committee Vice Chair  
Senator (Ret.) Vanessa Delgado  
Supervisor Curt Hagman  
Supervisor V. Manuel Perez

**May 8, 2026 ♦ 10:00 a.m.**

### TELECONFERENCE LOCATIONS

Office of Senator Vanessa Delgado  
944 South Greenwood Ave.  
Montebello, CA 90640

Office of Supervisor V. Manuel Perez  
78015 Main Street, Ste. 205  
La Quinta, CA 92253

**A meeting of the South Coast Air Quality Management District Administrative Committee will be held at 10:00 a.m. on Friday, May 8, 2026 through a hybrid format of in-person attendance in the Dr. William A. Burke Auditorium at the South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, and remote attendance via videoconferencing and by telephone. Please follow the instructions below to join the meeting remotely.**

**Please refer to South Coast AQMD's website for information regarding the format of the meeting, updates if the meeting is changed to a full remote via webcast format, and details on how to participate:**

<http://www.aqmd.gov/home/news-events/meeting-agendas-minutes>

## INSTRUCTIONS FOR ELECTRONIC PARTICIPATION AT BOTTOM OF AGENDA

**Join Zoom Webinar Meeting - from PC or Laptop**

<https://aqmd.zoomgov.com/j/1609964650>

**Zoom Webinar ID: 160 996 4650 (applies to all)**

**Teleconference Dial In**

+1 669 254 5252

**One tap mobile**

+16692545252,609964650#

**Audience will be able to provide public comment through telephone or Zoom connection during public comment periods.**

**PUBLIC COMMENT WILL STILL BE TAKEN**

## AGENDA

*Members of the public may address this body concerning any agenda item before or during consideration of that item (Gov't. Code Section 54954.3(a)). If you wish to speak, raise your hand on Zoom or press Star 9 if participating by telephone. All agendas for regular meetings are posted at South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, at least 72 hours in advance of the regular meeting. Speakers may be limited to three (3) minutes total for all items on the agenda.*

*Please note that under the California Public Records Act (Gov't. Code § 7920.000 et seq.) your written and oral comments, attachments, and associated contact information (e.g., your address, phone, email) become part of the public record and can be released to the public on request or posted on the South Coast AQMD website.*

### **CALL TO ORDER**

#### **- Roll Call**

### **DISCUSSION ITEMS – Items 1 through 9:**

1. Board Members' Concerns (***No Motion Required***) Chair Michael A. Cacciotti  
*Any member of the Governing Board, on their own initiative may raise a concern to the Administrative Committee regarding any South Coast AQMD items or activities.*
2. Chair's Report of Approved Travel (***No Motion Required***) Chair Cacciotti
3. Report of Approved Out-of-Country Travel (***No Motion Required***) Wayne Nastri  
Executive Officer
4. Review June 5, 2026 Governing Board Agenda Wayne Nastri      pgs. 7-20
5. Approval of Compensation for Board Member Assistant(s)/ Consultant(s) (Any material, if submitted, will be distributed at the meeting.) (***Motion Requested if Proposal Made***) Chair Cacciotti      pgs. 21-53
6. Update on South Coast AQMD's Internal Community Engagement Activities (***No Motion Required***) Anissa Heard-Johnson, PhD  
Deputy Executive Officer,  
Community Engagement and  
Air Programs      pgs. 54-59  
*Staff will provide an update on current and future efforts for our internal community engagement activities.*
7. Report of RFQs/RFPs Scheduled for Release in June (***No Motion Required***) Sujata Jain  
Chief Financial Officer,  
Finance      pgs. 60-62  
*This report summarizes the RFQs/RFPs for budgeted services over \$100,000 scheduled to be released for advertisement for the month of June.*
8. South Coast AQMD's FY 2025-26 Third Quarter Ended March 31, Goals & Priority Objectives and Budget vs. Actual (Unaudited) (***No Motion Required***) Sujata Jain      pgs. 63-74  
*Staff will provide the Goals & Priority Objectives along with a*

*comparison of budget vs. actual results for the third quarter which ended March 31, 2026.*

9. Status Report on Major Ongoing and Upcoming Projects for Information Management (**No Motion Required**)  
*Information Management is responsible for data systems management services in support of all South Coast AQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.*

Ron Moskowitz pgs. 75-80  
Chief Information Officer,  
Information Management

**ACTION ITEMS – Items 10 through 16:**

10. Authorize Purchase of OnBase Software (**Motion Requested**)  
*South Coast AQMD uses OnBase software for its electronic document management system to manage critical documents and to support South Coast AQMD's Record Retention Policy. The software subscription for OnBase expires on July 31, 2026. This action is to obtain approval for renewal of OnBase software subscription for a period of three years at a cost not to exceed \$660,000. Funds for the first year's purchase are included in Information Management's FY 2025-26 Budget.*

Ron Moskowitz pgs. 81-82

11. Authorize Purchase of Oracle PeopleSoft Software and Support (**Motion Requested**)  
*South Coast AQMD uses Oracle's PeopleSoft Integrated Financial/Human Resources System. The software package provides purchasing, accounting, asset management, financial management, project reporting, payroll and human resources functionality for South Coast AQMD. The maintenance support for this system expires August 29, 2026. This action is to obtain approval for a three-year contract with Oracle America, Inc. in the amount not to exceed \$1,255,000. Funds for the first year's purchase are included in Information Management's FY 2026-27 Budget and will be included in subsequent fiscal year budget requests.*

Ron Moskowitz pgs. 83-84

12. Appropriate Funds, Issue Solicitation, Execute and/or Amend Contracts for Continued Implementation of Inflation Reduction Act Grant (**Motion Requested**)  
*South Coast AQMD previously received a federal grant award from U.S. EPA under the Inflation Reduction Act (IRA) Multipollutant Air Monitoring grant in the amount of \$1,210,708 to fund air monitoring network upgrades. These actions are to appropriate IRA Multipollutant Air Monitoring grant funds up to \$150,000 into the Monitoring and Analysis FY 2026-27, 2027-28 and/or 2028-29 Budgets, issue an RFP and execute a contract for the development of software for the Laboratory weigh room, and authorize the Executive Officer to amend a contract for the development of the Diamond Bar Air Monitoring Equipment Testing and Education Center.*

Jason Low, PhD pgs. 85-89  
Deputy Executive Officer,  
Monitoring & Analysis

13. Authorize Cooperative Purchasing Agreement for Printing Equipment and Multi-Function Devices **(Motion Requested)**  
*South Coast AQMD's printing equipment and multi-function devices contract is set to expire on June 30, 2026. This action is to execute a new five-year lease and maintenance agreement with Xerox Corporation, from July 1, 2026 to June 30, 2031, for a total amount not to exceed \$863,880, utilizing a cooperative purchase program. The agreement provides for two color production printers, one black and white production printer system, a cutter, and 29 walk-up floor multi-function devices. Funding is included in the FY 2026-27 budget and will be requested in successive fiscal years.*

John Olvera pgs. 90-92  
Deputy Executive Officer,  
Administrative & Human  
Resources
14. Establish List of Prequalified Agencies for Temporary Employment Services **(Motion Requested)**  
*On March 5, 2026, the Executive Officer approved the release of an RFQ for temporary employment services. This action is to establish a list of prequalified agencies that will be used, as needed, to obtain temporary employment services for a three-year period from July 1, 2026, to June 30, 2029.*

John Olvera pgs. 93-97
15. Approve New and Revised Class Specifications; Amend the Salary Resolution and the Teamsters MOU to Establish New and Revised Class Specifications and, as Needed, to Revise Salaries; Amend FY 2025-26 Budget By Adding and Deleting Positions **(Motion Requested)**  
*Based upon a review of operational needs, staff is recommending changes to class specifications in the Finance Division and the Legal Office. This item proposes to revise the Fiscal Assistant and Senior Fiscal Assistant class specifications and to create a new class specification related to this series for Finance, and proposes to revise the Legal Office positions of Legal Secretary and Administrative Secretary/Legal. This item would also establish salaries for the proposed Account Clerk I, Account Clerk II, and Senior Account Clerk class specifications. In addition, staff is recommending adding and deleting positions in the Monitoring and Analysis Division to address operational needs. Sufficient funding exists in the FY 2025-26 Budget, and funding will be included in future budgets.*

John Olvera pgs. 98-132
16. Amend Administrative Code to Revise the Board Member Assistant and Board Member Consultant Policy and the Executive Officer's Settlement Authority **(Motion Requested)**  
*This item is to amend South Coast AQMD's Administrative Code Section 112 – Board Assistant and Board Member Consultant Policy to remove obsolete language and to clarify the compensation provisions. This item also proposes to amend Section 160.7 - Authority for Settlement of Claims and Lawsuits to increase the Executive Officer's settlement authority from \$50,000 to \$100,000.*

John Olvera

**WRITTEN REPORTS:**

No written reports.

**OTHER MATTERS:**

17. Other Business Chair Cacciotti  
*Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, may make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter, or may take action to direct staff to place a matter of business on a future agenda. (Govt Code Section 54954.2)*
18. Public Comment  
*At the end of the regular meeting agenda, an opportunity is provided for the public to speak on any subject within the Committee's authority that is not on the agenda. Speakers may be limited to three (3) minutes or less.*
19. **Next Meeting Date:** Friday, June 12, 2026 at 10:00 a.m.

**ADJOURNMENT**

Americans with Disabilities Act and Language Accessibility

*Disabilities and language-related accommodations can be requested to allow participation in the Administrative Committee meeting. The agenda will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Gov't Code Section 54954.2(a)). In addition, other documents may be requested in alternative formats and languages. Any disability or language-related accommodation must be requested as soon as practicable. Requests will be accommodated unless providing the accommodation would result in a fundamental alteration or undue burden to the South Coast AQMD. Please contact Cindy Bustillos at (909) 396-2377 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to [cbustillos@aqmd.gov](mailto:cbustillos@aqmd.gov).*

Reasonable Accommodations for Remote Participation by Members of this Brown Act Body

*All public meetings held pursuant to the Brown Act must adhere to certain procedures to assist in processing requests for reasonable accommodations for remote participation by Board and Committee Members, and Members of other Brown Act bodies, consistent with the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132) and Government Code section 54953.8. Specifically, Board and Committee Members, or other Members of a Brown Act body, who have a disability within the meaning of the ADA, may request a reasonable accommodation to participate remotely in a public meeting in lieu of in-person attendance. Such requests must be made pursuant to the procedure set forth in South Coast AQMD Administrative Code Section 30.17 (Policy for Reasonable Accommodation and Remote Participation) and must be submitted in writing to the Chair of the Board or Committee, or Chair of the other Brown Act Body, copying the Clerk of the Boards and the Deputy Executive Officer of Administrative and Human Resources. In the event that the Chair requests an accommodation, that request must also be submitted to the Vice Chair for approval.*

## Document Availability

*All documents (i) constituting non-exempt public records, (ii) relating to an item on an agenda for a regular meeting, and (iii) having been distributed to at least a majority of the Committee after the agenda is posted, are available by contacting Cindy Bustillos at (909) 396-2377, or send the request to [cbustillos@aqmd.gov](mailto:cbustillos@aqmd.gov).*

### **INSTRUCTIONS FOR ELECTRONIC PARTICIPATION**

#### **Instructions for Participating in a Virtual Meeting as an Attendee**

As an attendee, you will have the opportunity to virtually raise your hand and provide public comment. Before joining the call, please silence your other communication devices such as your cell or desk phone. This will prevent any feedback or interruptions during the meeting.

**Please note:** During the meeting, all participants will be placed on Mute by the host. You will not be able to mute or unmute your lines manually. After each agenda item, the Chair will announce public comment. A countdown timer will be displayed on the screen for each public comment. If interpretation is needed, more time will be allotted.

**Once you raise your hand to provide public comment, your name will be added to the speaker list. Your name will be called when it is your turn to comment. The host will then unmute your line.**

#### **Directions for Video ZOOM on a DESKTOP/LAPTOP:**

- If you would like to make a public comment, please click on the “**Raise Hand**” button on the bottom of the screen. This will signal to the host that you would like to provide a public comment and you will be added to the list.

#### **Directions for Video Zoom on a SMARTPHONE:**

- If you would like to make a public comment, please click on the “**Raise Hand**” button on the bottom of your screen. This will signal to the host that you would like to provide a public comment and you will be added to the list.

#### **Directions for TELEPHONE line only:**

- If you would like to make public comment, please **dial \*9** on your keypad to signal that you would like to comment.



# South Coast Air Quality Management District

South Coast  
AQMD

21865 Copley Drive, Diamond Bar, CA 91765-4178  
(909) 396-2000 • [www.aqmd.gov](http://www.aqmd.gov)

5/1/26 –5:00 p.m.

## D R A F T A G E N D A

### HYBRID GOVERNING BOARD MEETING JUNE 5, 2026

A meeting of the South Coast Air Quality Management District Board will be held at 9:00 a.m. on Friday, June 5, 2026 through a hybrid format of in-person attendance in the Dr. William A. Burke Auditorium at the South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California 91765 and/or virtual attendance via videoconferencing and by telephone. Please follow the instructions below to join the meeting remotely.

Please refer to South Coast AQMD's website for information regarding the format of the meeting, updates, and details on how to participate at: <http://www.aqmd.gov/home/news-events/meeting-agendas-minutes>.

#### Electronic Participation Information (Instructions provided at the bottom of the agenda)

#### Join Zoom Meeting - from PC, Laptop or Phone

<https://aqmd.zoomgov.com/j/1600528849>

Meeting ID: **160 052 8849** (applies to all)

Teleconference Dial In +1 669 254 5252, 160 052 8849

One tap mobile: +1 669 254 5252, 160 052 8849#

#### Spanish Language Only Audience (telephone)

Número Telefónico para la Audiencia que Habla Español

Teleconference Dial In/Numero para llamar: +1 669 254 5252

Meeting ID/Identificación de la reunión: **161 104 2947**

One tap mobile: +1 669 254 5252, 161 104 2947#

#### Public Comment Will Still Be Taken

**Audience will be allowed to provide public comment in person and through Zoom connection or telephone.** Comments are limited to three (3) minutes per person for all items on the Consent and Board Calendars and may be further limited by the Chair to ensure all can be heard.

Phone controls for participants:

The following commands can be used on your phone's dial pad while in meeting: \*6 (Toggle mute/unmute); \*9 - Raise hand

#### Questions About an Agenda Item

- The name and telephone number of the appropriate staff person to call for additional information or to resolve concerns is listed for each agenda item.
- In preparation for the meeting, you are encouraged to obtain whatever clarifying information may be needed to allow the Board to move expeditiously in its deliberations.

## Meeting Procedures

- The public meeting of the South Coast AQMD Governing Board begins at 9:00 a.m. The Governing Board generally will consider items in the order listed on the agenda. However, any item may be considered in any order.
- After taking action on any agenda item not requiring a public hearing, the Board may reconsider or amend the item at any time during the meeting.

All documents (i) constituting non-exempt public records, (ii) relating to an item on the agenda, and (iii) having been distributed to at least a majority of the Governing Board after the agenda is posted, are available prior to the meeting for public review at South Coast AQMD's Clerk of the Boards Office, 21865 Copley Drive, Diamond Bar, CA 91765 or web page at [www.aqmd.gov](http://www.aqmd.gov)

### **Americans with Disabilities Act and Language Accessibility**

Disability and language-related accommodations can be requested to allow participation in the Governing Board meeting. The agenda will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Gov. Code Section 54954.2(a)). In addition, other documents may be requested in alternative formats and languages. Any disability or language-related accommodation must be requested as soon as practicable. Requests will be accommodated unless providing the accommodation would result in a fundamental alteration or undue burden to the South Coast AQMD. Please contact the Clerk of the Boards Office at (909) 396-2500 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to [cob@aqmd.gov](mailto:cob@aqmd.gov).

### **Reasonable Accommodations for Remote Participation by Members of this Brown Act Body**

All public meetings held pursuant to the Brown Act must adhere to certain procedures to assist in processing requests for reasonable accommodations for remote participation by Board and Committee Members, and Members of other Brown Act bodies, consistent with the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132) and Government Code section 54953.8. Specifically, Board and Committee Members, or other Members of a Brown Act body, who have a disability within the meaning of the ADA, may request a reasonable accommodation to participate remotely in a public meeting in lieu of in-person attendance. Such requests must be made pursuant to the procedure set forth in South Coast AQMD Administrative Code Section 30.17 (Policy for Reasonable Accommodation and Remote Participation) and must be submitted in writing to the Chair of the Board or Committee, or Chair of the other Brown Act Body, copying the Clerk of the Boards and the Deputy Executive Officer of Administrative and Human Resources. In the event that the Chair requests an accommodation, that request must also be submitted to the Vice Chair for approval.

**A webcast of the meeting is available for viewing at:**  
<http://www.aqmd.gov/home/news-events/webcast>

**CALL TO ORDER**

- Pledge of Allegiance
- Roll Call
- Opening Comments: Michael A. Cacciotti, Chair  
Other Board Members  
Wayne Nastri, Executive Officer

---

Staff/Phone (909) 396-

**PUBLIC COMMENT PERIOD – (Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3) The public may comment on any subject within the South Coast AQMD’s authority that does not appear on the agenda, during the Public Comment Period. Each speaker addressing non-agenda items may be limited to a total of (3) minutes.**

**CONSENT AND BOARD CALENDAR (Items X through XX)**

Note: Consent and Board Calendar items held for discussion will be moved to Item No. XX.

**Items 1 through X – Action Items/No Fiscal Impact**

12909. Approve Minutes of May 1, 2026 Board Meeting **Thomas/3268**

12986. Set Public Hearings August 7, 2026 to Consider **Nastri/3131**  
Adoption of and/or Amendments to South Coast  
AQMD Rules and Regulations:

13108. Determine That South Coast Air Basin Redesignation **Rees/2856**  
Requests and Maintenance Plans for PM2.5 and PM10  
NAAQS Are Exempt from CEQA; Adopt South Coast  
Air Basin Redesignation Requests and Maintenance  
Plans for PM2.5 and PM10 NAAQS; and Submit for  
Inclusion Into State Implementation Plan

The South Coast Air Basin (Basin) is in “moderate” nonattainment for the 1997 24-hour and annual PM2.5 National Ambient Air Quality Standards (NAAQS). Over the past two decades, air quality in the Basin has significantly improved, and current PM2.5 levels now meet these standards. This plan requests that U.S. EPA redesignate the Basin to attainment for the 1997 NAAQS and includes maintenance plans demonstrating continued attainment through 2039. In addition, U.S. EPA approved the Basin’s first maintenance plan for the 1987 24-hour PM10 standard in 2013. This plan includes the required second maintenance plan to ensure continued attainment of the PM10 standard through 2033. This action is to adopt the Resolution: 1) Determining that the South Coast Air Basin Redesignation Requests and Maintenance Plans for PM2.5 and PM10 NAAQS are exempt from the requirements of the California Environmental Quality Act; 2) Adopting the South Coast Air Basin Redesignation Requests and Maintenance Plans for PM2.5 NAAQS; 3) Adopting the South Coast Air

Basin the Second Maintenance Plan for PM10 NAAQS;  
4) Directing staff to submit the Redesignation Requests and Maintenance Plans for inclusion into the State Implementation Plan. (Reviewed: Mobile Source Committee, April 17, 2026)

13140. Determine That Proposed Amended Rule 1401 – New Source Review of Toxic Air Containments, Is Exempt from CEQA; and Amend Rule 1401

**Krause/2706**

Proposed amendments to Rule 1401 will update the list of toxic air containments to reflect new compounds identified by OEHHA or existing compounds with new risk thresholds. This action is to adopt the Resolution: 1) Determining that Proposed Amended Rule 1401 – New Source Review of Toxic Air Containments, is exempt from the requirements of the California Environmental Quality Act; and 2) Amending Rule 1401. (Reviewed: Stationary Source Committee, June 26, 2026)

13150. Determine That Proposed Amended Rule 1106 – Marine and Pleasure Craft Coatings, Is Exempt from CEQA; Amend Rule 1106; and Submit for Inclusion Into State Implementation Plan

**Krause/2706**

Rule 1106 establishes VOC limits and material-use requirements for marine and pleasure craft coatings. The California Office of Environmental Health Hazard Assessment has determined that para-Chlorobenzotrifluoride and tert-Butyl Acetate, which are used in certain marine and pleasure craft coatings, have carcinogenic health effects. Proposed Amended Rule 1106 (PAR 1106) includes a compliance pathway to minimize the health impact from marine and pleasure craft coatings. This action is to adopt the Resolution: 1) Determining that PAR 1106 – Marine and Pleasure Craft Coatings is exempt from the requirements of the California Environmental Quality Act; 2) Amending Rule 1106 – Marine and Pleasure Craft Coatings; and 3) Directing staff to submit Proposed Amended Rule 1106 – Marine and Pleasure Craft Coatings to CARB and U.S. EPA for inclusion into the State Implementation Plan. (Reviewed: Stationary Source Committee, June 26, 2026)

13158. Determine That Proposed Amended Rule 1302 - Definitions, Is Exempt from CEQA; and Amend Rule 1302

**Krause/2706**

Rule 1302 defines terms used in Regulation XIII – New Source Review, which sets forth the federal and state mandated pre-construction review program for new, modified, or relocated sources for non-RECLAIM air contaminants. Proposed Amended Rule 1302 will amend

the definition of Essential Public Service to include composting operations under specific circumstances, thus allowing qualified operations to draw from credits in the Priority Reserve. This action is to adopt the Resolution: 1) Determining that Proposed Amended Rule 1302 – Definitions, is exempt from the requirements of the California Environmental Quality Act; and 2) Amending Rule 1302. (To Be Reviewed: Stationary Source Committee, June 26, 2026)

**Items X through XX – Budget/Fiscal Impact**

13148. Execute Contract to Evaluate Emissions of Hydrogen-Fueled Internal Combustion Engines

**Katzenstein/2219**

Hydrogen-fueled internal combustion engines (ICE) represent a zero-carbon alternative to conventional engines and may play an important role in reducing emissions from the transportation sector. Key advantages of hydrogen ICE technology include its mechanical similarity to traditional engines, its potential to support hydrogen market growth, and its ability to reduce criteria pollutant and greenhouse gas emissions. The University of California, Riverside (UCR)/CE-CERT, together with the Sacramento Metropolitan Air Quality Management District, and PHINIA, Inc. has proposed a comprehensive research project to evaluate emissions from a prototype hydrogen ICE vehicle under both laboratory and real-world operating conditions. This action is to execute a contract with UCR/CE-CERT in an amount not to exceed \$122,000 from the Clean Fuels Program Fund (31), to carry out this emissions evaluation. (Reviewed: Technology Committee, May 15, 2026; Recommended for Approval)

13136. Adopt Resolution and Accept Terms and Conditions, Execute Agreement, Recognize Revenue, Transfer Funds, and Reimburse General Fund to Deploy Zero-Emission Municipal Vehicles

**Katzenstein/2219**

CARB awarded South Coast AQMD \$35,110,390 for the Transportation Electrification Advancement for Municipalities (TEAM) project to deploy zero-emission municipal vehicles in the South Coast AQMD region. These actions are to: 1) adopt a Resolution, accept terms and conditions of the CARB Advanced Technology Demonstration and Pilot Projects program, 2) approve up to \$10,565,000 of South Coast AQMD cost share; 3) authorize the Executive Officer to execute an agreement with CARB for the TEAM Project; 4) recognize, upon receipt, up to \$35,110,390 into the GHG Reduction Projects Special Revenue Fund (67); 5) Transfer up to \$10,565,000 from the Clean Fuels Program Fund (31) into the GHG Reduction Projects Special Revenue Fund (67) for cost share; and 6) reimburse the General Fund of up to \$2,449,315 for administrative costs to implement the TEAM Project from GHG Reduction Projects Special

Revenue Fund (67). (Reviewed: Technology Committee, May 15, 2026; Recommended for Approval)

13154. Execute Contracts to Develop and Demonstrate Repowered Class 6/7 Medium-Duty Battery Electric Trucks

**Katzenstein/2219**

Medium-duty trucks are well suited to a broad range of vocational applications and are increasingly transitioning to zero-emission (ZE) technologies. Although several new Class 6/7 ZE truck options are now commercially available, there is growing demand for a lower-cost, more flexible alternative, such as a repowered vehicle option, which is not currently available in the market. This action seeks authorization to execute a contract with Evolectric, Inc. to develop and demonstrate two repowered Class 6/7 battery electric trucks for refrigeration and high-power utility applications, in an amount not to exceed \$791,674 from the Clean Fuels Program Fund (31). (Reviewed: Technology Committee, May 15, 2026; Recommended for Approval)

13155. Execute Contracts to Implement INVEST CLEAN Program

**Katzenstein/2219**

In July 2024, the U.S. EPA awarded South Coast AQMD a Climate Pollution Reduction Grant of nearly \$500 million for the INVEST CLEAN Program (INVEST CLEAN). In June and August 2025, an RFP for battery electric locomotives and Program Announcements (PAs) for charging infrastructure, heavy-duty trucks, and last-mile freight vehicles, and cargo handling equipment were released and subsequently closed in December 2025 and January 2026. Projects have been evaluated and eligible projects were selected based on completeness and criteria detailed in the RFP and PAs, with additional consideration of the grant funds' geographical distribution. This action is to execute contracts from the U.S. EPA Climate Pollution Reduction Grant (CPRG) Special Revenue Fund (90) to implement INVEST CLEAN in the amount not to exceed \$ 249,797,891, including up to \$38,397,891 for charging infrastructure deployment, \$20,600,000 for battery electric cargo handling equipment, and \$190,800,000 for battery electric locomotives. (Reviewed: Technology Committee, May 15, 2026; Recommended for Approval)

13156. Execute Contracts to Deploy Supporting Infrastructure for Zero-Emission Trucks

**Katzenstein/2219**

In December 2023, the Board recognized an award of \$76,250,003 from the California State Transportation Agency (CalSTA) under the 2022 Port and Freight Infrastructure Program to demonstrate a short-line hydrogen fuel cell locomotive with Wabtec Corporation and deploy direct current fast chargers and hydrogen refueling dispensers for heavy-duty trucks with Prologis Mobility, LLC. Recently, Prologis Mobility, LLC. withdrew their projects awarded under this grant and staff has worked with CalSTA to move these funds to other freight infrastructure

projects the South Coast AQMD has received under several program announcements. This action is to authorize the Chair to execute contracts with Greenlane Infrastructure LLC., Pilot Travel Centers LLC., Zeem Solutions, LLC., KRD Logistics, Inc., and Tesla, Inc. to install charging and hydrogen fueling infrastructure, for a total of up to \$38,931,000, from the CalSTA Special Revenue Fund (89), upon CalSTA's final approval. (Reviewed: Technology Committee, May 15, 2026; Recommended for Approval)

13153. Appropriate Funds, Issue Solicitation, Execute and/or Amend Contracts for Continued Implementation of Inflation Reduction Act Grant **Low/2269**

South Coast AQMD previously received a federal grant award from U.S. EPA under the Inflation Reduction Act (IRA) Multipollutant Air Monitoring grant in the amount of \$1,210,708 to fund air monitoring network upgrades. These actions are to appropriate IRA Multipollutant Air Monitoring grant funds up to \$150,000 into the Monitoring and Analysis FY 2026-27, 2027-28 and/or 2028-29 Budgets, issue an RFP and execute a contract for the development of software for the Laboratory weigh room, and authorize the Executive Officer to amend a contract for the development of the Diamond Bar Air Monitoring Equipment Testing and Education Center. (Reviewed: Administrative Committee, May 8, 2026; Recommended for Approval)

13120. Authorize Purchase of OnBase Software Support **Moskowitz/3329**

South Coast AQMD uses OnBase software for its electronic document management system to manage critical documents and to support South Coast AQMD's Record Retention Policy. The software subscription for OnBase expires on July 31, 2026. This action is to obtain approval for renewal of OnBase software subscription for a period of three years at a cost not to exceed \$660,000. Funds for the first year's purchase are included in Information Management's FY 2025-26 Budget. (Reviewed: Administrative Committee, May 8, 2026; Recommended for Approval)

13135. Authorize Purchase of Oracle PeopleSoft Software and Support **Moskowitz/3329**

South Coast AQMD uses Oracle's PeopleSoft Integrated Financial/Human Resources System. The software package provides purchasing, accounting, asset management, financial management, project reporting, payroll and human resources functionality for South Coast AQMD. The maintenance support for this system expires August 29, 2026. This action is to obtain approval for a three-year contract with Oracle America, Inc. in the amount not to exceed \$1,255,000. Funds for the first year's purchase are included in Information Management's FY 2026-27 Budget and will be included in subsequent fiscal year budget

requests. (Reviewed: Administrative Committee, May 8, 2026; Recommended for Approval)

13162. Approve New and Revised Class Specifications; Amend Salary Resolution and Teamsters MOU to Establish New and Revised Class Specifications and, as Needed, to Revise Salaries; Amend FY 2025-26 Budget By Adding and Deleting Positions

**Olvera/2309**

Based upon a review of operational needs, staff is recommending changes to class specifications in the Finance Division and the Legal Office. This item proposes to revise the Fiscal Assistant and Senior Fiscal Assistant class specifications and to create a new class specification related to this series for Finance, and proposes to revise the Legal Office positions of Legal Secretary and Administrative Secretary/Legal. This item would also establish salaries for the proposed Account Clerk I, Account Clerk II, and Senior Account Clerk class specifications. In addition, staff is recommending adding and deleting positions in the Monitoring and Analysis Division to address operational needs. Sufficient funding exists in the FY 2025-26 Budget, and funding will be included in future budgets. (Reviewed: Administrative Committee, May 8, 2026; Recommended for Approval)

13163. Amend Administrative Code to Revise Board Member Assistant and Board Member Consultant Policy and Executive Officer's Settlement Authority

**Olvera/2309**

This item is to amend South Coast AQMD's Administrative Code Section 112 – Board Assistant and Board Member Consultant Policy to remove obsolete language and to clarify the compensation provisions. This item also proposes to amend Section 160.7 - Authority for Settlement of Claims and Lawsuits to increase the Executive Officer's settlement authority from \$50,000 to \$100,000. (Reviewed: Administrative Committee, May 8, 2026; Recommended for Approval)

13160. Authorize Cooperative Purchasing Agreement for Printing Equipment and Multi-Function Devices

**Olvera/2309**

South Coast AQMD's printing equipment and multi-function devices contract is set to expire on June 30, 2026. This action is to execute a new five-year lease and maintenance agreement with Xerox Corporation, from July 1, 2026 to June 30, 2031, for a total amount not to exceed \$863,880, utilizing a cooperative purchase program. The agreement provides for two color production printers, one black and white production printer system, a cutter, and 29 walk-up floor multi-function devices. Funding is included in the FY 2026-27 budget and will be requested in successive fiscal years. (Reviewed: Administrative Committee, May 8, 2026; Recommended for Approval)

13161. Establish List of Prequalified Agencies for Temporary Employment Services **Olvera/2309**

On March 5, 2026, the Executive Officer approved the release of an RFQ for temporary employment services. This action is to establish a list of prequalified agencies that will be used, as needed, to obtain temporary employment services for a three-year period from July 1, 2026, to June 30, 2029. (Reviewed: Administrative Committee, May 8, 2026; Recommended for Approval)

13000. Approve Contract Modification as Approved by MSRC **McCallon**

**Items XX through XX – Information Only/Receive and File**

12918. Legislative, Public Affairs and Media Report **Tanaka/3327**

This report highlights the April 2026 outreach activities of the Legislative, Public Affairs and Media Office, which includes: Major Events, Community Events/Public Meetings, Environmental Justice Update, Speakers Bureau/Visitor Services, Communications Center, Public Information Center, Small Business Assistance, Media Relations, and Outreach to Community Groups and Governments. (No Committee Review)

12981. Hearing Board Report **Ali**

This reports the actions taken by the Hearing Board during the period of April 1 through April 30, 2026. (No Committee Review)

12965. Civil Filings and Civil Penalties Report **Gilchrist/3459**

This report summarizes monthly penalties and legal actions filed by the General Counsel's Office from April 1, 2026 through April 30, 2026. An Index of South Coast AQMD Rules is attached with the penalty report. (Reviewed: Stationary Source Committee, May 15, 2026)

13045. Intergovernmental Review of Environmental Documents and CEQA Lead Agency Projects **Krause/2706**

This report provides a listing of environmental documents prepared by other public agencies seeking review by South Coast AQMD between April 1, 2026 and April 30, 2026, and proposed projects for which South Coast AQMD is acting as lead agency pursuant to CEQA. (Reviewed: Mobile Source Committee, May 15, 2026)

12930. Rule and Control Measure Forecast **Rees/2856**

This report highlights South Coast AQMD rulemaking activities and public hearings scheduled for 2026. (No Committee Review)

13152. Report of RFQs/RFPs Scheduled for Release in June **Jain/2804**

This report summarizes the RFQs/RFPs for budgeted services over \$100,000 scheduled to be released for advertisement for the month of June. (Reviewed: Administrative Committee, May 8, 2026)

13139. Status Report on Major Ongoing and Upcoming Projects for Information Management **Moskowitz/3329**

Information Management is responsible for data systems management services in support of all South Coast AQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects. (Reviewed: Administrative Committee, May 8, 2026)

**Items XX through XX – Reports for Committees, MSRC, and CARB**

12953.	Administrative Committee (Receive & File)	Chair: Cacciotti	<b>Nastri/3131</b>
12974.	Legislative Committee (Receive & File)	Chair: Perez	<b>Tanaka/3327</b>
12942.	Mobile Source Committee (Receive & File)	Chair: Delgado	<b>Rees/2856</b>
13012.	Stationary Source Committee (Receive & File)	Chair: McCallon	<b>Aspell/2491</b>
13022.	Technology Committee (Receive & File)	Chair: Rodriguez	<b>Katzenstein/2219</b>
12895.	Mobile Source Air Pollution Reduction Review Committee (Receive & File)	Board Rep.: Cacciotti	<b>Katzenstein/2219</b>
12991.	California Air Resources Board Monthly Report (Receive & File)	Board Rep.: Lock Dawson	<b>Thomas/3268</b>
00000.	<b><u>Items Deferred from Consent and Board Calendar</u></b>		

**PUBLIC HEARINGS**

13081. Determine That Proposed Amended Rule 1136 – Wood Products Coatings, Is Exempt from CEQA; Amend Rule 1136; and Submit for Inclusion Into State Implementation Plan **(This item was continued from the May 1, 2026 Board Meeting by operation of Governing Board Procedures, Administrative Code §30.10)** **Krause/2706**

Rule 1136 establishes VOC limits for wood products coatings. The California Office of Environmental Health Hazard Assessment determined that two compounds, para-Chlorobenzotrifluoride (pCBtF) and tert-Butyl Acetate (t-BAc), which are used in many wood products coatings, have carcinogenic health effects. Proposed Amended Rule 1136 includes a future effective prohibition for pCBtF and t-BAc, equivalent alternative Product Weighted Maximum Incremental Reactivity (PW-MIR) VOC limits, sell-through and use-through provisions, and removes outdated provisions. This action is to adopt the Resolution: 1) Determining that PAR 1136 – Wood Products Coatings is exempt from the requirements of the California Environmental Quality Act, 2) Amending Rule 1136 –

Wood Products Coatings; and 3) Directing staff to submit PAR 1136 - Wood Products Coatings for Inclusion into the State Implementation Plan. (Reviewed: Stationary Source Committee, February 20 and April 17, 2026)

13130. Determine That Proposed Amended Rule 2011 – Requirements for Monitoring, Reporting, and Recordkeeping for Oxides of Sulfur (SOx) Emissions, Proposed Amended Rule 2012 – Requirements for Monitoring, Reporting, and Recordkeeping for Oxides of Nitrogen (NOx) Emissions, and Proposed Amended Rule 2015 – Backstop Provisions, Are Exempt from CEQA; and Amend Rules 2011, 2012, and 2015

**Krause/2706**

Proposed Amended Rule 2011 and Proposed Amended Rule 2012 will allow an additional pathway for reporting emission data. Proposed Amended Rule 2015 will revise the publication date and streamline the RECLAIM annual audit report. The proposed amendments also include minor editorial corrections and revisions for clarity. This action is to adopt the Resolution: 1) Determining that Proposed Amended Rule 2011 – Requirements for Monitoring, Reporting, and Recordkeeping for Oxides of Sulfur (SOx) Emissions, Proposed Amended Rule 2012 – Requirements for Monitoring, Reporting, and Recordkeeping for Oxides of Nitrogen (NOx) Emissions, and Proposed Amended Rule 2015 – Backstop Provisions, are exempt from the requirements of the California Environmental Quality Act; and 2) Amending Rules 2011, 2012, and 2015. (Reviewed: Stationary Source Committee, April 17, 2026)

13132. Determine That Proposed Rule 444.1 – Particulate Matter Emission Reductions from Forestry and Agricultural Waste, Proposed Amended Rule 401 – Visible Emissions, Proposed Amended Rule 404 – Particulate Matter - Concentration, Proposed Amended Rule 405 – Solid Particulate Matter - Weight, Proposed Amended Rule 219 – Equipment Not Requiring a Written Permit Pursuant to Regulation II, and Proposed Amended Rule 222 – Filing Requirements for Specific Emission Sources Not Requiring a Written Permit Pursuant to Regulation II, Are Exempt from CEQA; and Adopt Rule 444.1 and Amend Rules 401, 404, 405, 219, and 222

**Krause/2706**

Proposed Rule 444.1 will establish requirements for air curtain incinerators (ACIs) and prescribed fire vehicles used to reduce vegetative waste and will help reduce PM emissions from forestry and agricultural waste management practices. Proposed Amended Rules 401, 404, and 405 will include an exemption for ACIs and prescribed fire vehicles to allow the use of these technologies in South Coast AQMD jurisdiction provided certain criteria are met. Proposed Amended Rule 219 will exempt some ACIs and prescribed fire vehicles not subject to Title V from

permitting requirements. Proposed Amended Rule 222 will require ACIs and prescribed fire vehicles exempt from permitting in Proposed Amended Rule 219 to be registered. This action is to adopt the Resolution: 1) Determining that Proposed Rule 444.1 –Particulate Matter Emission Reductions from Forestry and Agricultural Waste, Proposed Amended Rule 401 – Visible Emissions, Proposed Amended Rule 404 – Particulate Matter - Concentration, Proposed Amended Rule 405 – Solid Particulate Matter - Weight, Proposed Amended Rule 219 – Equipment Not Requiring a Written Permit Pursuant to Regulation II, and Proposed Amended Rule 222 – Filing Requirements for Specific Emission Sources Not Requiring a Written Permit Pursuant to Regulation II, are exempt from the requirements of the California Environmental Quality Act; and 2) Adopting Rule 444.1 and Amending Rules 401, 404, 405, 219, and 222. (Reviewed: Stationary Source Committee, April 17, 2026)

**BOARD MEMBER TRAVEL – (No Written Material)**

Board member travel reports have been filed with the Clerk of the Boards, and copies are available upon request.

**CLOSED SESSION -- (No Written Material)**

**Gilchrist/3459**

**ADJOURNMENT**

**\*\*\*PUBLIC COMMENTS\*\*\***

Members of the public are afforded an opportunity to speak on any agenda item before consideration of that item. Persons wishing to speak may do so in person or remotely via Zoom or telephone. To provide public comments via a Desktop/Laptop or Smartphone, click on the "Raise Hand" at the bottom of the screen, or if participating via Dial-in/Telephone Press \*9. This will signal to the host that you would like to provide a public comment and you will be added to the list.

All agendas are posted at South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, and website, <http://www.aqmd.gov/home/news-events/meeting-agendas-minutes>, at least 72 hours in advance of the meeting. At the beginning of the agenda, an opportunity is also provided for the public to speak on any subject within the South Coast AQMD's authority. Speakers may be limited to a total of three (3) minutes for the entirety of the Consent Calendar plus Board Calendar, and three (3) minutes or less for each of the other agenda items.

Note that on items listed on the Consent Calendar and the balance of the agenda any motion, including action, can be taken (consideration is not limited to listed recommended actions). Additional matters can be added and action taken by two-thirds vote, or in the case of an emergency, by a majority vote. Matters raised under the Public Comment Period may not be acted upon at that meeting other than as provided above.

Written comments will be accepted by the Board and made part of the record. Individuals who wish to submit written or electronic comments must submit such comments to the Clerk of the Board, South Coast AQMD, 21865 Copley Drive, Diamond Bar, CA 91765-4178, (909) 396-2500, or to [cob@aqmd.gov](mailto:cob@aqmd.gov), on or before 5:00 p.m. on the Tuesday prior to the Board meeting.

Please note that under the California Public Records Act (Gov. Code Sections 7920.000 et seq.) your written and oral comments, attachments, and associated contact information (e.g., your address, phone, email) become part of the public record and can be released to the public on request or posted on the South Coast AQMD website.

**ACRONYMS**

AQ-SPEC = Air Quality Sensor Performance Evaluation Center	NAAQS = National Ambient Air Quality Standards
AQIP = Air Quality Investment Program	NATTS =National Air Toxics Trends Station
AQMP = Air Quality Management Plan	NESHAPS = National Emission Standards for Hazardous Air Pollutants
AVR = Average Vehicle Ridership	NGV = Natural Gas Vehicle
BACT = Best Available Control Technology	NOx = Oxides of Nitrogen
BARCT = Best Available Retrofit Control Technology	NSPS = New Source Performance Standards
Cal/EPA = California Environmental Protection Agency	NSR = New Source Review
CARB = California Air Resources Board	OEHHA = Office of Environmental Health Hazard Assessment
CEMS = Continuous Emissions Monitoring Systems	PAMS = Photochemical Assessment Monitoring Stations
CEC = California Energy Commission	PEV = Plug-In Electric Vehicle
CEQA = California Environmental Quality Act	PHEV = Plug-In Hybrid Electric Vehicle
CE-CERT =College of Engineering-Center for Environmental Research and Technology	PM10 = Particulate Matter ≤ 10 microns
CNG = Compressed Natural Gas	PM2.5 = Particulate Matter ≤ 2.5 microns
CO = Carbon Monoxide	RECLAIM=Regional Clean Air Incentives Market
DOE = Department of Energy	RFP = Request for Proposals
EV = Electric Vehicle	RFQ = Request for Quotations
EV/BEV = Electric Vehicle/Battery Electric Vehicle	RFQQ=Request for Qualifications and Quotations
FY = Fiscal Year	SCAG = Southern California Association of Governments
GHG = Greenhouse Gas	SIP = State Implementation Plan
HRA = Health Risk Assessment	SOx = Oxides of Sulfur
LEV = Low Emission Vehicle	SOON = Surplus Off-Road Opt-In for NOx
LNG = Liquefied Natural Gas	SULEV = Super Ultra Low Emission Vehicle
MATES = Multiple Air Toxics Exposure Study	TCM = Transportation Control Measure
MOU = Memorandum of Understanding	ULEV = Ultra Low Emission Vehicle
MSERCs = Mobile Source Emission Reduction Credits	U.S. EPA = United States Environmental Protection Agency
MSRC = Mobile Source (Air Pollution Reduction) Review Committee	VOC = Volatile Organic Compound
	ZEV = Zero Emission Vehicle

## **INSTRUCTIONS FOR ELECTRONIC PARTICIPATION**

### **Instructions for Participating in a Virtual Meeting as an Attendee**

As an attendee, you will have the opportunity to virtually raise your hand and provide public comment.

Before joining the call, please silence your other communication devices such as your cell or desk phone. This will prevent any feedback or interruptions during the meeting.

#### **For language interpretation:**

Click the interpretation Globe icon at the bottom of the screen

Select the language you want to hear (either English or Spanish)

Click "Mute Original Audio" if you hear both languages at the same time.

#### **Para interpretación de idiomas:**

Haga clic en el icono de interpretación el globo terráqueo en la parte inferior de la pantalla

Seleccione el idioma que desea escuchar (inglés o español)

Haga clic en "Silenciar audio original" si escucha ambos idiomas al mismo tiempo.

**Please note:** During the meeting, all participants will be placed on Mute by the host. You will not be able to mute or unmute your lines manually.

After each agenda item, the Chair will announce public comment.

Speakers may be limited to a total of 3 minutes for the entirety of the consent calendar plus board calendar, and three minutes or less for each of the other agenda items.

A countdown timer will be displayed on the screen for each public comment.

If interpretation is needed, more time will be allotted.

#### **Directions to provide public comment on ZOOM from a DESKTOP/LAPTOP or SMARTPHONE:**

Click on the "Raise Hand" feature at the bottom of the screen.

This will signal to the host that you would like to provide a public comment and you will be added to the list.

#### **Directions to provide public comment via TELEPHONE:**

Dial \*9 on your keypad to signal that you would like to comment.

#### **Directions for Spanish Language TELEPHONE line only:**

- The call in number is the same (+1 669 254 5252)
- The meeting ID number is 161 104 2947
- If you would like to make public comment, please dial \*9 on your keypad to signal that you would like to comment.

#### **Instrucciones para la línea de TELÉFONO en español únicamente:**

- El número de llamada es el mismo (+1 669 254 5252)
- El número de identificación de la reunión es 161 104 2947
- Si desea hacer un comentario público, marque \*9 en su teclado para indicar que desea comentar.

**Approval of Compensation for Board Member  
Assistant(s)/Consultant(s)**

**Administrative Committee Meeting  
May 8, 2026**

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Adrin Nazarian

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective March 1, 2026 and ending June 30, 2026.

## Candidate Information

Name: Lilly Sarafian

Qualifications (education, professional experience, etc.): Resume attached.

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_.

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$416.67 per month for March 1, 2026 through June 30, 2026, up to a maximum payable during the contract period not to exceed \$1,666.68.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)                       Consultant (employee)                       Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Lilly Sarafian

---

## **EDUCATION**

**University of California, Berkeley**

Jan. 2018 - May 2021

B. A. Gender and Women's Studies | B. A. Sociology

**GPA: 3.77**

*Notable classes: Social Inequalities: American Cultures, Evaluation of Evidence, Sociology of Culture, Seminar and Research in Sociology, Gender and Women's Studies Senior Seminar*

*Thesis: "Chosen Bodies: Gender Violence and the Armenian Genocide"*

## **PROFESSIONAL EXPERIENCE**

**Los Angeles City Councilmember Adrin Nazarian**

**Los Angeles, CA**

*Senior Policy Deputy*

Jan 2025 - Present

- Assisted in conducting the Councilmember's Energy and Environment Committee, including curating agendas, drafting briefing materials and talking points, and coordinating with staff.
- Advanced major environmental and energy policy initiatives by supporting the development and passage of motions or reports related to the phase-out of urban oil drilling, comprehensive plastics reduction, increasing shade structures and hydration stations ahead of the 2028 Olympic Games, and implementation of the City's LA100 clean energy goals.
- Supported the passage of the City's Watershed Investment Strategic Plan in 2025, supporting long-term water resilience, stormwater capture, and sustainable infrastructure investments.
- Coordinated with LADWP, Bureau of Sanitation, City departments, and external stakeholders to develop policy recommendations that strengthened grid reliability, sustainability goals, waste management, and efforts to decarbonize the City's power supply.
- Engaged stakeholders including environmental organizations, industry representatives, and community groups to advance equitable policy outcomes, particularly in efforts to transition away from oil extraction and decarbonize the City's power grid.

**Los Angeles City Council President Paul Krekorian**

**Los Angeles, CA**

*Policy Aide*

Jan 2023 - Dec 2024

- Tracked the Trade, Travel, and Tourism, Government Operations, and Civil Rights Committees and provided timely briefings on relevant issues to the Council President.
- Attended and assisted the Council President in conducting City Council meetings,

including coordinating attendance, vote counts, and presentations.

- Drafted briefing materials and talking points for the Council President to attend conferences, panel discussions, and community events.

**CA State Assemblymember Adrin Nazarian**

**Los Angeles, CA**

*Field Representative*

Apr 2022 - Dec 2022

- Designed and executed three targeted outreach initiatives for diverse constituent groups, while planning and coordinating community events to strengthen long-term engagement with the Assemblymember's office.
- Represented the Assemblymember at community events across assigned neighborhoods, cultivating relationships with local leaders and providing timely briefings on constituent priorities and emerging issues.
- Managed constituent casework by liaising with state departments, agencies, and programs to resolve issues efficiently and ensure responsive public service delivery.

**LANGUAGES AND INTERESTS**

Fluent in Armenian; Enjoy reading Feminist and Sociological theory, Armenian Literature, and Coffee

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Dr. Cedric Jamie Rutland

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective April 15, 2026 and ending June 30, 2026

## Candidate Information

Name: Aaron Dill

Qualifications (education, professional experience, etc.): resume attached.

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_.

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 2,180.55 per month for April 15, 2026 through June 30, 2026 per month, up to a maximum payable during the contract period not to exceed \$6,541.65.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Aaron Dill

[LinkedIn Profile](#)

## Objective:

Proven leader with experience in strategic partnership development, policy analysis, and fund development. Dedicated to advancing strategic initiatives that create lasting positive impact. Proven ability to build meaningful relationships, develop compelling funding strategies, and drive transformative change.

## **SAC Health, Public Policy & Government Relations (Present)**

- Lead federal, state, and local government relations strategy to advance policy priorities that expand access to healthcare services across the Inland Empire and High Desert regions.
- Coordinate with Congressional, state legislative, and local government offices to secure support for funding initiatives, including Congressionally Directed Spending and other public investment opportunities.
- Develop and manage strategic relationships with elected officials, municipal leaders, tribal governments, and community stakeholders to advance healthcare access and infrastructure expansion.
- Draft policy briefs, letters of support, grant narratives, and executive communications to support funding applications and legislative advocacy efforts.
- Represent SAC Health in meetings with government agencies, chambers of commerce, and regional coalitions to advocate for community health investments and policy initiatives.
- Monitor and analyze federal and state healthcare policy developments impacting Federally Qualified Health Centers (FQHCs), advising executive leadership on policy implications and strategic positioning.
- Collaborate with executive leadership and development teams to align government affairs strategy with organizational expansion, capital projects, and community partnership goals.
- Support strategic initiatives to expand SAC Health's footprint through new clinic development, facility renovations, and partnerships with local governments and community organizations.

## **Riverside County, Policy Advisor & Legislative Aide (2025)**

- Served as the primary liaison for key Riverside County departments, including Department of Public Social Services, Human Resources, Registrar of Voters, Economic Development, First 5, and the Office on Aging, ensuring policies align with the Supervisor's priorities.
- Spearheaded discussions and developed budget plans for \$2.4M - the allocation of a cannabis tax benefit, UC, Irvine funding, and general Community Investment Development grant funding, aligning with Riverside County's strategic goals.
- Developed and maintained relationships with community leaders, nonprofit organizations, and business stakeholders to drive economic development and workforce initiatives.

- Represented the Board of Supervisors at public meetings, community events, and stakeholder engagements to address constituent concerns and advocate for county services.
- Prepared comprehensive policy briefings, impactful talking points, and official communications for the Board of Supervisors, tailored for a variety of high-profile speaking engagements.
- Led external affairs and public engagement efforts to enhance community outreach and stakeholder collaboration.

**Big Brothers Big Sisters of Orange County & the Inland Empire (BBBSOCIE), Director of External Affairs (2024-2025)**

- Acted as the primary liaison with external stakeholders, fostering strong partnerships through effective communication and relationship management. Represent the organization at high-profile events, conferences, and forums to advance strategic goals and enhance visibility.
- Developed, led, and implemented strategic communication plans that articulate the organization's impact, goals, and initiatives. Collaborated with leadership to develop policy messaging, advocacy strategies, and media outreach.
- Developed press releases, speeches, and talking points to amplify leadership initiatives and enhance the visibility and influence of the BBBSOCIE brand.
- Collaborated with fund development to identify, pursue, and secure funding through grants, partnerships, and sponsorships, positioning BBBSOCIE as a preferred partner for philanthropic investments.
- Cultivated, maintained, and expanded a Nation-wide network of external partnerships with K-16 stakeholders, corporations, non-profits, government agencies, and community-based organizations to advance mentorship and equity-focused initiatives

**Inland Empire Community Foundation (IECF), California Jobs First Program Manager (2023-2024)**

- Designed and executed strategies to enhance community engagement in local events, meetings, and initiatives, fostering stronger public participation. Collaborated with local leaders, media outlets, and businesses to promote program goals and priorities, driving impactful outreach efforts. Established and maintained effective communication channels, ensuring accurate and timely information sharing with residents.
- Facilitated and coordinated inclusive, community-driven economic development initiatives across Riverside County, San Bernardino County, and Coachella Valley, encompassing 52 cities. Oversaw a collaborative network of five committees, six sub-regional tables, and an Equity Council, ensuring alignment and synergy. Managed cross-agency partnerships, supervised staff and volunteers, and orchestrated seamless execution of meetings and events to drive regional impact.
- Accessed and relayed \$14M in rolling, competitive grants to use between 2024 — 2026 to disinvested community organizations and members.
- Managed the finances and payroll for all of California Jobs First efforts along with coordinating with IECF's financial department.

**California Governor's Office of Business & Economic Development (GO-Biz),**  
Regional Coordinator (2022-2023)

- Acted as a representative of Governor Newsom, fostering and maintaining strategic relationships with key business leaders, community organizations, and various boards to support community planning and development initiatives.
- Reviewed and recommended economic legislation on behalf of GO-Biz for gubernatorial approval, ensuring alignment with DEIB and community development priorities.
- Delivered presentations and provided strategic guidance to nonprofits and businesses on leveraging workforce development programs and securing state and federal funding. Engaged with key business leaders, elected officials, and stakeholders to identify, assess, and align growth and development objectives. Fostered strategic partnerships to advance community planning, racial equity, and economic development initiatives. Designed and implemented programs and activities to support the goals of Governor Newsom's office.

**California State Assembly, Senior Field Representative (2019-2022)**

- Led stakeholder relationship management for 25-30 bills and initiatives per legislative session, engaging with elected officials, lobbyists, union representatives, and staff to drive successful outcomes. Tracked and analyzed pending legislation, providing strategic insights to community organizations on legislation of interest.
- Expanded volunteer base and community engagement by cultivating strategic relationships with colleagues, elected officials, business leaders, and professional associations. Proactively targeted and developed key demographics to build support for current and future legislation.
- Maintained a consistent 72-hour response time to high-volume constituent inquiries, averaging 500 monthly messages across calls, emails, and casework.

**Education:**

Oakwood University Huntsville, AL (Graduated 2018)

Political Science, B.A. | Minor in Management

San Bernardino Valley College, San Bernardino, CA (2011-2013)

- Political Science

**References:**

Michael Henry, CMA, CSCA  
Adjunct Professor, Accounting  
California State University,  
San Bernardino

Winston Boyce, MS  
Civil Engineering Associate  
City of Los Angeles

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Ken Chawkins

Qualifications (education, professional experience, etc.): Continuing service; resume on file

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 1,240.16 per month for July 1, 2026 through June 30, 2027 per month, up to a maximum payable during the contract period not to exceed \$ 14,881.92.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Jose Zavala

Qualifications (education, professional experience, etc.): continuing service; resume on file.

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_.

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$1,000 per month for July 1, 2026 through June 30, 2027 per month, up to a maximum payable during the contract period not to exceed \$12,000.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Tim Sandoval

Qualifications (education, professional experience, etc.): Resume on file; continuing service

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
 Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
 Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 1,115.00 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$ 13,380.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: William Glazier

Qualifications (education, professional experience, etc.): Resume on file; continuing service

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
 Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
 Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 1,000.00 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$ 12,000.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Wesley Reutimann

Qualifications (education, professional experience, etc.): Resume on file; continuing service.

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_.

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 1000.00 per month for July 1, 2026 through June 30, 2027 per month, up to a maximum payable during the contract period not to exceed \$12,000.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Sho Tay

Qualifications (education, professional experience, etc.): Resume on file; continuing service

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
 Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
 Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 950.00 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$ 11,400.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

### Candidate Information

Name: Ben Wong

Qualifications (education, professional experience, etc.): Resume on file; continuing service

#### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_

#### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
 Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
 Examples of duties are set forth in the attachment (OPTIONAL)

#### *Proposed Rate of Compensation (fill in all blanks)*

\$ 2,400.42 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$ 28,805.04.

#### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Patricia Lock Dawson

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Thomas Gross

Qualifications (education, professional experience, etc.): Resume on file; continuing service

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
 Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
 Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$2,449.99 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$29,399.88.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Patricia Lock Dawson

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Danielle Chupa

Qualifications (education, professional experience, etc.): Resume on file; continuing service

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
 Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
 Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$5,716.66 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$68,599.92.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Vanessa Delgado

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

### Candidate Information

Name: Teresa Acosta

Qualifications (education, professional experience, etc.): Resume on file; continuing service

#### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_

#### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
 Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
 Examples of duties are set forth in the attachment (OPTIONAL)

#### *Proposed Rate of Compensation (fill in all blanks)*

\$ 4,800 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$ 57,600.

#### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8 2026 From: Board Member Vanessa Delgado

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Sandra Hernandez

Qualifications (education, professional experience, etc.): Resume on file; continuing service

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is , and the business license number is  issued by the

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
 Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
 Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 3,200 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$ 38,400.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By  for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Larry McCallon

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027.

## Candidate Information

Name: Suzette Swallow

Qualifications (education, professional experience, etc.): Resume on file; continuing service.

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_.

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
 Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
 Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$4,166.66 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$49,999.92.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Holly Mitchell

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Loraine Lundquist

Qualifications (education, professional experience, etc.): Resume on file; continuing service

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$5,500 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$66,000.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:

Assistant (employee)

Consultant (employee)

Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Adrin Nazarian

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027.

### Candidate Information

Name: Lilly Sarafian

Qualifications (education, professional experience, etc.): Resume on file; continuing service.

#### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_.

#### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
Examples of duties are set forth in the attachment (OPTIONAL)

#### *Proposed Rate of Compensation (fill in all blanks)*

\$416.67 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$5,000.

#### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Janet Nguyen

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Diane Nguyen

Qualifications (education, professional experience, etc.): continuing service; resume on file

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 1,101 per month for July 1, 2026 through June 30, 2027 per month, up to a maximum payable during the contract period not to exceed \$13,212.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Janet Nguyen

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Charles Hahn

Qualifications (education, professional experience, etc.): resume on file; continuing service.

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_.

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 1,100 per month for July 1, 2026 through June 30, 2027 per month, up to a maximum payable during the contract period not to exceed \$13,200.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Janet Nguyen

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Tina Tran

Qualifications (education, professional experience, etc.): continuing service; resume on file.

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_.

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
 Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
 Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 1,101 per month for July 1, 2026 through June 30, 2027 per month, up to a maximum payable during the contract period not to exceed \$13,212.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

## Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Brenda Olmos

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

### Candidate Information

Name: Marisela Santana

Qualifications (education, professional experience, etc.): Continuing service/Resume on file

#### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_

#### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

#### *Proposed Rate of Compensation (fill in all blanks)*

\$4,833.33 for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$57,999.96.

#### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Veronica Padilla-Campos

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027.

## Candidate Information

Name: Amy J. Wong

Qualifications (education, professional experience, etc.): Resume on file; continuing service.

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_.

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 5,166.66 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$61,999.92.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member V. Manuel Perez

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027.

## Candidate Information

Name: Guillermo Gonzalez

Qualifications (education, professional experience, etc.): Resume on file; continuing service

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_.

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
 Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
 Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 6,666.66 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$79,999.92.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Carlos Rodriguez

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Erin Sheehy

Qualifications (education, professional experience, etc.): Resume on file; continuing service

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
 Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
 Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$7,000 per month for July 1, 2026 through June 30, 2027, up to a maximum payable during the contract period not to exceed \$ 84,000.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Dr. Cedric Jamie Rutland

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Italo Brown

Qualifications (education, professional experience, etc.): resume on file; continuing service.

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_.

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 1,388.88 per month for July 1, 2026 through June 30, 2027 per month, up to a maximum payable during the contract period not to exceed \$16,666.56.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Dr. Cedric Jamie Rutland

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Aaron Dill

Qualifications (education, professional experience, etc.): resume on file; continuing service.

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_.

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 1,388.88 per month for July 1, 2026 through June 30, 2027 per month, up to a maximum payable during the contract period not to exceed \$16,666.56.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 8, 2026 From: Board Member Dr. Cedric Jamie Rutland

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2026 and ending June 30, 2027

## Candidate Information

Name: Polash Mukerjee

Qualifications (education, professional experience, etc.): resume on file; continuing service.

### *Proposed Capacity (check one)*

**Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.

**Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.

**Board Member Consultant (independent contractor)** - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not  have a business license. If so, the type of business is \_\_\_\_\_, and the business license number is \_\_\_\_\_ issued by the \_\_\_\_\_.

### *Proposed Scope of Duties (check one)*

**Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.  
 Examples of duties are set forth in the attachment (OPTIONAL)

**Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.  
 Examples of duties are set forth in the attachment (OPTIONAL)

### *Proposed Rate of Compensation (fill in all blanks)*

\$ 1,388.88 per month for July 1, 2026 through June 30, 2027 per month, up to a maximum payable during the contract period not to exceed \$16,666.56.

### *For Administrative Committee Use:*

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:  
 Assistant (employee)  Consultant (employee)  Consultant (independent contractor)

By \_\_\_\_\_ for the Administrative Committee

cc: Human Resources

Rev. 5/1/26

# Administrative Committee

## May 8, 2026

*Dr. Cessa Heard-Johnson  
Deputy Executive Officer  
Community Engagement and Air Programs*



# FABULOUS FEMALE FRIDAY

## Dr. Yifang Zhu

Professor of Environmental Health Sciences

- Nationally recognized expert on ultrafine particles, advancing understanding of how traffic-related air pollution impacts human health
- Led groundbreaking studies linking near-roadway pollution exposure to respiratory and cardiovascular risks
- Her research has informed air quality regulations and urban planning strategies to reduce community exposure
- Developed innovative mobile and community-based air monitoring approaches, expanding real-world data collection in impacted areas



# EARTH DAY | APRIL 22, 2026

Community Engagement and Air Programs

## Build-Your-Own Terrarium

In honor of Earth Day on Wednesday, April 22, 2026, from 1:00 - 3:00 p.m., staff can make an earthy keepsake that purifies the air.

Note: Terrariums should take no longer than 15 minutes to build.

LOCATION: CEAP CENTER

ALL SUPPLIES WILL BE PROVIDED WHILE THEY LAST.



168 Participants

# NATIONAL FARMWORKER AWARENESS WEEK

## A RECOGNITION AND DONATION DRIVE

Farmworkers are essential to the nation's food system, sustaining agriculture and local economies across the United States. For generations, this labor has been carried largely by immigrant communities, including Chinese, Japanese, Filipino, and Mexican workers.

Programs like the Bracero Program (1942–1964) brought thousands of Mexican laborers to the U.S., many of whom faced low wages, unsafe conditions, and limited access to basic services.

Today, farmworkers continue to feed our communities while navigating ongoing challenges such as economic insecurity, environmental exposure, and barriers to healthcare and education.



### DONATION DRIVE DETAILS

This year, we are partnering with FIND Regional Food Bank to support farmworkers and their families in the Coachella Valley through direct donation distribution.

#### WHEN:

Donations are accepted now and until Friday, May 1, 2026

#### WHERE:

Donation drops are available in the Community Engagement and Air Programs (CEAP) Center

#### WHAT TO DONATE

##### Household Essentials

- Laundry Detergent
- Dish Soap
- All Purpose Cleaner

##### Hygiene Essentials

- Toothpaste
- Hair Care Items
- Lotion
- Sunscreen
- Period Products
- Deodorant

##### Clothing Essentials

- Long Sleeve Shirts
- Hats
- Bandanas



Scan the QR code to learn more about FIND Regional Food Bank and the services they provide.

For more information about this donation drive or other events, contact:

[ceap@aqmd.gov](mailto:ceap@aqmd.gov)



# Farmworker Awareness

## PROGRAM DETAILS

- Third annual National Farmworker Awareness Week recognition and donation drive
- A JEDI collaboration with HALOS ERG and in partnership with FIND Regional Food Bank

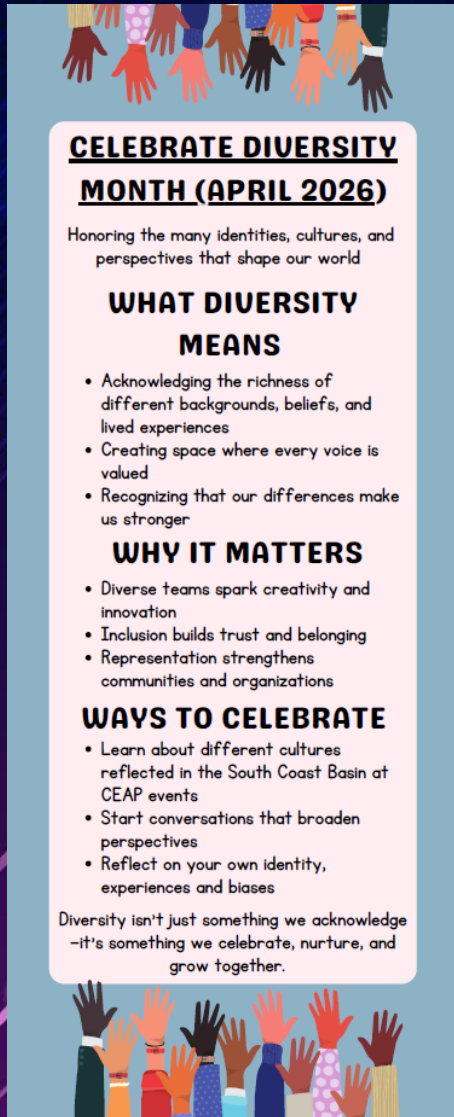
## FOCUS

- Elevates awareness of farmworker contributions while acknowledging ongoing challenges faced by the communities who sustain our food systems

## COMMUNITY IMPACT

- Provides direct support to Coachella Valley farmworker families and reinforces connection to the communities we serve

# INFOGRAPHICS (1/2)



## **CELEBRATE DIVERSITY MONTH (APRIL 2026)**

Honoring the many identities, cultures, and perspectives that shape our world

### **WHAT DIVERSITY MEANS**

- Acknowledging the richness of different backgrounds, beliefs, and lived experiences
- Creating space where every voice is valued
- Recognizing that our differences make us stronger

### **WHY IT MATTERS**

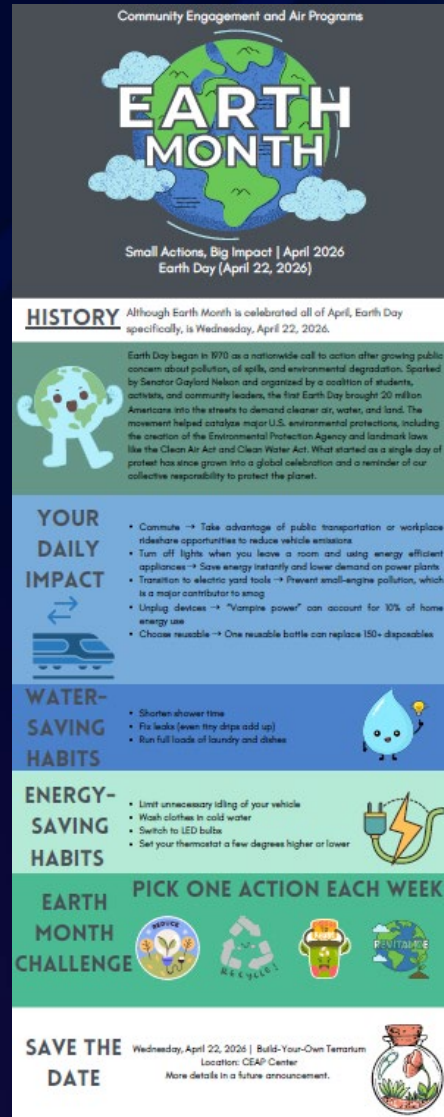
- Diverse teams spark creativity and innovation
- Inclusion builds trust and belonging
- Representation strengthens communities and organizations

### **WAYS TO CELEBRATE**

- Learn about different cultures reflected in the South Coast Basin at CEAP events
- Start conversations that broaden perspectives
- Reflect on your own identity, experiences and biases

Diversity isn't just something we acknowledge  
-it's something we celebrate, nurture, and grow together.

[Click Here](#)



Community Engagement and Air Programs

## **EARTH MONTH**

Small Actions, Big Impact | April 2026  
Earth Day (April 22, 2026)

### **HISTORY**

Although Earth Month is celebrated all of April, Earth Day specifically, is Wednesday, April 22, 2026.

Earth Day began in 1970 as a nationwide call to action after growing public concern about pollution, oil spills, and environmental degradation. Sparked by Senator Gaylord Nelson and organized by a coalition of students, activists, and community leaders, the first Earth Day brought 20 million Americans into the streets to demand cleaner air, water, and land. The movement helped catalyze major U.S. environmental protections, including the creation of the Environmental Protection Agency and landmark laws like the Clean Air Act and Clean Water Act. What started as a single day of protest has since grown into a global celebration and a reminder of our collective responsibility to protect the planet.

### **YOUR DAILY IMPACT**

- Commute → Take advantage of public transportation or workplace rideshare opportunities to reduce vehicle emissions
- Turn off lights when you leave a room and using energy efficient appliances → Save energy instantly and lower demand on power plants
- Transition to electric yard tools → Prevent small-engine pollution, which is a major contributor to smog
- Unplug devices → "Vampire power" can account for 10% of home energy use
- Choose reusable → One reusable bottle can replace 150+ disposables

### **WATER-SAVING HABITS**


- Shorten shower time
- Fix leaks (even tiny drips add up)
- Run full loads of laundry and dishes

### **ENERGY-SAVING HABITS**

- Limit unnecessary idling of your vehicle
- Wash clothes in cold water
- Switch to LED bulbs
- Set your thermostat a few degrees higher or lower

### **EARTH MONTH CHALLENGE**

**PICK ONE ACTION EACH WEEK**



### **SAVE THE DATE**

Wednesday, April 22, 2026 | Build-Your-Own Terrarium  
Location: CEAP Center  
More details in a future announcement.

[Click Here](#)



COMMUNITY ENGAGEMENT AND AIR PROGRAMS

## **Spring Remembrances**

This spring, we take the time to remember those separate crises against humanity. These crises were rooted in discrimination and unjustifiable bias towards a person's belief, appearance, and ethnic background. Take a moment to reflect on the injustices that have shaped plans throughout history and the millions of lives lost in the hope we find ways to continue to build a society that is just and inclusive to all people.

### **RWANDAN GENOCIDE REMEMBRANCE**

April 7 | A day to honor the more than 800,000 Tutsi and moderate Hutu lives lost in 1994. We remember the victims, support survivors, and reaffirm our commitment to preventing hatred and ethnic violence in all forms.

### **YOM HASHOAH**

April 13 – 14 | Yom Hashoah Holocaust Remembrance Day A solemn observance honoring the six million Jewish people murdered during the Holocaust. We reflect on the resilience of survivors, confront antisemitism, and pledge to safeguard human dignity.

### **ARMENIAN GENOCIDE REMEMBRANCE**

April 24 | Commemorating the 1.5 million Armenians killed in the Ottoman Empire beginning in 1915. We honor their memory and stand against the denial of historical truth and the repetition of mass atrocities.

### **Why We Remember**

To honor the victims  
To support survivors and descendants  
To strengthen our shared responsibility to prevent genocide

[Click Here](#)

# INFOGRAPHICS (2/2)



## NATIONAL FARMWORKER AWARENESS WEEK

### A RECOGNITION AND DONATION DRIVE

Farmworkers are essential to the nation's food system, sustaining agriculture and local economies across the United States. For generations, this labor has been carried largely by immigrant communities, including Chinese, Japanese, Filipino, and Mexican workers.

Programs like the Bracero Program (1942-1964) brought thousands of Mexican laborers to the U.S., many of whom faced low wages, unsafe conditions, and limited access to basic services.

Today, farmworkers continue to feed our communities while navigating ongoing challenges such as economic insecurity, environmental exposure, and barriers to healthcare and education.

### DONATION DRIVE DETAILS

This year, we are partnering with FIND Regional Food Bank to support farmworkers and their families in the Coachella Valley through direct donation distribution.

**WHEN:** Donations are accepted now and until Friday, May 1, 2026

**WHERE:** Donation drops are available in the Community Engagement and Air Programs (CEAP) Center

#### WHAT TO DONATE

Household Essentials	Hygiene Essentials	Clothing Essentials
<ul style="list-style-type: none"><li>• Laundry Detergent</li><li>• Dish Soap</li><li>• All Purpose Cleaner</li></ul>	<ul style="list-style-type: none"><li>• Toothpaste</li><li>• Hair Care Items</li><li>• Lotion</li></ul>	<ul style="list-style-type: none"><li>• Sunscreen</li><li>• Period Products</li><li>• Deodorant</li><li>• Long Sleeve Shirts</li><li>• Hats</li><li>• Bandanas</li></ul>

[CLICK HERE TO LEARN MORE ABOUT FIND REGIONAL FOOD BANK](#)

## A STATEMENT FROM THE HISPANIC AND LATINX ORGANIZATION FOR SUCCESS (HALOS) EMPLOYEE RESOURCE GROUP:

"HALOS stands in support of our Latinx and immigrant communities within the South Coast Basin. These communities are essential to the social and economic fabric of our region, but they face ongoing actions that disproportionately place them in vulnerable positions. HALOS was founded on the principles of community, unity, and equity, and we remain committed to supporting, uplifting, and advocating for the dignity and well-being of the communities we serve."

Resources and reminders available include reviewing South Coast AQMD's [Procedure No. 50 – Interacting with Federal Immigration Agents](#) while working in a professional capacity and [updating your emergency contacts](#) to indicate who the agency should contact in the event you are arrested or detained. Under California Law (Labor Code section 1555), employers must provide the opportunity to name or update an emergency contact in the event the employee is arrested or detained. Additionally, review the [California Workplace – Know Your Rights document](#). For mental health support, utilize the [Clearmont Employee Assistance Program](#). This service is confidential and available to employees at no cost.

[CLICK HERE TO JOIN AN EMPLOYEE RESOURCE GROUP](#)

## LEARN MORE ABOUT THE FARMWORKER MOVEMENT

- <https://ejl.org/news/history-racial-injustice-farmworkers-movement>
- <https://guides.loc.gov/latinx-civil-rights/bracero-program>
- <https://afco.org/nfaw>
- <https://fairfoodprogram.org>

### [CLICK HERE TO SEE HOW FARMWORKERS ARE DRIVING CHANGE](#)

How Farmworkers Are Leading A 21st Century Human Rights Revolution  
YouTube | 20 Minutes

"We must use our lives to make the world a better place to live, not just to acquire things. That is what we are put on the earth for... We have to work together. We have to unite. We have to organize."

Dolores Huerta, Civil Rights Leader & Co-founder of United Farm Workers

[Click Here](#)

BOARD MEETING DATE: June 5, 2026

AGENDA NO.

PROPOSAL: Report of RFQs/RFPs Scheduled for Release in June

SYNOPSIS: This report summarizes the RFQs/RFPs for budgeted services over \$100,000 scheduled to be released for advertisement for the month of June.

COMMITTEE: Administrative, May 8, 2026, Reviewed

RECOMMENDED ACTION:

Approve the release of RFQs/RFPs for the month of June.

Wayne Natri  
Executive Officer

SJ:gp

---

### **Background**

In January 2020, the Board approved a revised Procurement Policy and Procedure. Under the revised policy, RFQs/RFPs for budgeted items over \$100,000 that follow the Procurement Policy and Procedure would no longer be required to obtain individual Board approval. However, a monthly report of all RFQs/RFPs over \$100,000 is included as part of the Board agenda package and the Board may, if desired, take individual action on any item. The attached report provides the title and synopsis of the RFQ/RFP, the budgeted funds available, and the name of the Deputy Executive Officer/Assistant Deputy Executive Officer responsible for that item. Further detail including closing dates, contact information, and detailed proposal criteria will be available online at <http://www.aqmd.gov/grants-bids> following Board approval on June 5, 2026.

### **Outreach**

In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFQs/RFPs and inviting bids will be published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside

County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may be notified utilizing South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFQs/RFPs will be emailed to the legislative caucuses and various minority chambers of commerce and business associations and placed on South Coast AQMD's website (<http://www.aqmd.gov>), where it can be viewed by making the selection "Grants & Bids".

**Proposal Evaluation**

Proposals received will be evaluated by applicable diverse panels of technically qualified individuals familiar with the subject matter of the project or equipment and may include outside public sector or academic community expertise.

**Attachment**

Report of RFQs/RFPs Scheduled for Release in June 2026

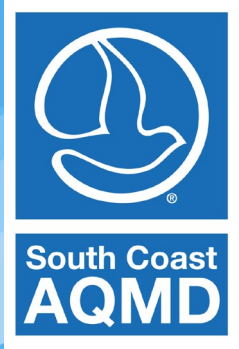
**June 5, 2026 Board Meeting  
Report on RFQs/RFPs Scheduled for Release on June 5, 2026**

**(For detailed information visit South Coast AQMD's website at  
<http://www.aqmd.gov/nav/grants-bids>  
following Board approval on June 5, 2026)**

**SPECIAL TECHNICAL EXPERTISE**

RFQ #P2026-06	Request for Quotation (RFQ) for Compressed Gases and Cryogenic Liquids for the South Coast AQMD Air Monitoring Program Requirements	Low/2269
---------------	---	----------

To identify and prequalify vendors interested in providing U.S. EPA compressed protocol gases, ultrapure air, pure gases, and cryogenic liquids to the South Coast AQMD Monitoring and Analysis Division from August 1, 2026 through June 30, 2029.



# FY 2025-26 3<sup>rd</sup> Quarter Goals & Priority Objectives and Budget vs. Actual (Unaudited)

Administrative Committee  
May 8, 2026

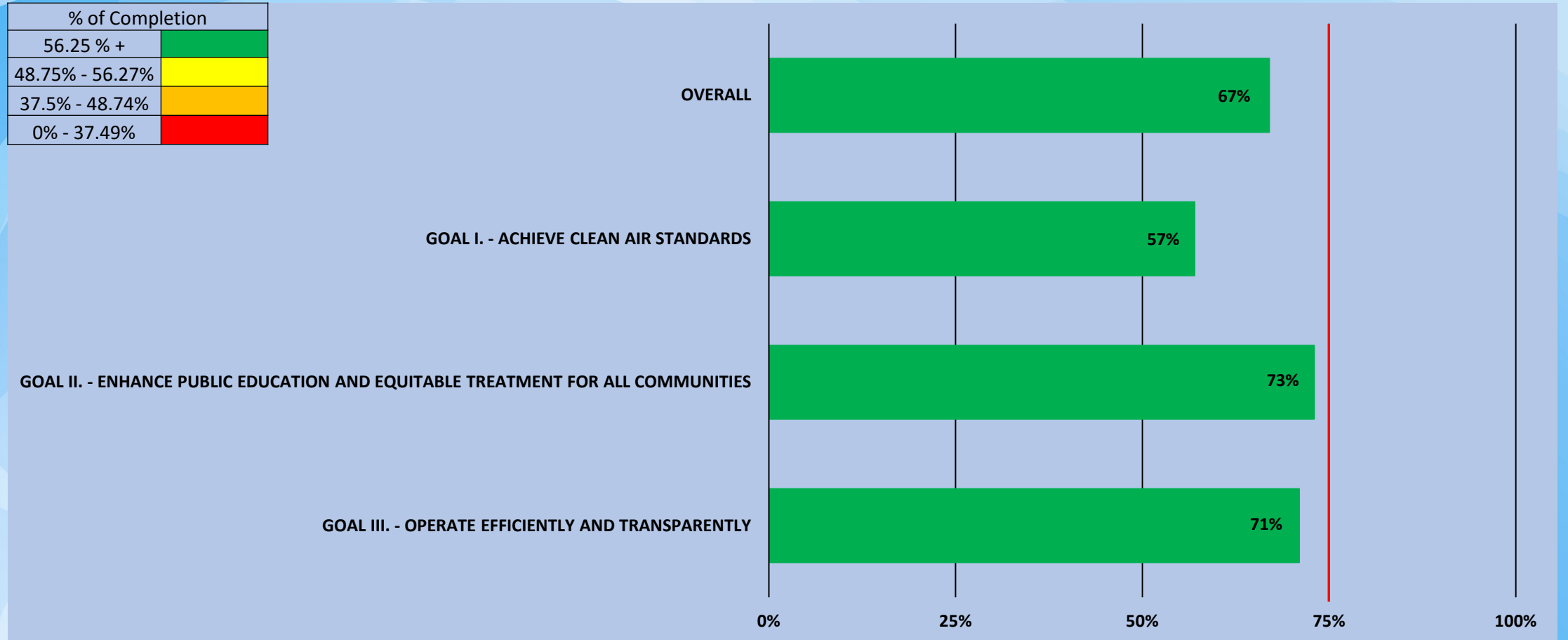
# General Fund Overview

- FY 2025-26 3<sup>rd</sup> Quarter Goals & Priority Objectives
- FY 2025-26 3<sup>rd</sup> Quarter Budget vs. Actual (unaudited)
- Revenues
- Expenditures
- Use of Fund Balance
- Updated General Fund Five Year Projection

# Goals & Priority Objectives Summary

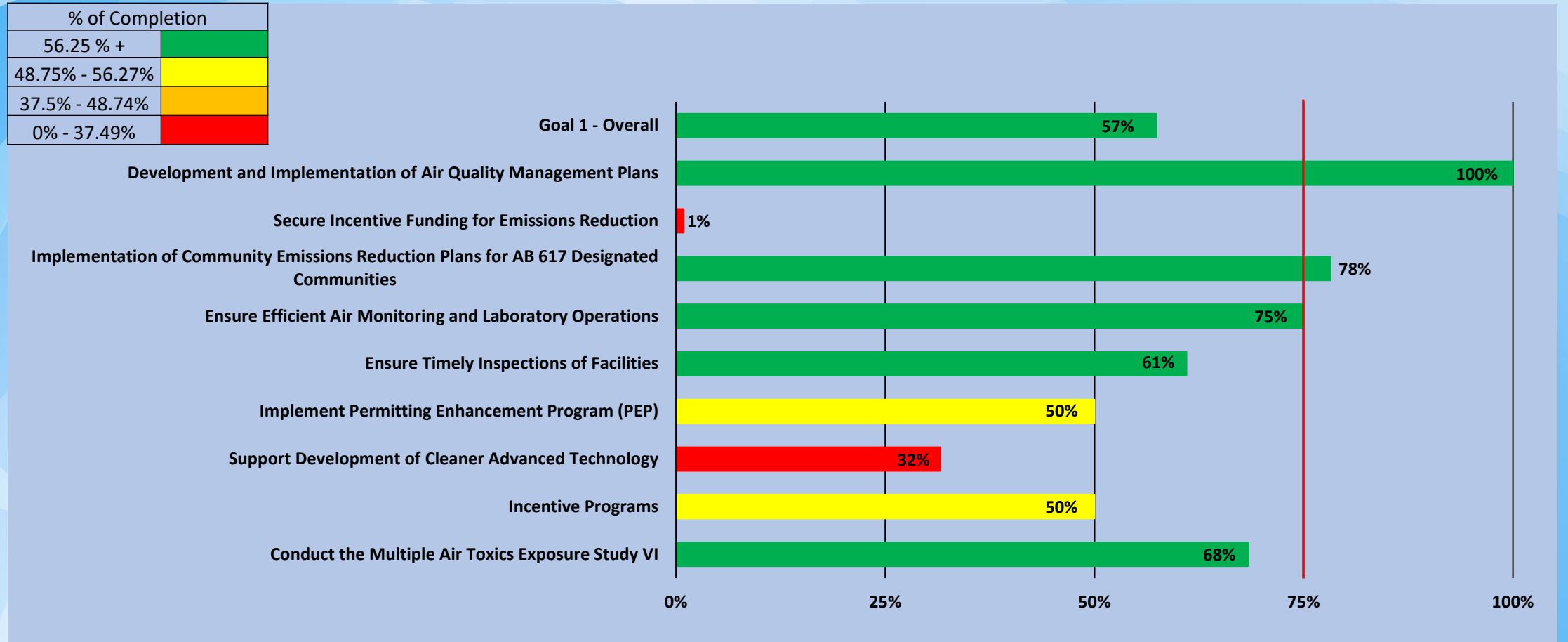
## FY 2025-26 – 3<sup>rd</sup> Quarter

% of Completion	
56.25 % +	Green
48.75% - 56.27%	Yellow
37.5% - 48.74%	Orange
0% - 37.49%	Red



# Goal I. Achieve Clean Air Standards FY 2025-26 – 3<sup>rd</sup> Quarter

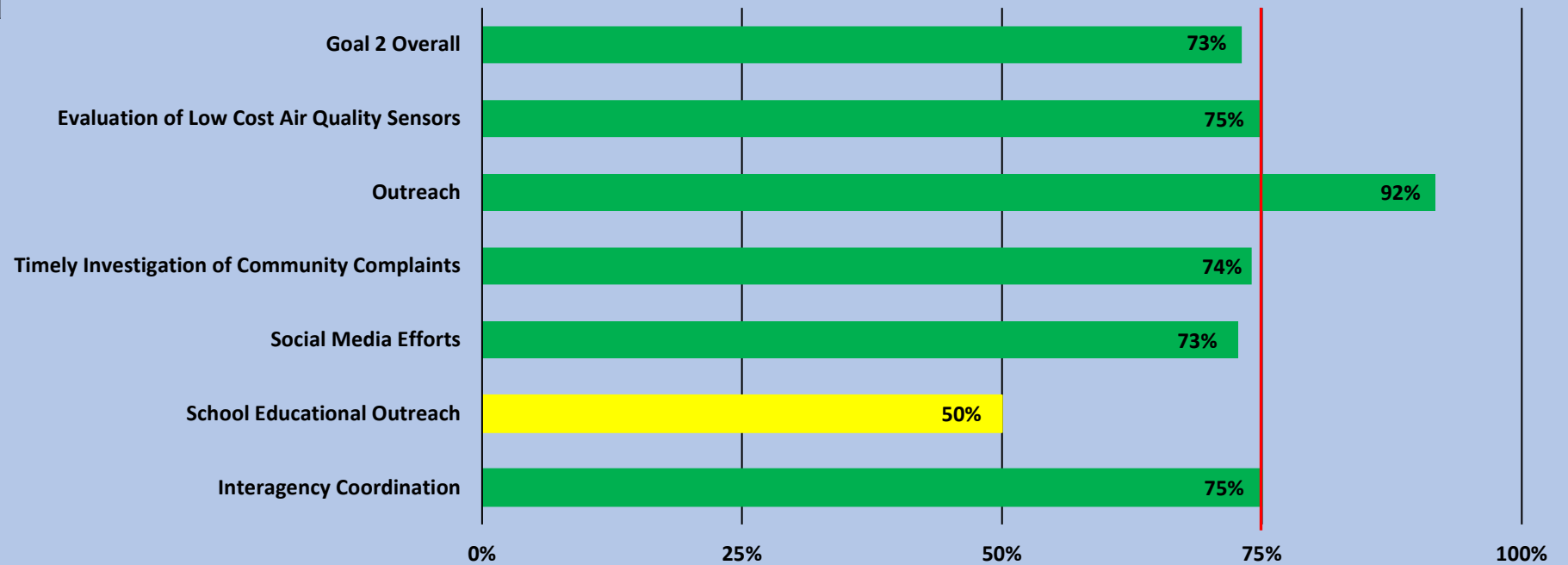
% of Completion	
56.25 % +	Green
48.75% - 56.27%	Yellow
37.5% - 48.74%	Orange
0% - 37.49%	Red



# Goal II. Enhance Public Education and Equitable Treatment for All Communities

## FY 2025-26 – 3<sup>rd</sup> Quarter

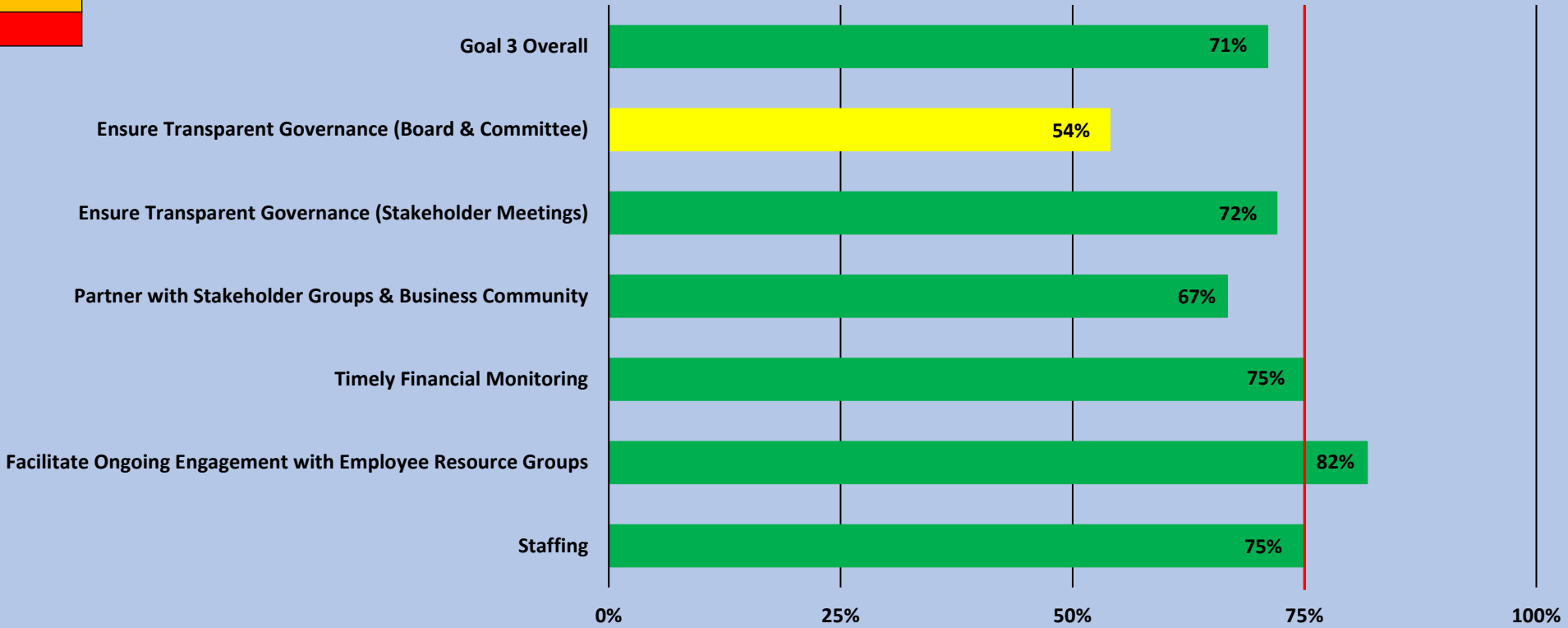
% of Completion	
56.25 % +	Green
48.75% - 56.27%	Yellow
37.5% - 48.74%	Orange
0% - 37.49%	Red



# Goal III. Operate Efficiently and Transparently

## FY 2025-26 – 3<sup>rd</sup> Quarter

% of Completion	
56.25 % +	Green
48.75% - 56.27%	Yellow
37.5% - 48.74%	Orange
0% - 37.49%	Red



# General Fund Budget Summary

	Fiscal Year 2025-26		
(\$ in millions)	Adopted Budget	Amended Budget	FY 2025-26 Q3 Actuals (unaudited)
Revenues/Transfers In	\$215.4	\$221.3	\$156.5
Expenditures/Transfers Out	\$219.6	\$225.2	\$152.3

# Revenue Comparison

FY 2025-26 – 3<sup>rd</sup> Quarter Budget vs. Actual & FY 2024-25 – 3<sup>rd</sup> Quarter

Revenue Type (\$ in millions)	Fiscal Year 2025-26 Q3			Fiscal Year 2024-25 Q3	
	Amended Budget	Actuals (unaudited)	Actual % of Budget	Actuals	Actual % of Budget
Emissions Fees	\$22.0	\$12.5	57%	\$11.9	54%
Annual Operating Fees	86.6	80.1	93%	75.9	93%
Permit Fees	21.0	16.3	77%	14.8	75%
Mobile Sources/Transportation	35.5	16.4	46%	18.1	52%
Other*	49.2	27.9	57%	31.7	65%
Area Sources	2.2	0.6	27%	0.5	25%
Transfers In	<u>4.8</u>	<u>2.7</u>	57%	<u>6.4</u>	130%
<b>Total</b>	<b><u>221.3</u></b>	<b><u>156.5</u></b>	<b>71%</b>	<b><u>\$159.3</u></b>	<b>75%</b>

\*Includes revenues from Federal & State Grants, State Subvention, Penalties/Settlements, “Hot Spots”, Interest, PERP, Hearing Board, Source Test/Lab Analysis, Leases, Subscriptions, and Misc.

# Expenditure Comparison

FY 2025-26 – 3<sup>rd</sup> Quarter Budget vs. Actual & FY 2024-25 – 3<sup>rd</sup> Quarter

Major Object (\$ in millions)	Fiscal Year 2025-26 Q3			Fiscal Year 2024-25 Q3	
	Amended Budget	Actuals (unaudited)	Actuals % of Budget	Actuals	Actuals % of Budget
Salaries & Benefits	\$183.7	\$126.2	69%	\$123.5	71%
Services & Supplies	35.2	20.9	59%	22.0	64%
Capital Equipment	4.3	3.2	74%	3.7	69%
Transfers Out	<u>2.0</u>	<u>2.0</u>	100%	<u>2.0</u>	100%
Total	<u>\$225.2</u>	<u>152.3</u>	68%	<u>\$151.2</u>	70%

# Board Approved Use of Fund Balance FY 2025-26 – 3<sup>rd</sup> Quarter

Board Letter Approval	Use	Amount
9/5/25, #11	Health insurance premium increase	\$375,000
10/3/25, #32	Rule 1180 fee revenue	(\$593,151)
Total:		<u>(\$218,151)</u>

# FY 2025-26 Unaudited and Five-Year Projection

(\$ in millions)	FY 25-26 Estimated	FY 26-27 Proposed	FY 27-28 Projected	FY 28-29 Projected	FY 29-30 Projected	FY 30-31 Projected
Authorized Staffing	1,034	1,030	1,030	1,030	1,030	1,030
Vacancy Rate	13%	13%	13%	13%	13%	13%
Funded Staffing	900	896	896	896	896	896
Revenues **	\$218.2	\$223.9	\$228.9	\$231.7	\$232.7	\$235.6
Program Costs	\$220.5	\$225.2	\$239.3	\$245.3	\$249.3	\$251.8
Changes in Fund Balance	\$(2.3)	\$(1.3)	\$(10.4)	\$(13.6)	\$(16.6)	\$(16.2)
Unreserved Fund Balance (at Year-End)	\$96.0	\$94.7	\$84.3	\$70.7	\$54.1	\$37.9
% of Revenue	44%	42%	37%	31%	23%	16%

\*\* CPI fee increase for FY 2026/27 = 3.2% . Projected CPI fee increases are as follows: FY 2027/28 – 3.3% and FY 28/29 through 2030/31- 3.2%.

Questions?

BOARD MEETING DATE: June 5, 2026

AGENDA NO.

REPORT: Status Report on Major Ongoing and Upcoming Projects for Information Management

SYNOPSIS: Information Management is responsible for data systems management services in support of all South Coast AQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.

COMMITTEE: Administrative, May 8, 2026, Reviewed

RECOMMENDED ACTION:  
Receive and file.

Wayne Natri  
Executive Officer

RMM:XC:DD:HL:dc

---

### **Background**

Information Management (IM) provides a wide range of information systems and services in support of all South Coast AQMD operations. IM's primary goal is to provide automated tools and systems to implement rules and regulations, and to improve internal efficiencies. The annual Budget and Board-approved amendments to the Budget specify projects planned during the fiscal year to develop, acquire, enhance, or maintain mission-critical information systems.

### **Summary of Report**

The attached report identifies the major projects/contracts or purchases that are ongoing or expected to be initiated within the next six months. Information provided for each project includes a brief project description and the schedule associated with known major milestones (issue RFP/RFQ, execute contract, etc.).

### **Attachment**

Information Management Status Report on Major Ongoing and Upcoming Projects During the Next Six Months

ATTACHMENT  
 June 5, 2026 Board Meeting  
 Status Report on Ongoing and Upcoming Projects for  
 Information Management

<b>Agenda Tracking System</b>	
Brief description:	Develop a new Agenda Tracking System for submittal, review, and approval of Governing Board meeting agenda items.
Estimated project cost	\$250,000
Overall project status	In Progress
Percentage complete	90%
LAST 30 days	<ul style="list-style-type: none"> <li>User Acceptance Testing and Training</li> </ul>
NEXT 30 days	<ul style="list-style-type: none"> <li>Working on Going Live</li> </ul>
Original estimated go-live date	11/15/24
Current estimated go-live date	7/21/26
Go-live date	N/A
Notes	The schedule has been extended to incorporate additional user enhancements and to allow for additional training and testing. The parallel testing is ongoing with a plan to mirror board meeting cycles for two months prior to go-live.

<b>Permit Workflow Automation</b>	
Brief description:	Automate application acceptance and engineering evaluation processes into paperless workflows. This phase includes an electronic workflow that encompasses major functions of the Permit Application process.
Estimated project cost	\$250,000
Overall project status	In Progress
Percentage complete	55%
LAST 30 days	<ul style="list-style-type: none"> <li>System Development in Progress</li> </ul>
NEXT 30 days	<ul style="list-style-type: none"> <li>System Development in Progress</li> </ul>
Original estimated go-live date	3/14/25
Current estimated go-live date	10/15/26
Go-live date	N/A
Notes	The schedule has been extended to incorporate new system requirements and design changes. Next-phase functionality development is in progress.

ATTACHMENT  
 June 5, 2026 Board Meeting  
 Status Report on Ongoing and Upcoming Projects for  
 Information Management

<b>Compliance System</b>	
Brief description:	Develop a new Compliance System to help streamline the compliance business process. The new system will provide full integration of incident management, inspection process, field operations, and operations dashboard.
Estimated project cost	\$450,000
Overall project status	In Progress
Percentage complete	75%
LAST 30 days	<ul style="list-style-type: none"> <li>• User Acceptance Testing and Training</li> </ul>
NEXT 30 days	<ul style="list-style-type: none"> <li>• Training and Working on Going Live</li> </ul>
Original estimated go-live date	2/28/25
Current estimated go-live date	8/5/26
Go-live date	N/A
Notes	The schedule has been extended to accommodate new system requirements, design changes, and additional time for user adoption and testing.

<b>Carl Moyer Program GMS Phase IV</b>	
Brief description:	Develop Annual Reporting modules and portal widgets for Carl Moyer Program web application. This system will include integration with internal South Coast AQMD systems.
Estimated project cost	\$200,000
Overall project status	Completed
Percentage complete	100%
LAST 30 days	<ul style="list-style-type: none"> <li>• System is Live, Post-Production Support</li> </ul>
NEXT 30 days	<ul style="list-style-type: none"> <li>• Post-Production Support</li> </ul>
Original estimated go-live date	5/5/26
Current estimated go-live date	5/5/26
Go-live date	5/5/26
Notes	Project is live.

ATTACHMENT  
 June 5, 2026 Board Meeting  
 Status Report on Ongoing and Upcoming Projects for  
 Information Management

<b>Air Quality Data Platform Phase 3</b>	
Brief description:	Integrate individual data systems into a cloud-based platform for efficient data management and the creation of interactive visualizations and dashboards for web access.
Estimated project cost	\$386,800
Overall project status	In Progress
Percentage complete	75%
LAST 30 days	<ul style="list-style-type: none"> <li>• System Development in Progress</li> </ul>
NEXT 30 days	<ul style="list-style-type: none"> <li>• System Development in Progress</li> </ul>
Original estimated go-live date	4/22/26
Current estimated go-live date	9/24/26
Go-live date	N/A
Notes	Additional enhancements were requested by the users.

<b>CLASS Database Migration Phase I</b>	
Brief description:	Migrate the CLASS database from Ingres to SQL Server, focusing on the database layer and ensuring compatibility with existing web and client-server applications.
Estimated project cost	\$450,000
Overall project status	In Progress
Percentage complete	35%
LAST 30 days	<ul style="list-style-type: none"> <li>• Data Migration Implementation</li> </ul>
NEXT 30 days	<ul style="list-style-type: none"> <li>• Data Migration Implementation</li> </ul>
Original estimated go-live date	9/18/26
Current estimated go-live date	9/18/26
Go-live date	N/A
Notes	Project is on schedule.

ATTACHMENT  
 June 5, 2026 Board Meeting  
 Status Report on Ongoing and Upcoming Projects for  
 Information Management

<b>Rule 1113 &amp; Rule 314 Application Modernization</b>	
Brief description:	Modernize the legacy system to enhance user experience, improve efficiency, and ensure seamless readiness for CLASS database migration.
Estimated project cost	\$66,664
Overall project status	In Progress
Percentage complete	40%
LAST 30 days	<ul style="list-style-type: none"> <li>System Development in Progress</li> </ul>
NEXT 30 days	<ul style="list-style-type: none"> <li>System Development in Progress</li> </ul>
Original estimated go-live date	8/14/26
Current estimated go-live date	8/14/26
Go-live date	N/A
Notes	Project is on schedule.

<b>WAIRE Mitigation Program GMS</b>	
Brief description:	Develop a fully electronic and integrated Grant Management System (GMS) to support Rule 2305 requirements for managing projects related to mitigation funds.
Estimated project cost	\$ 250,000
Overall project status	In Progress
Percentage complete	15%
LAST 30 days	<ul style="list-style-type: none"> <li>System Development in Progress</li> </ul>
NEXT 30 days	<ul style="list-style-type: none"> <li>System Development in Progress</li> </ul>
Original estimated go-live date	7/21/26
Current estimated go-live date	7/21/26
Go-live date	N/A
Notes	Project is on schedule.

ATTACHMENT  
 June 5, 2026 Board Meeting  
 Status Report on Ongoing and Upcoming Projects for  
 Information Management

Projects that have been completed within the last 12 months are shown below	
COMPLETED PROJECTS	
PROJECT	DATE COMPLETED
Carl Moyer Program GMS Phase III	March 10, 2026
AB 617 Clean Community School Package Initiative Phase I	February 10, 2026
Annual Emissions Reporting for Reporting Year 2025	December 31, 2025
WAIRE POP Enhancement for Reporting Year 2025	December 26, 2025
Peoplesoft Financials 9.2 Upgrade	November 11, 2025
Zoom for Government	October 31, 2025
Prop 1B GMS - 2025 Solicitation	October 28, 2025
Ingres Upgrade	October 27, 2025
AB2766 FY 24-25	October 21, 2025
ELECTRIC - Clean Heavy-Duty Vehicles (CHDV) Grant Program Phase 1.2	September 30, 2025
AirNet Upgrade	August 17, 2025
ELECTRIC - Clean Heavy-Duty Vehicles (CHDV) Grant Program Phase 1.1	August 15, 2025
Invest Clean	August 15, 2025
New Timecard	July 23, 2025
WAIRE POP Phase V	June 26, 2025
Methyl Bromide Web Application	June 6, 2025

BOARD MEETING DATE: June 5, 2026

AGENDA NO.

PROPOSAL: Authorize Purchase of OnBase Software

SYNOPSIS South Coast AQMD uses OnBase software for its electronic document management system to manage critical documents and to support South Coast AQMD's Record Retention Policy. The software subscription for OnBase expires on July 31, 2026. This action is to obtain approval for renewal of OnBase software subscription for a period of three years at a cost not to exceed \$660,000. Funds for the first year's purchase are included in Information Management's FY 2025-26 Budget.

COMMITTEE: Administrative, May 8, 2026; Recommended for Approval

**RECOMMENDED ACTION:**

Authorize the Procurement Manager to purchase a renewal of OnBase software subscription and to execute all documents for this purchase for a period of three years, at a cost not to exceed \$660,000, with an annual cost of \$220,000.

Wayne Natri  
Executive Officer

RMM:HL;mf

---

**Background**

South Coast AQMD uses OnBase software as its electronic document management system, which has maintained South Coast AQMD documents and other critical records since 1990. Total storage to date is over ten million multi-page documents. OnBase is used by many of South Coast AQMD's mission critical web applications including Online Application Filing, Asbestos Notifications, and Oil and Gas Well Electronic Notification and Reporting. OnBase is a Windows-based, menu-driven, document management system designed to store and retrieve critical documents in electronic format. The system provides concurrent information to multiple workstations simultaneously. It has a flexible compound document structure where black-and-white

or color images co-exist with text and data within a single document. It stores various types of documents such as Microsoft Word documents, Outlook emails, PDFs, videos and data files.

The system includes document routing and ad-hoc, scheduled point-to-point, and broadcast distribution of documents. It contains a complete set of markup and annotation tools that allow users to add notes, comments and drawings to pages without compromising the original document's integrity. The system has full network support so information can be distributed rapidly within an organization regardless of system architecture. Finally, the system has an extensive number of features to allow the secure display of documents on South Coast AQMD's internal and external websites and on iPhone, iPad and Android mobile applications. The OnBase software subscription expires on July 31, 2026.

**Proposal**

Hyland Software is the sole manufacturer and provider of OnBase software and is, therefore, the only source for its maintenance support licensing agreements. Staff recommends the purchase of OnBase software subscription for a period of three years from Hyland Software at a cost not to exceed \$660,000, with an annual cost of \$220,000.

**Sole Source Justification**

Section VIII.B.2 of the Procurement Policy and Procedure identifies circumstances under which a sole source purchase award may be justified. This request for a sole source award is made under provision VIII.B.2.c.(2) and (3). The products and services are available from only Hyland Software; involves the use of proprietary technology; and uses key contractor-owned assets for project performance. The cost of these support services reflects General Services Administration pricing.

**Resource Impacts**

Sufficient funds are available in Information Management's FY 2025-26 Budget. Funding for subsequent fiscal years will be requested and budgeted appropriately.

BOARD MEETING DATE: June 5, 2026

AGENDA NO.

PROPOSAL: Authorize Purchase of Oracle PeopleSoft Software and Support

SYNOPSIS: South Coast AQMD uses Oracle's PeopleSoft Integrated Financial/Human Resources System. The software package provides purchasing, accounting, asset management, financial management, project reporting, payroll and human resources functionality for South Coast AQMD. The maintenance support for this system expires August 29, 2026. This action is to obtain approval for a three-year contract with Oracle America, Inc. in the amount not to exceed \$1,255,000. Funds for the first year's purchase are included in Information Management's FY 2026-27 Budget and will be included in subsequent fiscal year budget requests.

COMMITTEE: Administrative, May 8, 2026; Recommended for Approval

**RECOMMENDED ACTION:**

Authorize the Procurement Manager to issue a purchase order for three years of Oracle PeopleSoft software maintenance support from Oracle America, Inc. for the integrated Financial/Human Resources System for the period of August 30, 2026 through August 29, 2029, at a cost not to exceed \$1,255,000.

Wayne Natri  
Executive Officer

RMM:HL:ms

---

**Background**

In April 1998, after an extensive competitive bidding process, South Coast AQMD purchased the Oracle PeopleSoft Financial/Human Resources System to enhance the functionality of the overall finance system. The Oracle PeopleSoft system eliminated duplicate effort, where possible, and integrated processes that access the same data. The software package provides purchasing, accounting, asset management, financial management, project reporting, payroll, and human resources functionality for South

Coast AQMD. Software support includes day-to-day technical support, software patches and bug fixes, and software upgrades. Software maintenance support for the Oracle PeopleSoft system expires August 29, 2026.

The system also uses Oracle database software. The Oracle database is used to store all of the data used in the software system. The database support includes day-to-day technical support, software patches and bug fixes, and software upgrades. Software maintenance support for Oracle database software also expires August 29, 2026.

**Sole Source Justification**

Section VIII.B.2 of the Procurement Policy and Procedure identifies circumstances under which a sole source purchase award may be justified. These requests for a sole source award are made under provision VIII.B.2.c.(2) and (3). The services are available from only the sole source; involve the use of proprietary technology; and use key contractor-owned assets for project performance.

**Proposal**

Oracle America, Inc. is the sole manufacturer and provider of PeopleSoft and Oracle database software and therefore, the only source for software maintenance support licensing agreements. Staff recommends approval of a three-year contract for Oracle PeopleSoft software maintenance support at a cost not to exceed \$1,255,000.

**Resource Impacts**

Sufficient funds for the first of the three-year contract are included in Information Management’s FY 2026-27 Budget Services and Supplies Major Object, Professional and Specialized Services account.

BOARD MEETING DATE: June 5, 2026

AGENDA NO.

**PROPOSAL:** Appropriate Funds, Issue Solicitation, Execute and/or Amend Contracts for Continued Implementation of Inflation Reduction Act Grant

**SYNOPSIS:** South Coast AQMD previously received a federal grant award from U.S. EPA under the Inflation Reduction Act (IRA) Multipollutant Air Monitoring grant in the amount of \$1,210,708 to fund air monitoring network upgrades. These actions are to appropriate IRA Multipollutant Air Monitoring grant funds up to \$150,000 into the Monitoring and Analysis FY 2026-27, 2027-28 and/or 2028-29 Budgets, issue an RFP and execute a contract for the development of software for the Laboratory weigh room, and authorize the Executive Officer to amend a contract for the development of the Diamond Bar Air Monitoring Equipment Testing and Education Center.

**COMMITTEE:** Administrative, May 8, 2026; Recommended for Approval

**RECOMMENDED ACTIONS:**

1. Appropriate funds up to \$150,000 from U.S. EPA for the Inflation Reduction Act (IRA) Multipollutant Air Monitoring grant funds into the Monitoring and Analysis FY 2026-27, 2027-28 and/or 2028-29 Budgets (Org 47), as detailed in Attachment 1;
2. Authorize the Procurement Manager, in accordance with South Coast AQMD's Procurement Policy and Procedure, to issue an RFP in an amount up to \$110,000, and based on results of the RFP, authorize the Executive Officer to execute a contract for the development of software to support the tasks performed in the Laboratory weigh room, as detailed in Table 1; and
3. Authorize the Executive Officer to execute an amendment to the contract for the Diamond Bar Air Monitoring Testing and Education Center (Contract #C25215), as detailed in Attachment 2.

Wayne Nastri  
Executive Officer

## **Background**

### Inflation Reduction Act

On August 16, 2022, Congress passed the IRA, which included provisions for U.S. EPA to fund air monitoring network upgrades for state and local air pollution control agencies. This funding, distributed through a noncompetitive grant process, supports activities such as the operation of criteria pollutant air monitoring networks mandated under Section 103 of the Clean Air Act. This section authorizes U.S. EPA to provide grants for research and measurements related to the causes, effects, prevention and control of air pollution. To further support these efforts, U.S. EPA allocated \$1,210,708 for the IRA Multipollutant Air Monitoring grant beginning October 1, 2024 through September 30, 2029. The Board recognized these funds in January 2025.

## **Proposal**

This action is to appropriate up to \$150,000 from U.S. EPA into the Monitoring and Analysis FY 2026-27, 2027-28 and/or 2028-29 Budgets (Org 47), as detailed in Attachment 1.

### *Development of Software for Laboratory Weigh Room*

Staff is proposing to issue an RFP to solicit bids from contractors for the development of software for the PM2.5 Federal Reference Method program. The software will track filter numbers and weights, control the microbalance used for weighing, record conditioning and weighing dates/times, and export filter data to the sample database. Additionally, the software will continually capture the Laboratory weigh room temperature and relative humidity to ensure conditions meet U.S. EPA requirements. U.S. EPA will provide up to \$110,000 in grant funds to support the development of this software, as detailed in Table 1.

### *Development of Diamond Bar Air Monitoring Equipment Testing and Education Center*

Staff issued an RFP to solicit bids from contractors for the development of an Air Monitoring Equipment Testing and Education Center located at South Coast AQMD's Diamond Bar headquarters. This center will serve as both a public education center and an air monitor and sensor testing location. A contractor was selected and Contract #C25215 was established for this project that met the technical and budget requirements of the RFP. During the site review and planning process, the electrical requirements for the center were identified to be greater than initially anticipated and out of scope for the issued RFP. Electrical upgrades would include larger electrical panels and a single-phase transformer which will incur an additional cost of \$40,000. U.S. EPA will provide up to \$640,000 in other grant funds to support the development of this center in Diamond Bar, as detailed in Attachment 2.

## **Resource Impacts**

Upon Board approval, U.S. EPA IRA grant funding will fully support the budgeted objectives of the program.

**Table 1**  
**Proposed FY 2026-27, 2027-28 and/or 2028-29 Budgets**  
**Professional Services for IRA Multipollutant Grant**

Description	Account Number	Estimated Amount*	Contracting Method
Development of Software for Laboratory Weigh Room	67450	\$110,000	Solicitation to Prequalified and/or Outside Vendors
Development of Diamond Bar Air Monitoring Station	67450	\$40,000	Modify Contract
<b>Total</b>		<b>\$150,000</b>	

\*Expenditures may be appropriated to Services & Supplies and/or Capital Outlays Major Object, as warranted.

**Attachments**

Attachment 1: Proposed Expenditures for IRA Multipollutant Grant for FY 2026-27, 2027-28 and/or 2028-29

Attachment 2: Funding Totals for Modified Contract

**Attachment 1**  
**Proposed Expenditures for IRA Multipollutant Grant**  
**for FY 2026-27, 2027-28 and/or-2028-29**

Account Description	Account Number	Program Code	Estimated Expenditure*
<b>Services &amp; Supplies Major Object:</b>			
Professional and Special Services	67450	47237	\$150,000
<b>Total</b>			<b>\$150,000</b>

\*Expenditures may be appropriated to Services & Supplies and/or Capital Outlays Major Object, as warranted.

**Attachment 2**  
**Funding Totals for Modified Contract**

<b>Contract</b>	<b>Initial Funding</b>	<b>Proposed Addition</b>	<b>Total Funding</b>
Development of Diamond Bar Air Monitoring Station (Contract #C25215)	\$600,000	\$40,000	\$640,000

BOARD MEETING DATE: June 5, 2026

AGENDA NO.

**PROPOSAL:** Authorize Cooperative Purchasing Agreement for Printing Equipment and Multi-Function Devices

**SYNOPSIS:** South Coast AQMD's printing equipment and multi-function devices contract is set to expire on June 30, 2026. This action is to execute a new five-year lease and maintenance agreement with Xerox Corporation, from July 1, 2026 to June 30, 2031, for a total amount not to exceed \$863,880, utilizing a cooperative purchase program. The agreement provides for two color production printers, one black and white production printer system, a cutter, and 29 walk-up floor multi-function devices. Funding is included in the FY 2026-27 budget and will be requested in successive fiscal years.

**COMMITTEE:** Administrative, May 8, 2026; Recommended for Approval

**RECOMMENDED ACTION:**

Authorize the Executive Officer to execute a five-year lease and maintenance agreement with Xerox Corporation, beginning July 1, 2026 and ending June 30, 2031. The total cost for the agreement is not to exceed \$863,880, to cover lease payments, maintenance, software, taxes, and estimated print charges based on past usage.

Wayne Nastri  
Executive Officer

AJO:VL:wb

---

**Background**

South Coast AQMD Print Shop currently has a five-year lease and maintenance agreement with MRC Smart Technology Solutions, a Xerox Company, which expires June 30, 2026. The lease and maintenance agreement covers two color production printers, one black and white production printer system, 29 walk-up floor multi-function devices (including copy, print, scan, email, and staple functions), maintenance, and software.

The Print Shop is responsible for prioritizing, coordinating, and performing printing tasks in-house. Print Shop staff produce approximately 2.7 million in-house impressions and over 4,000 in-house copy and color press jobs per year. In addition, the Print Shop oversees maintenance of 29 multi-function devices that handle approximately 413,000 impressions generated annually by staff. Documents produced include Board and committee meeting documents, training manuals, the South Coast AQMD Advisor, and publications provided to residents and businesses with information about upcoming programs and events, such as public workshops.

### **Proposal**

This proposal will provide two color production printers, one black and white production printer, and a cutter with splitter and creaser equipment for the Print Shop. The agreement will also provide 29 multi-function devices (including copy, print, scan, email, and staple functions) for placement in high traffic common areas and based on departmental needs at South Coast AQMD Headquarters and the Long Beach office, as well as related software. The proposed new equipment technology will increase efficiency, enable outsourced jobs to be produced in-house, expand offerings to internal customers, and implement an agency-wide solution to meet current and future needs.

The proposed cooperative purchasing agreement is with Xerox Corporation for a five-year lease term, from July 1, 2026 through June 30, 2031, in an amount not to exceed \$863,880. Xerox Company, through MRC Smart Technology Solutions, is our current provider and serves Southern California with factory-certified service technicians serving the Diamond Bar area, and a local warehouse. Xerox Corporation proposes to continue to provide a professional service team, a tenured account management team, quality products, and excellent customer service.

### **Cooperative Purchase Agreement Process**

South Coast AQMD's Procurement Policy and Procedure Section IV(A)(5) allows, whenever possible, the use of cooperative purchasing programs, provided that the quality of the available goods or services meets South Coast AQMD requirements. Cooperative purchasing agreements reduce costs by aggregating the purchasing power of public agencies nationwide. This proposal utilizes a cooperative purchasing agreement with OMNIA Partners, Public Sector (subsidiaries National IPA and U.S. Communities), a cooperative purchasing organization for state and local government, public and private K-12 schools, colleges, universities, and non-profit organizations. All contracts available through OMNIA Partners, Public Sector are competitively solicited, evaluated, and awarded. OMNIA Partners, Public Sector awarded Xerox Corporation as a vendor to provide print goods and services and digital workspace solutions to its members.

In addition to the Xerox Corporation proposal, Print Shop staff reached out to two other pre-qualified cooperative purchase program vendors for proposals. Upon review, Xerox Corporation's proposal provided printing equipment and multi-function devices that best fit the needs and budget of South Coast AQMD.

**Resource Impacts**

The estimated average annual cost for South Coast AQMD Print Shop's two-color production printers, a black and white printer, and a cutter, and 29 multi-function devices is \$172,776, for a total five-year cost of \$863,880, to cover equipment, lease payments, maintenance, use taxes, property taxes, software, and estimated print charges based on past usage.

The annual \$172,776 cost for the proposed lease and maintenance agreement will be allocated from the District General – Administrative and Human Resources' Budget, Services and Supplies Major Object as follows: \$109,029 from the Rents and Leases of Equipment Account, and \$63,747 from the Maintenance of Equipment Account. Costs for this item include an additional eight percent above the costs submitted in the original proposal to account for use tax changes and property taxes.

Funds for the first year were requested in the FY 2026-27 Budget, and additional funds will be requested in subsequent budgets.

BOARD MEETING DATE: June 5, 2026

AGENDA NO.

PROPOSAL: Establish List of Prequalified Agencies for Temporary Employment Services

SYNOPSIS: On March 5, 2026, the Executive Officer approved the release of an RFQ for temporary employment services. This action is to establish a list of prequalified agencies that will be used, as needed, to obtain temporary employment services for a three-year period from July 1, 2026, to June 30, 2029.

COMMITTEE: Administrative, May 8, 2026; Recommended for Approval

**RECOMMENDED ACTION:**

Approve the agencies listed in Attachment B as prequalified vendors to provide temporary employment services for South Coast AQMD, as needed, from July 1, 2026, through June 30, 2029.

Wayne Natri  
Executive Officer

AJO:TS:mc

---

**Background**

On March 5, 2026, the Executive Officer approved release of RFQ #Q2026-04 to establish a list of prequalified temporary employment services agencies from which temporary employment services can be utilized over the next three-year period, covering July 1, 2026, through June 30, 2029.

The RFQ covered four major categories of temporary staffing: office/clerical, field/technical, laboratory support, and computer-related services. When temporary staffing is needed, competitive bids are solicited from all the prequalified providers listed for the respective job categories. Final selection of a candidate is based on the cost to South Coast AQMD, the fit between job skills of temporary personnel available, South Coast AQMD's staffing needs, the pay rate of the temporary employee, and the

ability of the temporary employment services agency to provide any related services that might be needed.

### **Outreach**

In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFQ and inviting bids were published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders were notified by utilizing South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFP has been e-mailed to the Legislative Caucuses and various minority chambers of commerce and business associations and placed on the South Coast AQMD's website (<http://www.aqmd.gov>).

### **Bid Evaluation**

By the close of bidding at 2:00 p.m. on April 7, 2026, 22 proposals were received. Of those received, 18 were deemed complete and contained the required documentation specified in the RFQ. The panel evaluating the proposals included a Human Resources Manager, an Administrative Assistant – Human Resources, and a Principal Air Quality Chemist.

The panel evaluated the 22 proposals based on the criteria specified in the RFQ, which included agency qualifications and responsiveness to the RFQ (Technical Score), and cost competitiveness (Cost Score), for a total of 100 points possible. In accordance with South Coast AQMD policy, additional points were awarded to agencies qualifying as a local business, small business, or disabled veteran business.

Of the 22 proposals evaluated, 18 proposals exceeded the required minimum qualifying score (75 of 100 points for Technical + Cost scores), with totals ranging from 80-97. Attachment A summarizes the results of the scoring process. Those 18 companies are recommended as qualified to provide temporary employment services in one or more of the categories sought, as listed in Attachment B.

### **Proposal**

Staff recommends approval of the agencies listed in Attachment B as prequalified to provide South Coast AQMD temporary employment services, as needed, through June 30, 2029.

### **Resource Impacts**

There are no direct resource impacts relating to the prequalification of temporary employment services providers. The amount allocated for temporary employment

services for each organizational unit is approved by the Board as part of South Coast AQMD's budget process.

**Attachments**

Attachment A – Evaluation Summary

Attachment B – Prequalified List of Temporary Employment Services Providers

**ATTACHMENT A**  
**EVALUATION SUMMARY**  
**RFQ 2026-04**

**Temporary Employment Services Providers**

Name	Qualifying Score (Technical + Cost)	Additional Points*	Total Points
TRYFACTA, INC	97	15	112
22ND CENTURY TECHNOLOGIES, INC	96	10	106
SIERRA CYBER	96	10	106
ENTERPRISE RESOURCE SERVICES INC	99	5	104
PARTNERS IN DIVERSITY, INC.	91	10	101
COMPUNNEL SOFTWARE GROUP, INC. DBA COMPUNNEL, INC.	100	0	100
INFOJINI INC	100	0	100
ADVANCED RESOURCES, LLC	88	10	98
ND GLOBAL CONSULTING SERVICES, INC	98	0	98
LANCESOFT INC	97	0	97
APR CONSULTING, INC.	90	5	95
SOFTSAGES LLC DBA SOFTSAGES TECHNOLOGY	95	0	95
SYNKRIOM DIGITAL	93	0	93
APPLEONE INC	90	0	90
CATHYJON ENTERPRISES, INC DBA HB STAFFING	90	0	90
DISKRITER INC	90	0	90
SUPERB TECH, INC	81	0	81
A & ASSOCIATES INC	80	0	80

\* In accordance with South Coast AQMD procurement policy, additional points were awarded to agencies qualifying as a local business, small business, or disabled veteran business.

**ATTACHMENT B**

**PREQUALIFIED LIST**

**Temporary Employment Services Providers**

**July 1, 2026 – June 30, 2029**

<b>Vendor</b>	<b>Office/ Clerical</b>	<b>Field/ Technical</b>	<b>Lab Support</b>	<b>Computer Related</b>
22ND CENTURY TECHNOLOGIES, INC	X	X	X	X
A & ASSOCIATES INC	X	X	X	X
ADVANCED RESOURCES, LLC	X	X	X	X
APPLEONE INC	X	--	--	X
APR CONSULTING, INC.	X	--	X	X
CATHYJON ENTERPRISES, INC DBA HB STAFFING	X	--	X	X
COMPUNNEL SOFTWARE GROUP, INC. DBA COMPUNNEL, INC.	X	X	X	X
DISKRITER INC	X	X	X	X
ENTERPRISE RESOURCE SERVICES INC	X	X	X	X
INFOJINI INC	X	--	--	X
LANCESOFT INC	X	X	X	X
ND GLOBAL CONSULTING SERVICES, INC	X	X	X	X
PARTNERS IN DIVERSITY, INC.	X	--	--	X
SIERRA CYBER	X	X	X	X
SOFTSAGES LLC DBA SOFTSAGES TECHNOLOGY	--	--	--	X
SUPERB TECH, INC	--	X	X	X
SYNKRIOM DIGITAL	X	--	--	X
TRYFACTA, INC	X	X	X	X

BOARD MEETING DATE: June 5, 2026

AGENDA NO.

**PROPOSAL:** Approve New and Revised Class Specifications; Amend the Salary Resolution and the Teamsters MOU to Establish New and Revised Class Specifications and, as Needed, to Revise Salaries; Amend FY 2025-26 Budget By Adding a Position and Deleting a Position

**SYNOPSIS:** Based upon a review of operational needs, staff is recommending changes to class specifications in the Finance Division and the Legal Office. This item proposes to revise the Fiscal Assistant and Senior Fiscal Assistant class specifications and to create a new class specification related to this series for Finance, and proposes to revise the Legal Office positions of Legal Secretary and Administrative Secretary/Legal. This item would also establish salaries for the proposed Account Clerk I, Account Clerk II, and Senior Account Clerk class specifications. In addition, staff is recommending adding and deleting positions in the Monitoring and Analysis Division to address operational needs. Sufficient funding exists in the FY 2025-26 Budget, and funding will be included in future budgets.

**COMMITTEE:** Administrative, May 8, 2026; Recommended for Approval

**RECOMMENDED ACTIONS:**

1. Approve class specifications in the Finance Division - Account Clerk I (revising the current Fiscal Assistant position), Account Clerk II (new), and Senior Account Clerk (revising the current Senior Fiscal Assistant position), as set forth in Attachment A;
2. Revise the class specifications for the Legal Secretary and Administrative Secretary/Legal positions in the Legal Office to create the Legal Assistant and Senior Legal Assistant positions, as set forth in Attachment B;
3. Amend Section 53 (TABLE OF CLASSES) of the Salary Resolution to reflect the new and revised class specifications; and amend Appendix B (OCM) of the Memorandum of Understanding (MOU) between South Coast AQMD and Teamsters Local 986, and Section 54 (Management and Confidential) of the Salary Resolution to establish the salaries for the new and revised class specifications; as set forth in Attachment C; and

4. Amend the FY 2025-26 Budget by adding a Monitor Operations Manager position and deleting a Program Supervisor position (ID No. 1739) in the Monitoring and Analysis Division budget.
5. Appropriate \$119,000 to the FY 2026-27 Budget from the General Fund Undesignated (Unassigned) Fund Balance to fund the costs of new and revised class specifications, and the staffing additions and deletions.

Wayne Nastri  
Executive Officer

AJO:mm

---

### **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. Class specifications in the Finance Division and Legal Office were evaluated to determine whether their duties and positions were up to date with industry standards, as well as to make changes to address operational needs, recruitment efforts, and staff retention and development. The proposed revisions to Finance Division class specifications and proposed salary adjustments have been discussed, and agreed upon, with union representatives of the bargaining unit. In addition, this item proposes amendments to the FY 2025-26 Budget allocation of positions in the Monitoring and Analysis Division to better support operational needs.

### **Proposal**

#### Finance Division

Fiscal Assistant staff provide a variety of clerical accounting responsibilities in the support of a fiscal recordkeeping system or purchasing invoicing system. The proposed revisions update the current Fiscal Assistant and Senior Fiscal Assistant class specifications with new titles to, respectively, Account Clerk I and Senior Account Clerk for consistency with industry standards. In addition, a new advanced-journey level Account Clerk II class specification is being added to this job series to better assign work assignments, and to also establish a new career ladder within the Finance Department. Incumbents in current class specifications will be placed in the appropriate new class specification.

Proposed salaries for these new and revised class specifications are set forth in Attachment C.

### Legal Office

Legal Secretary staff provide a wide variety of difficult and complex legal secretarial duties. The proposed revisions include title changes to the Legal Secretary and Administrative Secretary/Legal positions to, respectively, Legal Assistant and Senior Legal Assistant to achieve consistency with industry standards. This proposal also revises the job duties for these class specifications to reflect current Legal operations and to delete outdated functions. In addition, the minimum requirements are being revised to enhance recruitment efforts to search for a well-qualified applicant pool. Incumbents in current class specifications will be designated into the revised class specification.

### Monitoring and Analysis Division

Based upon review of operations for the Monitoring and Analysis Division, staff recommends adding a Monitoring Operations Manager position to the Advanced Monitoring Technologies unit to support rule development, implementation, and rule-based fence-line air monitoring plan review. Specifically, the position would provide technical support and input during the rule development process, participate in cost analysis for rules, communicate to vendors and manufacturers, and oversee performance evaluation of monitoring equipment to determine applicability for rule implementation. The cost of the added position would be offset by the deletion of a Program Supervisor position from the division's budget.

### **Resource Impacts**

Sufficient funding exists in the FY 2025-26 Budget. In addition, there is sufficient funding available in the General Fund Undesignated (Unassigned) Fund Balance to appropriate funding for the FY 2026-27 Budget to cover the costs of the new and revised class specifications, and the staffing additions and deletions. Funding will also be requested in subsequent fiscal year budgets.

### **Attachments**

- A. Proposed class specifications for Account Clerk I (revising the current Fiscal Assistant position), Account Clerk II (new), and Senior Account Clerk (revising the current Senior Fiscal Assistant position)
- B. Proposed revised class specifications for the Legal Secretary and Administrative Secretary/Legal positions in the Legal Office to create the Legal Assistant and Senior Legal Assistant positions
- C. Proposed amendments to Section 53 (TABLE OF CLASSES) of the Salary Resolution to reflect the new and revised Class Specifications; and to Appendix B (OCM) of the Memorandum of Understanding (MOU) between South Coast AQMD and Teamsters Local 986, and Section 54 (Management and Confidential) of the Salary Resolution to establish the salaries for the new and revised Class Specifications

ATTACHMENT A

Class Code  
400



~~Fiscal Assistant I~~ Account Clerk I

Bargaining Unit: Office, Clerical, & Maintenance

Salary Range

\$22.14 - \$31.48 Hourly  
\$1,771.33 - \$2,518.78 Biweekly  
\$3,837.89 - \$5,457.35 Monthly  
\$46,054.70 - \$65,488.21 Annually

**South Coast Air Quality Management District**

**Established Date** 04/05/2004

**Last Revised Date** 10/29/2008

**Description**

**DEFINITION:** Under general supervision, performs a variety of clerical accounting responsibilities in support of a fiscal recordkeeping system or purchasing invoicing system; operates automated office equipment; and does other work as required.

**CLASSIFICATION STANDARDS:** This multi-position, journey-level class is characterized by the responsibility to perform a variety of clerical accounting or fiscal purchasing assignments of moderate difficulty, within established procedures and without close supervision. This class is distinguished from the Office Assistant class in that the Fiscal Assistant Account Clerk I performs office support duties that are primarily fiscal related, whereas the former class performs general office support work.

**Essential Duties**

Prepares, maintains, reviews, and processes fiscal documents related to accounts receivable, accounts payable, payroll, and purchasing invoicing records; compiles and recomputes bills, vouchers, invoices, requisitions, and purchase orders; reviews fiscal documents and processes claims against South Coast AQMD by checking for arithmetical accuracy; verifies claims against billing and other supporting documents, and determines adherence to prescribed clerical accounting practices and procedures.

Assists in the preparation and processing of South Coast AQMD payroll; compiles fiscal and statistical data to prepare standardized reports; posts transactions manually or by computer or data-entry terminal to subsidiary ledgers and journals; verifies and balances accounts and other fiscal records; contacts South Coast AQMD employees or vendors to obtain and/or clarify information concerning payroll, purchasing matters, claims or payments; traces, locates, and reconciles discrepancies and makes adjustments to appropriate accounts.

Operates a typewriter, computer, calculator, and a variety of automated data processing office equipment; sorts, batches, and codes material for data entry; enters, updates, and retrieves information from a computerized recordkeeping system.

May assist in taking physical inventory of fixed assets or verifying the accuracy of stock and equipment accounts by balancing receipts, invoices, and statements; reconciles property listings or invoices and prepares statistical reports reflecting inventory; contacts vendors and or representatives to resolve invoicing differences.

### **Minimum Requirements**

EITHER -I-

**EXPERIENCE:** One year as an Office Assistant.

-OR- II

**EXPERIENCE:** Two years performing clerical work.

**SUBSTITUTION:** Completion of 18 semester (27 quarter) units from an accredited college or university in fiscal recordkeeping, accounting, business math, or a closely related field, or completion of 360 hours of training from a recognized occupational training program in any of the above-listed areas may substitute for up to one year of the experience required under Option II.

**KNOWLEDGE OF:** Accounting or purchasing recordkeeping methods and techniques; office practices and procedures to process and record fiscal transactions; arithmetical computations required to maintain and compile statistical or fiscal records.

**ABILITY TO:** Understand routine accounting or purchasing transactions; maintain files and recordkeeping systems; learn, interpret, and apply South Coast AQMD fiscal recordkeeping practices and procedures; post, balance, and review fiscal and statistical records; operate standard automated office equipment, including calculators, data-entry terminals, microcomputers, and typewriters; make accurate arithmetical computations; read, understand, and follow written and oral instructions; effectively communicate basic fiscal procedures and practices to the public and South Coast AQMD personnel; establish and maintain effective working relationships with South Coast AQMD personnel and others contacted in the course of work.

**Class Code**



## Account Clerk II

**Bargaining Unit: Office, Clerical, & Maintenance**

### **SALARY RANGE**

\$23.70 - \$33.71 Hourly

\$1,895.88 - \$2,696.73 Biweekly

\$49,292.76 - \$70,115.07 Annually

**South Coast Air Quality Management District**

**Established Date TBD**

### **Description**

**DEFINITION:** Under general supervision, performs difficult and complex accounting clerical work in the maintenance of-fiscal recordkeeping system or purchasing invoicing system; operates automated office equipment.

The Account Clerk II is the second working level classification in the Account Clerk series and typically reports to a supervisory level position.

**CLASSIFICATION STANDARDS:** This multi-position, advanced journey-level class is characterized by the responsibility to perform a variety of clerical accounting or fiscal purchasing assignments of moderate difficulty, within established procedures and without close supervision. This class is distinguished from the Account Clerk I class in that the latter class performs journey-level clerical accounting or fiscal purchasing work while the Account Clerk II performs the more complex and difficult clerical accounting or invoicing work.

The Account Clerk Series differs from the Office Assistant Series (general clerical) in that the former is primarily responsible for performance of job tasks involving mathematical skills, financial and statistical recordkeeping systems and related transactions. General clerical duties may also be performed; however, the primary focus of this series is performance of accounting or fiscal related support activities.

Positions are allocated at Account Clerk II level and new staff may be hired at any level, depending on their qualifications and the needs of South Coast AQMD. Individuals are hired, typically, at the level of Account Clerk I and are eligible for consideration for promotion to Account Clerk II upon successful performance of assigned duties for the required minimum period of time of one (1) year as an Account Clerk I.

ACCOUNT CLERK I is the journey-level class in the Office Clerical and Maintenance Account Clerk class series. Incumbents are expected to complete a variety of accounting assignments, working under general supervision.

Account Clerk I is characterized by the responsibility to perform a variety of clerical accounting or fiscal purchasing assignments of moderate difficulty, within established procedures and without close supervision. Account Clerk I is distinguished from Account Clerk II in that the latter is responsible for performing more difficult and complex work, with greater independence of action, and less supervision.

ACCOUNT CLERK II is the experienced, advanced journey-level class in the Office Clerical and Maintenance Account Clerk class series.

Account Clerk II is characterized by the responsibility for performing difficult and complex assignments requiring the use of judgment and initiative to develop solutions to problems and the interpretation and application of general policies and rules. Account Clerk II is distinguished from Senior Account Clerk by the latter class's performance of the more difficult clerical accounting or fiscal purchasing and leads, assists, and reviews the work of Account Clerks.

Positions are allocated/budgeted at the Account Clerk II level. Typically, individuals hired at Account Clerk I level are eligible for consideration for promotion to the Account Clerk II level upon successful performance of assigned duties for the required minimum period of time of one (1) year as an Account Clerk I.

### **Essential Duties**

Prepares, maintains, reviews, and processes fiscal documents related to accounts receivable, accounts payable, payroll, and purchasing invoicing records; compiles and recomputes bills, vouchers, invoices, requisitions, and purchase orders; reviews fiscal documents and processes claims against South Coast AQMD by checking for arithmetical accuracy; verifies claims against billing and other supporting documents, and determines adherence to prescribed clerical accounting practices and procedures.

Assists in the preparation and processing of South Coast AQMD payroll; compiles fiscal and statistical data to prepare standardized reports; posts transactions manually or by computer or data-entry terminal to subsidiary ledgers and journals; verifies and balances accounts and other fiscal records; contacts South Coast AQMD employees or vendors to obtain and/or clarify information concerning payroll, purchasing matters, claims or payments; traces, locates, and reconciles discrepancies and makes adjustments to appropriate accounts.

Operates a computer, calculator, and a variety of automated data processing office equipment; sorts, batches, and codes material for data entry; enters, updates, and retrieves information from a computerized recordkeeping system.

May assist in taking physical inventory of fixed assets or verifying the accuracy of stock and equipment accounts by balancing receipts, invoices, and statements; reconciles property listings or invoices and prepares statistical reports reflecting inventory; contacts vendors and or representatives to resolve invoicing differences.

## **Minimum Requirements**

-EITHER I -

**EXPERIENCE:** One (1) year as an Account Clerk I

-OR II -

**EXPERIENCE:** Two (2) years of recordkeeping, accounting, or financial clerical experience.

**KNOWLEDGE OF:** Accounting or purchasing recordkeeping methods and techniques; office practices and procedures to process and record fiscal transactions; arithmetical computations required to maintain and compile statistical or fiscal records.

**SUBSTITUTION:** Completion of 18 semester (27 quarter) units from an accredited college or university in fiscal recordkeeping, accounting, business math, or a closely related field, or completion of 360 hours of training from a recognized occupational training program in any of the above-listed areas may substitute for up to one year of the experience required under Option II.

**ABILITY TO:** Understand routine accounting or purchasing transactions; maintain files and recordkeeping systems; learn, interpret, and apply South Coast AQMD fiscal recordkeeping practices and procedures; post, balance, and review fiscal and statistical records; operate standard automated office equipment, including calculators, data-entry terminals, microcomputers, and typewriters; make accurate arithmetical computations; read, understand, and follow written and oral instructions; effectively communicate basic fiscal procedures and practices to the public and South Coast AQMD personnel; establish and maintain effective working relationships with South Coast AQMD personnel and others contacted in the course of work.



Class Code  
446

**Senior Fiscal Assistant ~~Account Clerk~~**

**Bargaining Unit: Office, Clerical, & Maintenance**

**Salary Range**

<del>\$23.89 – \$33.15</del>	<b>25.59-36.41</b>	<b>Hourly</b>
<del>\$1,911.40 – \$2,652.30</del>	<b>2,047.34-2,912.50</b>	<b>Biweekly</b>
	<del>\$4,141.36 – \$5,746.64</del>	<b>Monthly</b>
<del>\$49,696.30 – \$68,959.72</del>	<b>53,230.83-75,725.02</b>	<b>Annually</b>

**South Coast Air Quality Management District**

**Established Date** 05/01/1991

**Revised Date** 11/04/2008

**Description**

**DEFINITION:** Under general supervision, performs the more difficult clerical accounting or fiscal purchasing work involved in preparing, maintaining, and processing a variety of accounting and purchasing records; serves in a lead capacity, trains, and reviews the work performed by staff; operates automated office equipment; and does other work as required.

**CLASSIFICATION STANDARDS:** This multi-position class is responsible for processing and maintaining the more difficult statistical and financial records requiring the search and abstraction of data and the explanation of detailed and complex fiscal recordkeeping practices and South Coast AQMD rules and procedures without close supervision. This class is distinguished from the ~~Fiscal Assistant Account Clerk II~~ class in that the latter class performs journey-level clerical accounting or fiscal purchasing work while the Senior ~~Fiscal Assistant Account Clerk~~ performs the more complex and responsible clerical accounting or invoicing work and leads, assists, and reviews the work of ~~Fiscal Assistant Account Clerks~~.

**Essential Duties**

Performs the more complex clerical accounting or invoicing work involved in preparing, maintaining, and processing a variety of fiscal, and statistical related records.

Reviews and audits claims, checks, warrants, purchase orders, invoices, and supporting bills and other documents processed by staff for content, arithmetical accuracy, and compliance with recordkeeping practices and South Coast AQMD rules and procedures; applies established recordkeeping methods and practices in order to track and identify, post, review and balance various records, journals, registers, and logs.

Reviews the work of staff to ensure the accuracy and compliance with South Coast AQMD recordkeeping practices and procedures; trains and provides instruction to staff and resolves the more complex or unusual recordkeeping or invoicing transactions; may recommend reprioritizing assignments to ensure timely completion of work, as necessary.

Meets with South Coast AQMD employees or vendors to obtain and/or clarify information; searches manual and computerized records to abstract information to respond to questions regarding billings, payments, invoices, claims, and other clerical fiscal transactions; traces, locates, and reconciles discrepancies and makes adjusting entries or modifications to appropriate accounts; may process warrants to vendors and employees; may issue purchase order numbers to requisitions.

Prepares revenue for bank deposit by verifying check request for content; recalculates totals and balances; reconciles bank statements to various accounts.

Compiles and prepares statements and accounting and statistical reports; generates reports of all accounting transactions entered into the computer by staff.

May assist in taking physical inventory of fixed assets or verifying the accuracy of stock and equipment accounts by reviewing and balancing such to receipts, invoices, and other documents; reconciles property listings and prepares statistical reports on inventory.

May act in the absence of the Accounting Technician or the Purchasing Assistant as necessary.

### **Minimum Requirements**

-EITHER-

**EXPERIENCE:** One year as a ~~Fiscal Assistant~~. Account Clerk II.

-OR II-

**EXPERIENCE:** Two years performing journey-level accounting duties involving computerized recordkeeping systems.

**SUBSTITUTION:** Completion of 18 semester or (27) quarter units from an accredited college or university in fiscal recordkeeping, accounting, business math, or a closely related field, or completion of 360 hours of training from a recognized occupational training program in any of the above-listed areas may substitute for up to one year of the experience required under Option II.

**KNOWLEDGE OF:** Accounting or purchasing recordkeeping methods, forms, and techniques; office practices and procedures in processing and recording accounting or fiscal transactions; arithmetical computations required to compile, maintain, and review statistical or fiscal records and reports; modern office methods, techniques, and procedures; standard office machines and automated equipment.

**ABILITY TO:** Review the work of staff; prepare fiscal reports and maintain ledgers and journals; review, maintain, and process fiscal and statistical records; interpret and apply fiscal recordkeeping practices and procedures; read, understand, and follow written and oral instructions; effectively communicate detailed and complex fiscal recordkeeping practices and South Coast AQMD rules and procedures to the public and South Coast AQMD personnel; operate standard office machines, which may include adding machines, calculators, data entry terminals, micro computers and other automated equipment; establish and maintain effective working relationships with District personnel and others contacted in the course of work.

## ATTACHMENT B



**CLASS CODE**

168

### **Legal SecretaryAssistant**

#### **SALARY RANGE**

\$31.60 - \$44.80 Hourly

\$2,527.77 - \$3,584.20 Biweekly

\$5,476.82 - \$7,765.76 Monthly

\$65,721.89 - \$93,189.07 Annually

#### **South Coast Air Quality Management District**

#### **ESTABLISHED DATE**

February 03, 1989

#### **REVISION DATE**

~~October 29, 2008~~ June 5, 2026

#### **Description**

**DEFINITION:** Under general supervision, performs a wide variety of specialized, responsible, difficult and complex legal secretariatassistant duties; and does other work as required. The Legal Assistant position involves the continual use of legal terminology and procedures, assists in processing and tracking a wide variety of legal documents, records and correspondence; and performs responsible and difficult specialized legal work in support of attorneys.

**CLASSIFICATION STANDARDS:** This multiple-position Confidential class is distinguished from those in the general clerical and secretariatadministrative series by the specialized knowledge of legal subject matter and the high degree of confidentiality in handling legal secretariatassistant responsibilities. This class is further distinguished from the Administrative Secretary/Legal Senior Legal Assistant, as the latter is responsible for supervision and office management.

#### **Essential Duties**

~~Types from draft, rough notes, verbal instructions, shorthand notes or taped dictation, a variety of correspondence and legal documents.~~

~~Types a variety of correspondence, forms, legal documents, reports, memoranda, resolutions and other written communications from written copy, detailed procedural guides or verbal instruction.~~

Initiates, composes, and formats legal documents accurately from drafts, verifies legal terms; proofreads legal drafts and final documents for grammar, accuracy, and spelling.

Compares ~~dictated~~ prepared legal references with actual reference materials to ascertain that citations are accurate.

Independently prepares and transmits legal documents such as; Summons, Requests for Acknowledgment and Receipt, Requests for Dismissal and letters to ~~Marshal~~ process servers for service; transmits documents to the court for filing, conforming and return.

Electronically files pleadings and other court forms through automated federal and state court systems; prepares copies for attorneys and judges; creates and maintains complex and confidential filing systems; opens and closes case files in case management systems prints, scans and/or archives documents, emails and records; assists with a variety of office administrative tasks.

Collects and organizes resource material involving complex or specialized legal considerations; organizes and maintains files of correspondence and legal documents including cross-reference index files.

~~Types~~ Prepares, files and serves all South Coast AQMD legal documents to be heard before the Hearing Board.

Dates and files routine correspondence for Hearing Board cases and notifies the Clerk of the Board and deputy counsels when continuances occur; maintains liaison with Clerk of the Board regarding calendar of hearings and cases.

Composes cover letters, on request, for transmission of rules and regulations, transcripts, litigation, contracts, etc.

Assists in composition of correspondence, pleadings and opinions; initiates correspondence as requested, composing letters for signature.

Maintains a calendar system reflecting filing dates, appointments and response dates for deputy counsels; makes routine appointments and notifies parties involved, confirming with correspondence as required.

Enters and maintains case information using case management software programs.

~~Answers telephone and provides information; refers caller to proper individual when not personally able to provide requested information.~~

Screens mail, calls, to determine the nature and urgency of the contact.

Processes various legal documents including court pleadings and correspondence, motions, briefs, etc. Assists attorneys in the preparation of materials, files, and scheduling of witnesses for Hearing Board and/or court proceedings.

May develop and recommend forms and procedures regarding functions and activities for the Legal Department.

Receives payment for penalties, makes appropriate notations in case files and forwards monies to the ~~Administrative Secretary/Legal~~Senior Legal Assistant.

~~As necessary, operates word processing equipment.~~

May relieve ~~Administrative Secretary/Legal~~Senior Legal Assistant of office administration activities, as necessary and required.

Performs other duties as assigned.

### **Minimum Requirements**

#### **EXPERIENCE:**

-EITHER I-

Four years of progressively responsible clerical experience, three years of which may include transcribing, typing and processing of legal documents and reports.

~~Two years of experience performing a wide variety of difficult and complex legal secretariat duties in a legal office.~~

-OR II-

Three years of experience supporting attorneys in a legal environment performing a wide variety of difficult and complex legal assistant duties in a legal office, that include preparing and processing documents such as pleadings, briefs, legal memorandum, and other papers containing extensive legal terminology and legal procedures.

~~Four years of progressively responsible clerical experience, three years of which must have included transcribing, typing and processing of legal documents and reports.~~

-OR III-

Two years of working in the legal department of a public agency.

**SUBSTITUTION:** Completion of 18 semester (27 quarter) units from an accredited college or university in ~~secretariat~~administrative sciences, office practices, business education or closely related field with an emphasis on legal ~~secretariat~~assistant course work; or completion of 360 hours of training from a recognized occupational training program in legal ~~secretariat~~assistant sciences, business education or a closely related field for one year of experience.

**KNOWLEDGE OF:** General basic legal processes and procedures; general office practices, operating procedures and clerical routines; legal terminology used in legal secretariatassistant work; legal procedures and practices involved in composing, processing and filing a variety of legal documents and reports; standard legal references and their content; correct English usage, business English usage of a legal nature, grammar, spelling, vocabulary, and punctuation to prepare correspondence and proofread finished copy; modern office and recordkeeping practices; standard office machines and automated equipment; telephone, office and online etiquette; establish and maintain effective working relationships with professional staff, departmental representatives and outside agencies; and work independently, determining priorities to meet strict work deadlines.

**ABILITY TO:** Transcribe oral and written material accurately and expeditiously; prepare, format, and type legal documents and reports; understand and follow verbal and written instructions; communicate effectively in oral and written form with the public, South Coast AQMD employees, and others to obtain and transmit information and explain South Coast AQMD regulations and legal procedures; maintain accurate and complex case files and

records; operate standard office equipment and software; court filing procedures; process service procedures; maintain the confidentiality of all information pertaining to legal issues; and type a wide variety of legal documents with speed and accuracy~~machines~~ which may include ~~data entry terminals, microcomputers and word processors~~.

**SKILLS:** Sufficient skills to type 45 net words per minute is desired; candidates may be required to take a typing test prior to being considered. ~~take dictation at a rate of 80 words per minute may be required.~~



**CLASS CODE**

167

**Administrative Secretary/Legal Senior Legal Assistant**

**SALARY**

\$34.18 - \$48.45 Hourly

\$2,734.37 - \$3,876.39 Biweekly

\$5,924.46 - \$8,398.84 Monthly

\$71,093.55 - \$100,786.13 Annually

**South Coast Air Quality Management District**

**ESTABLISHED DATE**

February 03, 1989

**REVISION DATE**

June 5, 2026

**Description**

**DEFINITION:** Under general supervision, acts as office manager; supervises the secretarial/legal assistant and clerical support staff; acts as confidential secretary/assistant to Legal Department management; performs a wide variety of non-routine legal secretarial/assistant duties; and does other work as required.

**CLASSIFICATION STANDARDS:** This multiple-position confidential class is distinguished from the Legal Secretary/Assistant class by its supervisory and office management responsibilities and is further characterized by assuming more complex and technical clerical responsibilities. This classification is further distinguished by level of legal secretarial responsibility, amount of knowledge and judgment required in disposing of daily problems, and the extent to which the secretary/assistant participates in the administrative duties of executive or Legal Department management, as assigned.

**Essential Duties**

Supervises the assignment of clerical workload to the secretarial/legal assistant and clerical staff; coordinates work overloads; assumes the most difficult and complex clerical responsibilities.

Manages caseload assignments, keeping records of Notices of Violation; after review, prepares dockets; determines appropriate allocation of Notices based on deputy counsels' workloads; develops and maintains records of deputy counsels' caseloads.

Receives payment for penalties, logging information in financial records and in Legal Department's bimonthly reports; routes penalty fines to Finance and reports settlements and amounts of settlements to Engineering and Compliance.

Drafts, for Legal Department management's or deputy counsels' review, interrogatories, requests for admissions, and motions, as needed.

Prepares statistical reports.

Oversees orderings of office supplies.

Tracks and cCoordinates responses to Public Records Act, Subpoena requests and Subpoenas Duces Tecum with paralegals.

Oversees Contract Assistant to ensure Logs in contracts are logged in and routed to appropriate attorney for review; ; reviews for form and grammar, checks conflicts; checks to determine whether appropriate procedural review has been followed; utilizes CAMS to keeps master file.

Prepares ~~General Counsel~~ (Legal) department contracts for professional and special services, law library materials, and online legal research platform. Maintains contract files, tracks approvals to completion, and provides fully executed contract to outside vendor.

Reviews and processes invoices from outside contractors, law library materials, court filing service, process servers and any other services utilized by the Legal Department.

Ensures payment of yearly bar dues, and District Court renewals for attorneys.

Reviews incoming correspondence and determines if backup data is necessary before forwarding.

Logs in Board letters; reviews and accounts for all Board letters prior to review by Legal Department management.

Types from draft, rough notes, handwritten and verbal instructions, shorthand notes or taped dictation, a variety of correspondence and legal documents.

Compares ~~dictated~~ prepared legal references with actual reference materials to ascertain that citations are accurate.

Independently prepares and transmits legal documents such as: Summons, Requests for Acknowledgement and Receipt, Requests for Dismissal and letters to Marshal process

servers for service; transmits documents to the court for filing, (following Court direction as to filing manner, i.e. electronic or paper), conforming and return.

Collects and organizes resource material involving complex or specialized legal considerations; organizes and maintains files of correspondence and legal documents including cross-reference index files.

Composes cover letters, on request, for transmission of rules and regulations, transcripts, litigation, contracts, etc.

Assists in composition of correspondence, pleading and opinions; initiates correspondence as requested, composing letters for signature.

Prepares annual and three-year budget for the Legal Department.

Maintains a calendar system reflecting filing dates, appointments and response dates for Legal Department management; makes routine appointments and notifies parties involved with correspondence as required.

Answers telephone and provides information; refers caller to proper individual only when not personally able to provide requested information.

Reviews forms and procedures regarding legal function and activities.

As necessary, operates word processing equipment.

Relieves Legal Department management and legal staff of office administrative activities, as necessary and required.

### **Minimum Requirements**

#### **EXPERIENCE:**

-EITHER I-

Two years experience as a Legal ~~Secretary~~Assistant

-OR II-

Four years of experience performing complex and highly responsible ~~secretarial~~legal assistant duties, two years of which must have included performing the complete range of legal ~~secretarial~~assistant duties.

**SUBSTITUTION:** Completion of 18 semester (27 quarter) units from an accredited college in secretarial sciences, office practices, business education or a closely related field with

an emphasis on legal secretarial course work; or completion of 360 hours of training from a recognized occupational training program in legal secretarial sciences, business education or a closely related field may be substituted for one year of experience.

**KNOWLEDGE OF:** Legal requirements in drafting, filing and serving civil actions, ~~reviewing Points and Authorities and Shepardizing in State and Federal cases, and~~ legal procedures in Writ of Mandamus actions, as well as general litigation procedures; legal office administration; standard legal references and their content; and business English, modern office procedures and equipment.

**ABILITY TO:** Interpret and explain policies, procedures and regulations; ~~transcribe oral and~~ prepare written material accurately and expeditiously; organize and carry out projects with minimal instruction; compose correspondence independently, subject to attorney review; keep complex records and prepare reports on matters such as productivity, budgets, etc.; and meet public and high level officials in situations requiring tact and diplomacy.

**SKILLS:-** Sufficient skills to type 45 net words per minute is desired; candidates may be required to take a typing test prior to being considered.; ~~take dictation at a rate of 80 net words per minute may be required.~~

## ATTACHMENT C

### Section 53. TABLE OF CLASSES

Accountant	**
<u>Account Clerk I</u>	<u>29J</u>
<u>Account Clerk II</u>	<u>32C</u>
Accounting Technician	37E
Administrative Analyst	**
Administrative Assistant - HR	**
Administrative Assistant I	33G
Administrative Assistant II	018
<del>Administrative Secretary/Legal</del>	<del>**</del>
Affirmative Action Officer	**
AQ Analysis & Compliance Supervisor	62F
AQ Chemist	53D
AQ Engineer I	53D
AQ Engineer II	55E
AQ Inspector	37E
AQ Inspector I	39C
AQ Inspector II	47H
AQ Inspector III	50L
AQ Instrument Specialist I	44G
AQ Instrument Specialist II	47H
AQ Specialist	55E
Asst. AQ Chemist	46F
Asst. AQ Engineer	49E
Asst. AQ Instrument Specialist	37E
Asst. AQ Specialist	49E
Asst. Computer Operator	32C
Asst. Database Administrator	**
Asst. Information Technology Specialist	35H
Asst. Programmer	40H
Atmospheric Measurements Manager	**
Budget and Grants Manager	**
Building Maintenance Manager	**
Building Supervisor	45K
Business Services Manager	**
Career Development Intern	**
Clean Fuels Officer	**
Clerk of the Boards	**
Community Relations Manager	**
Controller	**
Data Technician	35F
Database Administrator	**

Deputy Board Clerk I	34C
Deputy Board Clerk II	37H
Deputy District Counsel I	**
Deputy District Counsel II	**
Designated Deputy	**
District Storekeeper	36B
Engineering Technician	45B
Executive Assistant	**
Facilities Services Specialist	37L
Facilities Services Technician	41C
Financial Analyst	**
Financial Services Manager	**
<del>Fiscal Assistant</del>	<del>29J</del>
Fleet Services Supervisor	38J
Fleet Services Worker I	28D
Fleet Services Worker II	33B
General Maintenance Helper	28J
General Maintenance Worker	43A
Graphic Arts Illustrator I	34J
Graphic Arts Illustrator II	38J
Graphic Arts Manager	**
Health Effects Officer	**
Human Resources Analyst	**
Human Resources Manager	**
Human Resources Technician	**
Information Technology Manager	**
Information Technology Supervisor	14
Information Technology Specialist I	37L
Information Technology Specialist II	45D
Investigations Manager	**
Investigator I	
Investigator II	53D
Laboratory Technician	39E
<del>Legal Secretary</del>	<del>**</del>
<del>Legal Assistant</del>	<del>**</del>
Legislative Analyst	**
Legislative Assistant	**
Mail/Subscription Services Clerk	28D
Mail/Subscription Services Supervisor	36A
Meteorologist	54K
Meteorologist Technician	50D
Monitoring Operations Manager	**
Office Assistant	28D
Offset Press Operator	34J
Paralegal	45B
Payroll Technician	34F

Planning & Rules Manager	**
Principal AQ Chemist	62F
Principal AQ Instrument Specialist	54J
Principal Deputy District Counsel	**
Principal Office Assistant	39G
Print Shop Duplicator	29J
Print Shop Supervisor	40L
Procurement Manager	**
Program Supervisor	62F
Programmer	47B
Programmer Analyst	53B
Public Affairs Manager	**
Public Affairs Specialist	44H
Purchasing Assistant	38K
Purchasing Supervisor	48B
Quality Assurance Manager	**
Risk Manager	**
Source Testing Manager	**
Sr. Accountant	**
<u>Sr. Account Clerk</u>	<u>33G</u>
Sr. Administrative Assistant	**
Sr. AQ Chemist	56D
Sr. AQ Engineer	58D
Sr. AQ Engineering Manager	**
Sr. AQ Instrument Specialist	50L
Sr. Deputy Clerk	41A
Sr. Deputy District Counsel	**
Sr. Enforcement Manager	**
<del>Sr. Fiscal Assistant</del>	<del>33G</del>
Sr. Information Technology Specialist	53B
<u>Sr. Legal Assistant</u>	<u>**</u>
Sr. Meteorologist	58B
Sr. Office Assistant	32C
Sr. Paralegal	48B
Sr. Public Affairs Manager	**
Sr. Public Affairs Specialist	022
Sr. Staff Specialist	58B
Sr. Transportation Specialist	58B
Staff Assistant	34K
Staff Specialist	55E
Stenographer	23D
Stock Clerk	28D
Supervising AQ Engineer	62F
Supervising AQ Inspector	54J
Supervising Investigator	55G
Supervising Office Assistant	36A

Supervising Payroll Technician	**
Systems Analyst	**
Systems & Programming Manager	**
Systems & Programming Supervisor	**
Technical Information Center Librarian	46G
Technical Writer	43J
Technology Implementation Manager	**
Transportation Plan Reviewer	42F
Workers' Compensation & Safety Analyst	**

**APPENDIX B**  
**OFFICE CLERICAL & MAINTENANCE**  
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2026**

*(Increases to steps 7-8)*

*\*Amended June 5, 2026*

<b>Position Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Account Clerk I*	\$46,055	\$48,569	\$51,256	\$54,046	\$57,043	\$60,223	\$63,580	\$65,487
Account Clerk II*	\$49,293	\$52,014	\$54,873	\$57,904	\$61,073	\$64,479	\$68,073	\$70,116
Accounting Technician	\$56,836	\$59,971	\$63,278	\$66,757	\$70,443	\$74,370	\$78,516	\$80,872
Administrative Assistant I	\$51,187	\$54,012	\$56,974	\$60,109	\$63,416	\$66,951	\$70,684	\$72,804
Administrative Assistant II	\$66,368	\$70,009	\$73,868	\$77,909	\$82,168	\$86,539	\$91,142	\$93,648
Air Quality Data Translator	\$46,916	\$49,465	\$52,186	\$55,080	\$58,111	\$61,350	\$64,770	\$66,714
Building Supervisor	\$71,648	\$75,610	\$79,778	\$84,152	\$88,768	\$93,717	\$98,941	\$101,910
Career Development Intern	\$40,484	\$42,369	\$44,254					
Contracts Assistant	\$51,187	\$54,012	\$56,974	\$60,109	\$63,416	\$66,951	\$70,684	\$72,804
Data Technician	\$53,943	\$56,905	\$60,040	\$63,312	\$66,826	\$70,551	\$74,484	\$76,719
Deputy Board Clerk I	\$52,048	\$54,907	\$57,939	\$61,108	\$64,484	\$68,079	\$71,874	\$74,030
Deputy Board Clerk II	\$61,830	\$65,215	\$68,824	\$72,618	\$76,599	\$80,869	\$85,378	\$87,939
District Storekeeper	\$54,839	\$57,870	\$61,039	\$64,415	\$67,963	\$71,752	\$75,752	\$78,024
Facilities Services Specialist	\$57,698	\$60,867	\$64,242	\$67,756	\$71,476	\$75,461	\$79,668	\$82,058
Facilities Services Tech	\$63,071	\$66,550	\$70,202	\$74,060	\$78,159	\$82,517	\$87,117	\$89,730
Fiscal Assistant	\$46,055	\$48,569	\$51,256	\$54,046	\$57,043	\$60,223	\$63,580	\$65,487
Fleet Services Supervisor	\$59,007	\$62,279	\$65,689	\$69,306	\$73,130	\$77,206	\$81,510	\$83,956
Fleet Services Worker I	\$44,264	\$46,709	\$49,258	\$51,980	\$54,839	\$57,896	\$61,123	\$62,957
Fleet Services Worker II	\$50,567	\$53,357	\$56,285	\$59,385	\$62,623	\$66,115	\$69,801	\$71,895
General Maintenance Helper	\$44,780	\$47,260	\$49,844	\$52,600	\$55,493	\$58,586	\$61,853	\$63,708
General Maintenance Worker	\$66,344	\$69,995	\$73,853	\$77,918	\$82,189	\$86,771	\$91,609	\$94,357
Legislative Assistant	\$71,793	\$75,761	\$79,911	\$84,316	\$88,867	\$93,593	\$98,571	\$101,282
Mail / Subsc Serv Clerk	\$44,264	\$46,709	\$49,258	\$51,980	\$54,839	\$57,896	\$61,123	\$62,957
Mail / Subsc Serv Supv	\$54,735	\$57,732	\$60,936	\$64,277	\$67,790	\$71,569	\$75,559	\$77,826
Office Assistant	\$44,264	\$46,709	\$49,258	\$51,980	\$54,839	\$57,896	\$61,123	\$62,957
Offset Press Operator	\$52,841	\$55,769	\$58,834	\$62,072	\$65,482	\$69,133	\$72,987	\$75,177
Payroll Technician	\$52,462	\$55,321	\$58,387	\$61,590	\$64,966	\$68,587	\$72,411	\$74,583
Principal Office Assistant	\$60,350	\$63,657	\$67,170	\$70,856	\$74,749	\$78,915	\$83,315	\$85,814

**APPENDIX B**  
**OFFICE CLERICAL & MAINTENANCE**  
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2026**

*(Increases to steps 7-8)*

*\*Amended June 5, 2026*

<b>Position Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Print Shop Duplicator	\$46,055	\$48,569	\$51,256	\$54,046	\$57,043	\$60,223	<b>\$63,580</b>	<b>\$65,487</b>
Print Shop Supervisor	\$62,623	\$66,068	\$69,719	\$73,543	\$77,573	\$81,897	<b>\$86,463</b>	<b>\$89,057</b>
Purchasing Assistant	\$59,144	\$62,382	\$65,827	\$69,444	\$73,267	\$77,352	<b>\$81,665</b>	<b>\$84,115</b>
Purchasing Supervisor	\$76,299	\$80,501	\$84,910	\$89,595	\$94,521	\$99,790	<b>\$105,353</b>	<b>\$108,514</b>
<u>Senior Account Clerk*</u>	<u>\$53,236</u>	<u>\$56,175</u>	<u>\$59,263</u>	<u>\$62,537</u>	<u>\$65,959</u>	<u>\$69,637</u>	<b>\$73,519</b>	<b>\$75,725</b>
Senior Deputy Board Clerk	\$67,819	\$71,539	\$75,483	\$79,650	\$84,002	\$88,685	<b>\$93,629</b>	<b>\$96,438</b>
<del>Senior Fiscal Assistant</del>	<del>\$51,187</del>	<del>\$54,012</del>	<del>\$56,974</del>	<del>\$60,109</del>	<del>\$63,416</del>	<del>\$66,951</del>	<b>\$70,684</b>	<b>\$72,804</b>
Senior Office Assistant	\$49,293	\$52,014	\$54,873	\$57,904	\$61,073	\$64,479	<b>\$68,073</b>	<b>\$70,116</b>
Staff Assistant	\$53,013	\$55,941	\$59,007	\$62,244	\$65,689	\$69,351	<b>\$73,218</b>	<b>\$75,414</b>
Stock Clerk	\$44,264	\$46,709	\$49,258	\$51,980	\$54,839	\$57,896	<b>\$61,123</b>	<b>\$62,957</b>
Supervising Office Assistant	\$54,735	\$57,732	\$60,936	\$64,277	\$67,790	\$71,569	<b>\$75,559</b>	<b>\$77,826</b>

**APPENDIX B**  
**OFFICE CLERICAL & MAINTENANCE**  
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2027**  
*\*Amended June 5, 2026*

<b>Position Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Account Clerk I*	\$47,436	\$50,026	\$52,794	\$55,668	\$58,754	\$62,029	\$65,487	\$67,452
Account Clerk II*	\$50,771	\$53,574	\$56,519	\$59,641	\$62,906	\$66,413	\$70,116	\$72,219
Accounting Technician	\$58,542	\$61,770	\$65,176	\$68,760	\$72,556	\$76,601	\$80,872	\$83,298
Administrative Assistant I	\$52,723	\$55,632	\$58,683	\$61,912	\$65,318	\$68,960	\$72,804	\$74,988
Administrative Assistant II	\$68,359	\$72,109	\$76,084	\$80,246	\$84,633	\$89,135	\$93,876	\$96,458
Air Quality Data Translator	\$48,323	\$50,949	\$53,752	\$56,732	\$59,854	\$63,191	\$66,714	\$68,715
Building Supervisor	\$73,798	\$77,878	\$82,171	\$86,677	\$91,431	\$96,528	\$101,910	\$104,967
Career Development Intern	\$41,699	\$43,640	\$45,581					
Contracts Assistant	\$52,723	\$55,632	\$58,683	\$61,912	\$65,318	\$68,960	\$72,804	\$74,988
Data Technician	\$55,561	\$58,612	\$61,841	\$65,212	\$68,831	\$72,667	\$76,719	\$79,020
Deputy Board Clerk I	\$53,610	\$56,555	\$59,677	\$62,941	\$66,418	\$70,121	\$74,030	\$76,251
Deputy Board Clerk II	\$63,685	\$67,172	\$70,889	\$74,797	\$78,897	\$83,295	\$87,939	\$90,577
District Storekeeper	\$56,484	\$59,606	\$62,870	\$66,347	\$70,001	\$73,904	\$78,024	\$80,365
Facilities Services Specialist	\$59,429	\$62,693	\$66,170	\$69,789	\$73,620	\$77,724	\$82,058	\$84,519
Facilities Services Tech	\$64,963	\$68,547	\$72,308	\$76,281	\$80,503	\$84,992	\$89,730	\$92,422
Fiscal Assistant	\$47,436	\$50,026	\$52,794	\$55,668	\$58,754	\$62,029	\$65,487	\$67,452
Fleet Services Supervisor	\$60,777	\$64,147	\$67,660	\$71,385	\$75,323	\$79,522	\$83,956	\$86,474
Fleet Services Worker I	\$45,591	\$48,110	\$50,736	\$53,539	\$56,484	\$59,632	\$62,957	\$64,846
Fleet Services Worker II	\$52,084	\$54,958	\$57,974	\$61,167	\$64,502	\$68,098	\$71,895	\$74,052
General Maintenance Helper	\$46,124	\$48,678	\$51,339	\$54,178	\$57,158	\$60,344	\$63,708	\$65,619
General Maintenance Worker	\$68,334	\$72,095	\$76,068	\$80,255	\$84,655	\$89,374	\$94,357	\$97,188
Legislative Assistant	\$73,946	\$78,034	\$82,308	\$86,846	\$91,533	\$96,401	\$101,528	\$104,320
Mail / Subsc Serv Clerk	\$45,591	\$48,110	\$50,736	\$53,539	\$56,484	\$59,632	\$62,957	\$64,846
Mail / Subsc Serv Supv	\$56,377	\$59,464	\$62,764	\$66,205	\$69,824	\$73,716	\$77,826	\$80,161
Office Assistant	\$45,591	\$48,110	\$50,736	\$53,539	\$56,484	\$59,632	\$62,957	\$64,846
Offset Press Operator	\$54,426	\$57,442	\$60,599	\$63,934	\$67,447	\$71,207	\$75,177	\$77,432
Payroll Technician	\$54,036	\$56,980	\$60,138	\$63,438	\$66,915	\$70,645	\$74,583	\$76,821
Principal Office Assistant	\$62,160	\$65,567	\$69,185	\$72,982	\$76,991	\$81,283	\$85,814	\$88,389

**APPENDIX B**  
**OFFICE CLERICAL & MAINTENANCE**  
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2027**  
*\*Amended June 5, 2026*

<b>Position Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Print Shop Duplicator	\$47,436	\$50,026	\$52,794	\$55,668	\$58,754	\$62,029	\$65,487	\$67,452
Print Shop Supervisor	\$64,502	\$68,050	\$71,811	\$75,749	\$79,900	\$84,354	\$89,057	\$91,729
Purchasing Assistant	\$60,919	\$64,254	\$67,802	\$71,527	\$75,465	\$79,673	\$84,115	\$86,638
Purchasing Supervisor	\$78,588	\$82,916	\$87,457	\$92,283	\$97,356	\$102,784	\$108,514	\$111,769
<u>Senior Account Clerk*</u>	<u>\$54,833</u>	<u>\$57,860</u>	<u>\$61,041</u>	<u>\$64,413</u>	<u>\$67,938</u>	<u>\$71,726</u>	<u>\$75,725</u>	<u>\$77,997</u>
Senior Deputy Board Clerk	\$69,854	\$73,686	\$77,747	\$82,039	\$86,522	\$91,346	\$96,438	\$99,331
<del>Senior Fiscal Assistant</del>	<del>\$52,723</del>	<del>\$55,632</del>	<del>\$58,683</del>	<del>\$61,912</del>	<del>\$65,318</del>	<del>\$68,960</del>	<del>\$72,804</del>	<del>\$74,988</del>
Senior Office Assistant	\$50,771	\$53,574	\$56,519	\$59,641	\$62,906	\$66,413	\$70,116	\$72,219
Staff Assistant	\$54,603	\$57,619	\$60,777	\$64,112	\$67,660	\$71,432	\$75,414	\$77,677
Stock Clerk	\$45,591	\$48,110	\$50,736	\$53,539	\$56,484	\$59,632	\$62,957	\$64,846
Supervising Office Assistant	\$56,377	\$59,464	\$62,764	\$66,205	\$69,824	\$73,716	\$77,826	\$80,161

**APPENDIX B**  
**OFFICE CLERICAL & MAINTENANCE**  
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2027**  
*(Increase to step 8)*  
*\*Amended June 5, 2026*

<b>Position Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Account Clerk I*	\$47,436	\$50,026	\$52,794	\$ 55,668	\$58,754	\$62,029	\$65,487	\$69,138
Account Clerk II*	\$50,771	\$53,574	\$56,519	\$59,641	\$62,906	\$66,413	\$70,116	\$74,025
Accounting Technician	\$58,542	\$61,770	\$65,176	\$68,760	\$72,556	\$76,601	\$80,872	\$85,381
Administrative Assistant I	\$52,723	\$55,632	\$58,683	\$61,912	\$65,318	\$68,960	\$72,804	\$76,863
Administrative Assistant II	\$68,359	\$72,109	\$76,084	\$80,246	\$84,633	\$89,135	\$93,876	\$98,869
Air Quality Data Translator	\$48,323	\$50,949	\$53,752	\$56,732	\$59,854	\$63,191	\$66,714	\$70,433
Building Supervisor	\$73,798	\$77,878	\$82,171	\$86,677	\$91,431	\$96,528	\$101,910	\$107,591
Career Development Intern	\$41,699	\$43,640	\$45,581					
Contracts Assistant	\$52,723	\$55,632	\$58,683	\$ 61,912	\$65,318	\$68,960	\$72,804	\$76,863
Data Technician	\$55,561	\$58,612	\$61,841	\$ 65,212	\$68,831	\$72,667	\$76,719	\$80,996
Deputy Board Clerk I	\$53,610	\$56,555	\$59,677	\$ 62,941	\$66,418	\$70,121	\$74,030	\$78,157
Deputy Board Clerk II	\$63,685	\$67,172	\$70,889	\$ 74,797	\$78,897	\$83,295	\$87,939	\$92,842
District Storekeeper	\$56,484	\$59,606	\$62,870	\$ 66,347	\$70,001	\$73,904	\$78,024	\$82,374
Facilities Services Specialist	\$59,429	\$62,693	\$66,170	\$ 69,789	\$73,620	\$77,724	\$82,058	\$86,632
Facilities Services Tech	\$64,963	\$68,547	\$72,308	\$ 76,281	\$80,503	\$84,992	\$89,730	\$94,733
Fiscal Assistant	<del>\$47,436</del>	<del>\$50,026</del>	<del>\$52,794</del>	<del>\$ 55,668</del>	<del>\$58,754</del>	<del>\$62,029</del>	<del>\$65,487</del>	<del>\$69,138</del>
Fleet Services Supervisor	\$60,777	\$64,147	\$67,660	\$ 71,385	\$75,323	\$79,522	\$83,956	\$88,636
Fleet Services Worker I	\$45,591	\$48,110	\$50,736	\$ 53,539	\$56,484	\$59,632	\$62,957	\$66,467
Fleet Services Worker II	\$52,084	\$54,958	\$57,974	\$ 61,167	\$64,502	\$68,098	\$71,895	\$75,903
General Maintenance Helper	\$46,124	\$48,678	\$51,339	\$ 54,178	\$57,158	\$60,344	\$63,708	\$67,260
General Maintenance Worker	\$68,334	\$72,095	\$76,068	\$ 80,255	\$84,655	\$89,374	\$94,357	\$99,618
Legislative Assistant	\$73,946	\$78,034	\$82,308	\$ 86,846	\$91,533	\$96,401	\$101,528	106,928
Mail / Subsc Serv Clerk	\$45,591	\$48,110	\$50,736	\$ 53,539	\$56,484	\$59,632	\$62,957	\$66,467
Mail / Subsc Serv Supv	\$56,377	\$59,464	\$62,764	\$ 66,205	\$69,824	\$73,716	\$77,826	\$82,165
Office Assistant	\$45,591	\$48,110	\$50,736	\$ 53,539	\$56,484	\$59,632	\$62,957	\$66,467
Offset Press Operator	\$54,426	\$57,442	\$60,599	\$ 63,934	\$67,447	\$71,207	\$75,177	\$79,368
Payroll Technician	\$54,036	\$56,980	\$60,138	\$ 63,438	\$66,915	\$70,645	\$74,583	\$78,741
Principal Office Assistant	\$62,160	\$65,567	\$69,185	\$ 72,982	\$76,991	\$81,283	\$85,814	\$90,599

**APPENDIX B**  
**OFFICE CLERICAL & MAINTENANCE**  
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2027**

*(Increase to step 8)*  
*\*Amended June 5, 2026*

<b>Position Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Print Shop Duplicator	\$47,436	\$50,026	\$52,794	\$55,668	\$58,754	\$62,029	\$65,487	<b>\$69,138</b>
Print Shop Supervisor	\$64,502	\$68,050	\$71,811	\$75,749	\$79,900	\$84,354	\$89,057	<b>\$94,022</b>
Purchasing Assistant	\$60,919	\$64,254	\$67,802	\$71,527	\$75,465	\$79,673	\$84,115	<b>\$88,804</b>
Purchasing Supervisor	\$78,588	\$82,916	\$87,457	\$92,283	\$97,356	\$102,784	\$108,514	<b>\$114,564</b>
Senior Account Clerk*	\$54,833	\$57,860	\$61,041	\$64,413	\$67,938	\$71,726	\$75,725	<b>\$79,947</b>
Senior Deputy Board Clerk	\$69,854	\$73,686	\$77,747	\$82,039	\$86,522	\$91,346	\$96,438	<b>\$101,815</b>
Senior Fiscal Assistant	<del>\$52,723</del>	<del>\$55,632</del>	<del>\$58,683</del>	<del>\$61,912</del>	<del>\$65,318</del>	<del>\$68,960</del>	<del>\$72,804</del>	<del><b>\$76,863</b></del>
Senior Office Assistant	\$50,771	\$53,574	\$56,519	\$59,641	\$62,906	\$66,413	\$70,116	<b>\$74,025</b>
Staff Assistant	\$54,603	\$57,619	\$60,777	\$64,112	\$67,660	\$71,432	\$75,414	<b>\$79,619</b>
Stock Clerk	\$45,591	\$48,110	\$50,736	\$53,539	\$56,484	\$59,632	\$62,957	<b>\$66,467</b>
Supervising Office Assistant	\$56,377	\$59,464	\$62,764	\$66,205	\$69,824	\$73,716	\$77,826	<b>\$82,165</b>

**Section 54. MANAGEMENT AND CONFIDENTIAL CLASSIFICATION SALARIES**

Effective the start of the pay period encompassing January 1, 2026.

*(Increases to steps 7-8)*

*\*Amended June 5, 2026*

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Accountant	\$77,583	\$81,837	\$86,343	\$91,102	\$96,005	\$101,358	<b>\$107,009</b>	<b>\$109,952</b>
Administrative Analyst	\$97,375	\$102,747	\$108,407	\$114,355	\$120,628	\$127,354	<b>\$134,455</b>	<b>\$138,153</b>
Administrative Assistant - HR	\$53,573	\$56,529	\$59,629	\$62,910	\$66,371	\$70,072	<b>\$73,979</b>	<b>\$76,013</b>
<del>Administrative Secretary/Legal</del>	<del>\$71,094</del>	<del>\$75,023</del>	<del>\$79,133</del>	<del>\$83,495</del>	<del>\$88,002</del>	<del>\$92,908</del>	<del><b>\$98,088</b></del>	<del><b>\$100,786</b></del>
Affirmative Action Officer	\$104,441	\$109,669	\$115,149	\$120,917	\$126,973	\$134,053	<b>\$141,527</b>	<b>\$145,419</b>
Assistant Database Administrator	\$90,680	\$95,678	\$100,926	\$106,495	\$112,350	\$118,615	<b>\$125,228</b>	<b>\$128,672</b>
Atmospheric Measurements Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	<b>\$188,422</b>	<b>\$193,604</b>
Building Maintenance Manager	\$104,441	\$109,669	\$115,149	\$120,917	\$126,973	\$134,053	<b>\$141,527</b>	<b>\$145,419</b>
Business Services Manager	\$104,441	\$109,669	\$115,149	\$120,917	\$126,973	\$134,053	<b>\$141,527</b>	<b>\$145,419</b>
Clean Fuels Officer	\$126,397	\$132,706	\$139,339	\$146,297	\$153,652	\$162,219	<b>\$171,264</b>	<b>\$175,974</b>
Clerk of the Boards	\$104,441	\$109,669	\$115,149	\$120,917	\$126,973	\$134,053	<b>\$141,527</b>	<b>\$145,419</b>
Community Relations Manager	\$104,441	\$109,669	\$115,149	\$120,917	\$126,973	\$134,053	<b>\$141,527</b>	<b>\$145,419</b>
Controller	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	<b>\$188,422</b>	<b>\$193,604</b>
Database Administrator	\$117,997	\$124,486	\$131,336	\$138,546	\$146,117	\$154,264	<b>\$162,865</b>	<b>\$167,344</b>
Deputy District Counsel I	\$93,626	\$98,781	\$104,225	\$109,957	\$116,050	\$122,520	<b>\$129,351</b>	<b>\$132,909</b>
Deputy District Counsel II	\$126,397	\$132,706	\$139,339	\$146,297	\$153,652	\$162,219	<b>\$171,264</b>	<b>\$175,974</b>
Executive Assistant	\$79,349	\$83,712	\$88,326	\$93,193	\$98,457	\$103,946	<b>\$109,741</b>	<b>\$112,759</b>
Financial Analyst	\$97,375	\$102,747	\$108,407	\$114,355	\$120,628	\$127,354	<b>\$134,455</b>	<b>\$138,153</b>
Financial Services Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	<b>\$188,422</b>	<b>\$193,604</b>
Graphic Arts Manager	\$104,441	\$109,669	\$115,149	\$120,917	\$126,973	\$134,053	<b>\$141,527</b>	<b>\$145,419</b>
Human Resources Analyst	\$97,375	\$102,747	\$108,407	\$114,355	\$120,628	\$127,354	<b>\$134,455</b>	<b>\$138,153</b>
Human Resources Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	<b>\$188,422</b>	<b>\$193,604</b>
Human Resources Technician	\$63,631	\$67,128	\$70,841	\$74,735	\$78,773	\$83,165	<b>\$87,802</b>	<b>\$90,216</b>
Information Technology Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	<b>\$188,422</b>	<b>\$193,604</b>
<del>Legal Secretary Assistant*</del>	<del>\$65,722</del>	<del>\$69,327</del>	<del>\$73,149</del>	<del>\$77,150</del>	<del>\$81,368</del>	<del>\$85,905</del>	<del><b>\$90,695</b></del>	<del><b>\$93,189</b></del>
Legislative Analyst	\$82,666	\$87,209	\$92,003	\$97,051	\$102,422	\$108,132	<b>\$114,162</b>	<b>\$117,301</b>
Monitoring Operations Manager	\$114,932	\$120,664	\$126,685	\$133,030	\$139,736	\$147,527	<b>\$155,753</b>	<b>\$160,036</b>
Payroll Supervisor	\$97,375	\$102,747	\$108,407	\$114,355	\$120,628	\$127,354	<b>\$134,455</b>	<b>\$138,153</b>
Planning & Rules Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	<b>\$188,422</b>	<b>\$193,604</b>

Effective the start of the pay period encompassing January 1, 2026.

*(Increases to steps 7-8)*

*\*Amended June 5, 2026*

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Principal Deputy District Counsel	\$149,877	\$157,379	\$165,231	\$173,508	\$182,255	\$192,416	<b>\$203,145</b>	<b>\$208,731</b>
Procurement Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	<b>\$188,422</b>	<b>\$193,604</b>
Public Affairs Manager	\$114,932	\$120,664	\$126,685	\$133,030	\$139,736	\$147,527	<b>\$155,753</b>	<b>\$160,036</b>
Quality Assurance Manager	\$126,397	\$132,706	\$139,339	\$146,297	\$153,652	\$162,219	<b>\$171,264</b>	<b>\$175,974</b>
Senior Accountant	\$85,514	\$90,237	\$95,176	\$100,440	\$105,703	\$111,597	<b>\$117,819</b>	<b>\$121,059</b>
Senior Administrative Assistant	\$71,094	\$75,023	\$79,133	\$83,495	\$88,002	\$92,908	<b>\$98,088</b>	<b>\$100,786</b>
Senior AQ Engineering Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	<b>\$188,422</b>	<b>\$193,604</b>
Senior Deputy District Counsel	\$143,185	\$150,352	\$157,853	\$165,761	\$174,117	\$183,825	<b>\$194,075</b>	<b>\$199,412</b>
Senior Enforcement Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	<b>\$188,422</b>	<b>\$193,604</b>
Senior Legal Assistant*	\$71,094	\$75,023	\$79,133	\$83,495	\$88,002	\$92,908	<b>\$98,088</b>	<b>\$100,786</b>
Senior Public Affairs Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	<b>\$188,422</b>	<b>\$193,604</b>
Source Testing Manager	\$126,397	\$132,706	\$139,339	\$146,297	\$153,652	\$162,219	<b>\$171,264</b>	<b>\$175,974</b>
Systems & Programming Supervisor	\$117,997	\$124,486	\$131,336	\$138,546	\$146,117	\$154,264	<b>\$162,865</b>	<b>\$167,344</b>
Systems Analyst	\$106,316	\$112,156	\$118,321	\$124,846	\$131,624	\$138,963	<b>\$146,711</b>	<b>\$150,746</b>
Technology Implementation Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	<b>\$188,422</b>	<b>\$193,604</b>
Telecommunications Analyst	\$96,294	\$101,593	\$107,181	\$113,058	\$119,258	\$125,908	<b>\$132,928</b>	<b>\$136,584</b>
Workers Comp & Safety Analyst	\$77,583	\$81,837	\$86,343	\$91,102	\$96,005	\$101,358	<b>\$107,009</b>	<b>\$109,952</b>

Effective the start of the pay period encompassing January 1, 2027.

*\*Amended June 5, 2026*

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Accountant	\$79,135	\$83,474	\$88,070	\$92,924	\$97,925	\$103,385	\$109,149	\$112,151
Administrative Analyst	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	\$140,916
Administrative Assistant - HR	\$54,644	\$57,659	\$60,822	\$64,168	\$67,698	\$71,473	\$75,458	\$77,533
<del>Administrative Secretary/Legal</del>	<del>\$72,515</del>	<del>\$76,524</del>	<del>\$80,716</del>	<del>\$85,165</del>	<del>\$89,762</del>	<del>\$94,766</del>	<del>\$100,050</del>	<del>\$102,801</del>
Affirmative Action Officer	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$148,327
Assistant Database Administrator	\$92,493	\$97,591	\$102,944	\$108,625	\$114,597	\$120,987	\$127,733	\$131,245
Atmospheric Measurements Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Building Maintenance Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$148,327
Business Services Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$148,327
Clean Fuels Officer	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	\$179,493
Clerk of the Boards	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$148,327
Community Relations Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$148,327
Controller	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Database Administrator	\$120,357	\$126,976	\$133,962	\$141,317	\$149,039	\$157,349	\$166,122	\$170,691
Deputy District Counsel I	\$95,498	\$100,757	\$106,309	\$112,156	\$118,371	\$124,971	\$131,938	\$135,567
Deputy District Counsel II	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	\$179,493
Executive Assistant	\$80,936	\$85,386	\$90,093	\$95,057	\$100,426	\$106,025	\$111,936	\$115,014
Financial Analyst	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	\$140,916
Financial Services Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Graphic Arts Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$148,327
Human Resources Analyst	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	\$140,916
Human Resources Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Human Resources Technician	\$64,904	\$68,470	\$72,258	\$76,229	\$80,348	\$84,828	\$89,558	\$92,021
Information Technology Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
<del>Legal Secretary Assistant*</del>	<del>\$67,036</del>	<del>\$70,714</del>	<del>\$74,612</del>	<del>\$78,693</del>	<del>\$82,996</del>	<del>\$87,624</del>	<del>\$92,509</del>	<del>\$95,053</del>
Legislative Analyst	\$84,319	\$88,953	\$93,844	\$98,992	\$104,471	\$110,295	\$116,445	\$119,647
Monitoring Operations Manager	\$117,231	\$123,078	\$129,219	\$135,691	\$142,530	\$150,478	\$158,868	\$163,237
Payroll Supervisor	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	\$140,916
Planning & Rules Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476

Effective the start of the pay period encompassing January 1, 2027.

*\*Amended June 5, 2026*

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Principal Deputy District Counsel	\$152,875	\$160,527	\$168,536	\$176,979	\$185,900	\$196,265	\$207,208	\$212,906
Procurement Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Public Affairs Manager	\$117,231	\$123,078	\$129,219	\$135,691	\$142,530	\$150,478	\$158,868	\$163,237
Quality Assurance Manager	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	\$179,493
Senior Accountant	\$87,224	\$92,042	\$97,080	\$102,448	\$107,817	\$113,829	\$120,175	\$123,480
Senior Administrative Assistant	\$72,515	\$76,524	\$80,716	\$85,165	\$89,762	\$94,766	\$100,050	\$102,801
Senior AQ Engineering Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Senior Deputy District Counsel	\$146,049	\$153,359	\$161,011	\$169,077	\$177,599	\$187,502	\$197,956	\$203,400
Senior Enforcement Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Senior Legal Assistant*	\$72,515	\$76,524	\$80,716	\$85,165	\$89,762	\$94,766	\$100,050	\$102,801
Senior Public Affairs Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Source Testing Manager	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	\$179,493
Systems & Programming Supervisor	\$120,357	\$126,976	\$133,962	\$141,317	\$149,039	\$157,349	\$166,122	\$170,691
Systems Analyst	\$108,442	\$114,399	\$120,688	\$127,343	\$134,257	\$141,742	\$149,645	\$153,761
Technology Implementation Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Telecommunications Analyst	\$98,219	\$103,625	\$109,325	\$115,319	\$121,644	\$128,426	\$135,587	\$139,316
Workers Comp & Safety Analyst	\$79,135	\$83,474	\$88,070	\$92,924	\$97,925	\$103,385	\$109,149	\$112,151

Effective the start of the pay period encompassing July 1, 2027.

(Increase to step 8)

\*Amended June 5, 2026

<b>Position Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Accountant	\$79,135	\$83,474	\$88,070	\$92,924	\$97,925	\$103,385	\$109,149	<b>\$115,235</b>
Administrative Analyst	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	<b>\$144,791</b>
Administrative Assistant - HR	\$54,644	\$57,659	\$60,822	\$64,168	\$67,698	\$71,473	\$75,458	<b>\$79,665</b>
Administrative Secretary/Legal	\$72,515	\$76,524	\$80,716	\$85,165	\$89,762	\$94,766	\$100,050	<b>\$105,628</b>
Affirmative Action Officer	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	<b>\$152,406</b>
Assistant Database Administrator	\$92,493	\$97,591	\$102,944	\$108,625	\$114,597	\$120,987	\$127,733	<b>\$134,854</b>
Atmospheric Measurements Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	<b>\$202,906</b>
Building Maintenance Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	<b>\$152,406</b>
Business Services Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	<b>\$152,406</b>
Clean Fuels Officer	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	<b>\$184,429</b>
Clerk of the Boards	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	<b>\$152,406</b>
Community Relations Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	<b>\$152,406</b>
Controller	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	<b>\$202,906</b>
Database Administrator	\$120,357	\$126,976	\$133,962	\$141,317	\$149,039	\$157,349	\$166,122	<b>\$175,385</b>
Deputy District Counsel I	\$95,498	\$100,757	\$106,309	\$112,156	\$118,371	\$124,971	\$131,938	<b>\$139,295</b>
Deputy District Counsel II	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	<b>\$184,429</b>
Executive Assistant	\$80,936	\$85,386	\$90,093	\$95,057	\$100,426	\$106,025	\$111,936	<b>\$118,177</b>
Financial Analyst	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	<b>\$144,791</b>
Financial Services Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	<b>\$202,906</b>
Graphic Arts Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	<b>\$152,406</b>
Human Resources Analyst	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	<b>\$144,791</b>
Human Resources Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	<b>\$202,906</b>
Human Resources Technician	\$64,904	\$68,470	\$72,258	\$76,229	\$80,348	\$84,828	\$89,558	<b>\$94,551</b>
Information Technology Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	<b>\$202,906</b>
Legal Secretary Assistant*	\$67,036	\$70,714	\$74,612	\$78,693	\$82,996	\$87,624	\$92,509	<b>\$97,667</b>
Legislative Analyst	\$84,319	\$88,953	\$93,844	\$98,992	\$104,471	\$110,295	\$116,445	<b>\$122,937</b>
Monitoring Operations Manager	\$117,231	\$123,078	\$129,219	\$135,691	\$142,530	\$150,478	\$158,868	<b>\$167,726</b>
Payroll Supervisor	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	<b>\$144,791</b>
Planning & Rules Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	<b>\$202,906</b>

Effective the start of the pay period encompassing July 1, 2027.

*(Increase to step 8)*

*\*Amended June 5, 2026*

<b>Position Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Principal Deputy District Counsel	\$152,875	\$160,527	\$168,536	\$176,979	\$185,900	\$196,265	\$207,208	<b>\$218,761</b>
Procurement Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	<b>\$202,906</b>
Public Affairs Manager	\$117,231	\$123,078	\$129,219	\$135,691	\$142,530	\$150,478	\$158,868	<b>\$167,726</b>
Quality Assurance Manager	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	<b>\$184,429</b>
Senior Accountant	\$87,224	\$92,042	\$97,080	\$102,448	\$107,817	\$113,829	\$120,175	<b>\$126,876</b>
Senior Administrative Assistant	\$72,515	\$76,524	\$80,716	\$85,165	\$89,762	\$94,766	\$100,050	<b>\$105,628</b>
Senior AQ Engineering Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	<b>\$202,906</b>
Senior Deputy District Counsel	\$146,049	\$153,359	\$161,011	\$169,077	\$177,599	\$187,502	\$197,956	<b>\$208,994</b>
Senior Enforcement Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	<b>\$202,906</b>
Senior Legal Assistant*	\$72,515	\$76,524	\$80,716	\$85,165	\$89,762	\$94,766	\$100,050	<b>\$105,628</b>
Senior Public Affairs Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	<b>\$202,906</b>
Source Testing Manager	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	<b>\$184,429</b>
Systems & Programming Supervisor	\$120,357	\$126,976	\$133,962	\$141,317	\$149,039	\$157,349	\$166,122	<b>\$175,385</b>
Systems Analyst	\$108,442	\$114,399	\$120,688	\$127,343	\$134,257	\$141,742	\$149,645	<b>\$157,989</b>
Technology Implementation Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	<b>\$202,906</b>
Telecommunications Analyst	\$98,219	\$103,625	\$109,325	\$115,319	\$121,644	\$128,426	\$135,587	<b>\$143,147</b>
Workers Comp & Safety Analyst	\$79,135	\$83,474	\$88,070	\$92,924	\$97,925	\$103,385	\$109,149	<b>\$115,235</b>