COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:

Air Pollution Control Officer

An Equal Opportunity Employer

SALARY
$46.17 - $56.12 Hourly  $3,706.24 - $4,504.97 Biweekly  $8,030.19 - $9,760.76 Monthly
$96,362.33 - $117,129.17 Annually

OPENING DATE: 11/25/14
CLOSING DATE: 12/31/14

THE POSITION

The Transportation and Public Works Department of the County of Sonoma seeks a highly skilled and experienced individual to become their Air Pollution Control Officer!

Under the general direction of the Director of the Transportation and Public Works (TPW) Department and the subject to the determination of policy by the District's Board of Directors, the Air Pollution Control Officer plans, coordinates, and directs the operations, policies, and functions of the Air Pollution Control District. The Air Pollution Control Officer is the principal administrator for the Northern Sonoma County Air Pollution Control District; and as such, is responsible for the day-to-day management and operation of the Air Pollution Control District.

Ideal Air Pollution Control Officer applicants will possess:

- Experience applying principles of air pollution management, analysis, and atmospheric pollution control in the implementation or oversight of air monitoring networks, permitting programs, enforcement activities, air quality planning, program, and rule development.
- A proven ability to interpret and enforce federal, state, and local air pollution laws, regulations, and requirements, including the federal programs for Prevention of Significant Deterioration and Title V permitting, federal and state performance and emissions control standards, and inventory and reporting requirements.
- Extensive knowledge of the objectives of and authorities supporting air pollution control and air quality management programs, climate protection and sustainability.
- Initiative and creativity in designing and evaluating policy and program directives that will successfully accomplish the Districts' mission and objectives.
- Demonstrated ability to work with diverse stakeholders, including regulated businesses, environmental advocates, community members, representatives of other local, state, federal agencies, and elected officials.
- Outstanding oral and written communication skills, including presentation of complex information to policy boards, testimony before governmental and legislative bodies, effective media engagement, and public outreach practices.
- Commitment to excellent public service and the development and sustaining of a motivated, professional, and effective team.

Northern Sonoma County Air Pollution Control District (NSCAPCD)

The Northern Sonoma County Air Pollution Control District (NSCAPCD) is one of 35 California air districts established to regulate the emissions of air pollution from "stationary sources" that could be detrimental to the health, safety, and welfare of the public. The District's legal mandate originates from the federal Clean Air Act and California Health and Safety Code, and our oversight agencies are the federal Environmental Protection Agency and the California Air Resources Board. Our local rules and regulations are adopted by the District Board of Directors.

For more information regarding the district, please visit: http://sonomacounty.ca.gov/TPW/Air-Quality-Northern-
This recruitment is being conducted to fill one (1) full-time Air Pollution Control Officer vacancy in the Transportation and Public Works Department. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) vacancies as they occur during the active status of the list. County employees who wish to be considered for future vacancies should consider applying to this recruitment.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions may be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state “See Resume” or “See Application” may be considered insufficient and therefore may not be scored.

The Civil Service Title for this position is: Air Quality Manager.

MINIMUMQUALIFICATIONS

Education: Academic course work which directly relates to the knowledge and abilities contained herein. Normally, a college degree with a major in chemical, environmental, mechanical, metallurgical or petroleum engineering and class work in management and supervision would provide the opportunity to acquire the knowledge and abilities.

Experience: Professional experience which would provide the opportunity to acquire knowledge and abilities contained herein. Normally, five years of professional engineering experience including management and supervision experience and three years of experience working in air pollution control would provide the opportunity to acquire the knowledge and abilities.

Desired Qualification: Possession of a valid certificate as a professional engineer issued by the State of California.

License: Possession of a valid driver’s license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment, to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: the principles, practices, methods and chemistry of air quality control techniques; and principles of air pollution management, analysis, atmospheric pollution control devices and surveillance instruments; and principles of management and supervision; and Volatile Organic Compounds (VOC) and how they impact air quality and interact with NOx to form ozone.

Working Knowledge of: how VOC enter the atmosphere and the means to capture and control them; and statistical technique and methodology utilized in the analysis of air pollution data and implementation of air quality modeling and impact analysis.

Ability to: evaluate and communicate behavior and performance objectives to subordinate employees; write effective performance evaluations and coach and instruct employees to improve performance; prepare permits mandated by the Federal clean Air Act complete with federally enforceable conditions; enforce the Prevention of Significant Deterioration Program delegated by the USEPA; draft rules, regulations and legal criteria related to emerging industries whose air emission will adversely impact local air quality; research and prepare complex technical reports and air quality modeling relating to air quality control; implement effective air pollution control programs mandated by State and Federal agencies and evaluate the effectiveness of these programs in their application to the local area; interpret, explain and direct the enforcement of laws, rules and regulations pertaining to air pollution control in Sonoma County; design, develop and utilize instrumentation and operating procedures for air monitoring systems and other air quality measuring facilities; deal tactfully, effectively and convincingly with department personnel, governmental officials, representatives of special interest groups and the general public; provide effective leadership in the development of new or unpracticed procedures; analyze and review staff reports and recommendations and provide constructive criticism;
effectively assemble, organize and present in writing and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans and policies; prepare the technical approaches necessary to control industrial air emissions which adversely affect the local area and develop the control technological guidance to solve the problem.

**SELECTION PROCEDURE**

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

For more detailed information about examination steps and the hiring process, you are encouraged to go to: [http://hr.sonoma-county.org/content.aspx?sid=1024&id=1464](http://hr.sonoma-county.org/content.aspx?sid=1024&id=1464) and review the Hiring Process Overview.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass), and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

**HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination. More information can be found at: [http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256](http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256).

HR Analyst: CG  
HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
[http://www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org)  
OR  
575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403  

EXAM #14/11-1031-O  
AIR POLLUTION CONTROL OFFICER  
CG

**Air Pollution Control Officer Supplemental Questionnaire**
* 1. How did you first learn about this opportunity?
   - Air and Waste Management Association
   - CAPCOA
   - CalJobs
   - CareerBuilder
   - College or University
   - Craigslist
   - Employee of Sonoma County
   - Facebook
   - GovernmentJobs.com
   - Hispanic Chamber of Commerce of Sonoma County
   - Indeed
   - Job Fair
   - La Voz
   - Latino Service Providers
   - Monster
   - Municipal Management Association of Northern CA
   - Municipal Insider
   - NACAA
   - Sacramento Bee
   - sonoma-county.org/www.yourpath2sonomacounty.org
   - Sonoma County Human Resources Office
   - Sonoma County Job Line
   - Twitter
   - Other Internet Site
   - Other Publication

* 2. Please describe your educational background, including specific coursework or study areas, how these are relevant to air pollution control, staff, and program management. Include the name of institution(s) where the coursework was completed as well as any degrees and/or certificates received. Provide sufficient information that will help us assess your qualifications for this position.

* 3. Please describe your professional experience in air quality program management, including personnel management and supervision experience. Specify details regarding your responsibility for program coordination, evaluation, administration, the nature and size of the program(s) you worked on, your role(s), the name of the employer(s) where you gained this experience, your job title(s), the dates worked (mm/yy-mm/yy), and the results you achieved.

* 4. Please describe your work experience in the technical aspects of air pollution control. Discuss analyses, processes, and projects you have carried out or overseen and how you used your technical knowledge and judgment to solve problems and develop work products.

* 5. Please describe your work experience in the policy aspects of air quality management. Discuss specific air quality problems, jurisdictional or authority conflicts, or gap in environmental protection you worked to address and your role in developing and effecting the policy solution(s).

* 6. Please describe your experience building collaborative relationships with the business
community, Chambers of Commerce, public and private sector organizations, stakeholders, various community organizations, and/or committees. Include details about your specific roles and responsibilities in building and fostering these relationships.

* Required Question
COUNTY OF SONOMA BENEFITS: MANAGEMENT*

These are some of the excellent benefits the County offers:

**Paid Time Off:** Competitive vacation accrual and additional management leave annually; 11 holidays per year and generous sick leave accruals.

**Health Plan:** Choice of three health plans (PPO, EPO and HMO) with a County contribution toward the premium of approximately $500 per month.

**Cash Allowance:** A cash allowance of approximately $600 per month, in addition to monthly salary.

**Retirement:** Defined benefit plan fully integrated with Social Security.

**IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.

**Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at (707) 565-2331. Additional details on employment for management employees may be found at [http://hr.sonoma-county.org/documents/salary_resolution.pdf](http://hr.sonoma-county.org/documents/salary_resolution.pdf). For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to [www.hr.sonoma-county.org](http://www.hr.sonoma-county.org) or, contact the Human Resources’ Risk Management-Benefits Office at benefits@sonoma-county.org or (707) 565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.