



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

DISCUSSION REGARDING ADVISORY COUNCIL STRUCTURE FOR 2015

Jack P. Broadbent

Executive Officer/Air Pollution Control Officer



OVERVIEW

- ❑ Advisory Council Modifications (SB 1415)
- ❑ Advisory Council Structure
- ❑ Advisory Council Function
- ❑ Next Steps



SB 1415 H&SC Amendments

- ❑ SB 1415 amends the Health and Safety Code as of July 1, 2015
- ❑ Abolishes the current membership of the council, and reconstitutes the membership of the council to include 7 appointed members
- ❑ Requires the members to be skilled and experienced in the fields of air pollution, climate change, or the health impacts of air pollution and to include a diversity of perspectives, expertise, and backgrounds.
- ❑ Advisory Council members continue to serve a term of 2 years.



ADVISORY COUNCIL STRUCTURE

- ❑ Seven Advisory Council Members
 - ❑ Capable of Broad Perspectives
 - ❑ Understand the Air District's Role
 - ❑ Oversee Convened Meetings of Subject Matter Experts
- ❑ Subject Matter Experts (approximately 25)
 - ❑ Drawn from academia and industry
 - ❑ Pre-screened for interest and availability
- ❑ Staff Lead
 - ❑ Arrange Meetings
 - ❑ Support Advisory Council Members



ADVISORY COUNCIL FUNCTION

- Address questions raised by Air District Board and Staff
- Provide scientific expertise
- Subject matter experts participate when the question addresses their area of expertise



NEXT STEPS

- ❑ Recruit Advisory Council Members
- ❑ Revise the Air District Administrative Code to reflect the changes to the Health and Safety Code
- ❑ Recruit Subject Matter Specialists



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Equal Employment Opportunity and Plan (EEOP)

Rex Sanders

Director of Executive and Administrative Resources



EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEOC)

The purpose of EEOC:

“...to provide equal employment opportunities for all persons to be recruited, employed, placed, selected for training, trained, evaluated, promoted, laid off, terminated, compensated, assigned work and otherwise treated without regard to race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, age, or sexual orientation”



HISTORY

- Administrative Code Division III, Section 2
- Adopted by the Board of Directors in 1960's
- Revised on 10/5/2011 to change all references from “affirmative action” to “equal employment opportunity” as provided by Proposition 209
- Revised on 05/21/2014 to modify the appeal process and allow Executive Officer/APCO to make final decision on EEO complaints



EQUAL EMPLOYMENT OPPORTUNITY PLAN (PLAN)

- The plan is developed and implemented to affirm its policy to provide equal employment opportunities for all persons. The plan is designed to set specific plans and procedures to ensure equal employment opportunity.
- The last plan the Board of Directors adopted was updated on 5/21/2014.



AIR DISTRICT'S RECRUITMENT PROCESS

Steps

1. Vacancy Announcement – HR Office reviews and creates the job description for each class to determine that the qualifications are job related and nondiscriminatory
2. Applications accepted - personal information (gender and ethnicity) are optional information completed by the applicant but are not included as part of the application
3. Minimum Qualifications – applicants are screened based on the education and experience relative to the position
4. Application Screening – personal information (name, address, references) are blinded prior to expert screening
5. Panel/Hiring Interview – questions are merit based and developed by Hiring Manager and HR Office to determine the applicants' skills, qualifications, and experience.
6. Disability accommodations are made when requested by the applicant.

The Human Resources Office monitors and oversees the entire process to ensure that the recruitment is conducted in a fair, consistent way. All personnel involved in the recruitment process are trained.



OTHER EEO-RELATED PROVISIONS

- **ADMINISTRATIVE CODE, DIVISION III, Section 13.1 (h) METHOD OF FILLING VACANCIES**
 - “Questions related to race, color, national origin, ancestry, age, marital status, sex, sexual orientation, religious creed, political affiliation, medical condition, or physical or mental disability shall not be asked during an examination interview or interview for appointment”
- **ADMINISTRATIVE CODE, DIVISION III, SECTION 13.1 , RECRUITMENT AND SELECTION OF EMPLOYEES.**
 - Recruitment_processes shall be job related and developed in accordance with the federal Equal Employment Opportunity Commission’s Uniform Guidelines on Employee Selection Procedures and related professional standards.
- **MOU, SECTION 8.05(3) PROBATIONARY PERIOD**
 - No employee shall be demoted or terminated in violation of the District’s Equal Employment Opportunity policy.
- **MOU, SECTION 3.01 EQUAL EMPLOYMENT OPPORTUNITY POLICY**
 - It is the District’s policy to provide equal employment opportunities for all persons without regard to race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, age or sexual orientation.



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Questions & Discussion