



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
ADMINISTRATION COMMITTEE

COMMITTEE MEMBERS

CINDY CHAVEZ – CO CHAIR	CAROLE GROOM – CO CHAIR
KAREN MITCHOFF – VICE CHAIR	MARGARET ABE-KOGA
JOHN BAUTERS	RICH CONSTANTINE
ERIN HANNIGAN	TYRONE JUE
KATIE RICE	MARK ROSS
BRAD WAGENKNECHT	

THIS MEETING WILL BE CONDUCTED UNDER PROCEDURES IN ACCORDANCE WITH ASSEMBLY BILL 361

- **THE PUBLIC MAY OBSERVE THIS MEETING THROUGH THE WEBCAST BY CLICKING THE LINK AVAILABLE ON THE AIR DISTRICT’S AGENDA WEBPAGE AT**

www.baaqmd.gov/bodagendas

- **THE PUBLIC MAY PARTICIPATE REMOTELY VIA ZOOM AT THE FOLLOWING LINK OR BY PHONE**

<https://bayareametro.zoom.us/j/83273980973>

(669) 900-6833 or (408) 638-0968

WEBINAR ID: 832 7398 0973

- **THOSE PARTICIPATING BY PHONE WHO WOULD LIKE TO MAKE A COMMENT CAN USE THE “RAISE HAND” FEATURE BY DIALING “*9”. IN ORDER TO RECEIVE THE FULL ZOOM EXPERIENCE, PLEASE MAKE SURE YOUR APPLICATION IS UP TO DATE**

**WEDNESDAY
NOVEMBER 17, 2021
11:00 A.M.**

AGENDA

1. CALL TO ORDER - ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC MEETING PROCEDURE

The Committee Co-Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members.

This meeting will be webcast. To see the webcast, please visit www.baaqmd.gov/bodagendas at the time of the meeting. Closed captioning may contain errors and omissions and are not certified for their content or form.

***Public Comment on Agenda Items** The public may comment on each item on the agenda as the item is taken up. Members of the public who wish to speak on matters on the agenda for the meeting, will have three minutes each to address the Committee. No speaker who has already spoken on that item will be entitled to speak to that item again.*

CONSENT CALENDAR (ITEM 2)

Staff/Phone (415) 749-

2. APPROVAL OF THE MINUTES OF OCTOBER 20, 2021

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Administration Committee meeting of October 20, 2021.

END OF CONSENT CALENDAR

REGULAR AGENDA (ITEMS 3-6)

3. SUMMARY OF 2021 SPARE THE AIR SUMMER SEASON AND UPDATE OF 2021-2022 SPARE THE AIR WINTER SEASON

K. Roselius/4647

kroselius@baaqmd.gov

The Committee will receive a summary of the 2021 Spare the Air summer season and update of 2021-2022 Spare the Air winter season.

4. **MANAGEMENT AUDIT VENDOR QUALIFICATION RECOMMENDATION**

J. Chiladakis/4750
jchiladakis@baaqmd.gov

The Committee will consider authorizing staff to enter discussions with qualified vendors to establish a contract for management audit services in an amount, not to exceed \$250,000.

5. **REQUEST TO AMEND FISCAL YEAR ENDING 2022 BUDGET TO INCREASE STAFFING**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive a request to amend the Fiscal Year Ending 2022 budget to increase staffing.

6. **BOARD OF DIRECTORS INTERNATIONAL TRAVEL POLICY**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive information regarding an International Travel Policy for Board Members.

END OF REGULAR AGENDA

7. **PUBLIC COMMENT ON NON-AGENDA MATTERS**

Members of the public who wish to speak on matters not on the agenda for the meeting, will have three minutes each to address the Committee.

8. **COMMITTEE MEMBER COMMENTS**

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, 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 take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2).

9. **TIME AND PLACE OF NEXT MEETING**

Wednesday, December 1, 2021, at 11:00 a.m., via webcast, pursuant to procedures in accordance with Assembly Bill 361

10. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Co-Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
375 BEALE STREET, SAN FRANCISCO, CA 94105
vjohnson@baaqmd.gov

(415) 749-4941
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the Air District's offices at 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

Accessibility and Non-Discrimination Policy

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District's policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at www.baaqmd.gov/accessibility to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District's Non-Discrimination Coordinator, Terri Levels, at (415) 749-4667 or by email at tlevels@baaqmd.gov.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

375 BEALE STREET, SAN FRANCISCO, CA 94105

FOR QUESTIONS PLEASE CALL (415) 749-4941

EXECUTIVE OFFICE:

MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

NOVEMBER 2021

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Stationary Source and Climate Impacts Committee	Monday	15	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Nominating Committee	Wednesday	17	8:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Special Meeting	Wednesday	17	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Administration Committee	Wednesday	17	11:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Legislative Committee - CANCELLED	Wednesday	17	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee – CANCELLED AND RESCHEDULED TO MONDAY, DECEMBER 6, 2021, AT 1:00PM	Thursday	25	9:30 a.m.	Webcast only pursuant to Assembly Bill 361

DECEMBER 2021

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting	Wednesday	1	8:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Administration Committee	Wednesday	1	11:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Community Equity, Health and Justice Committee	Thursday	2	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee	Monday	6	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Technology Implementation Office Steering Committee - CANCELLED	Thursday	9	1:00 p.m.	Webcast only pursuant to Assembly Bill 361

DECEMBER 2021

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Meeting	Monday	13	8:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Special Meeting	Wednesday	15	8:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Administration Committee - CANCELLED AND RESCHEDULED TO WEDNESDAY, DECEMBER 1, 2021 AT 11:00 AM	Wednesday	15	11:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Legislative Committee	Wednesday	15	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee	Monday	20	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee – CANCELLED AND RESCHEDULED TO MONDAY, DECEMBER 6, 2021, AT 1:00PM	Thursday	23	9:30 a.m.	Webcast only pursuant to Assembly Bill 361

VJ – 11/12/2021 – 3:25 P.M.

G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 12, 2021

Re: Approval of the Minutes of October 20, 2021

RECOMMENDED ACTION

Approve the attached draft minutes of the Administration Committee (Committee) meeting of October 20, 2021.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of October 20, 2021.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

Attachment 2A: Draft Minutes of the Committee Meeting of October 20, 2021

AGENDA 2A – ATTACHMENT

Draft Minutes – Administration Committee Meeting of October 20, 2021

Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, California 94105
(415) 749-5073

DRAFT MINUTES

Summary of Board of Directors
Administration Committee Meeting
Wednesday, October 20, 2021

**This meeting was conducted under procedures authorized by Assembly Bill 361.
Members of the Committee participated by teleconference.**

1. CALL TO ORDER – ROLL CALL

Administration Committee (Committee) Co-Chairperson, Cindy Chavez, called the meeting to order at 11:00 a.m.

Present: Committee Co-Chairpersons Cindy Chavez and Carole Groom; Vice Chairperson Karen Mitchoff; and Directors Margaret Abe-Koga, John Bauters, Rich Constantine, Erin Hannigan, Tyrone Jue, Katie Rice, Mark Ross, and Brad Wagenknecht.

Absent: None.

2. APPROVAL OF THE MINUTES OF SEPTEMBER 15, 2021

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Constantine made a motion, seconded by Director Abe-Koga, to **approve** the Minutes of September 15, 2021; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Chavez, Constantine, Groom, Hannigan, Jue, Mitchoff, Rice, Ross, Wagenknecht.
NOES: None.
ABSTAIN: None.
ABSENT: None.

3. BAY AREA REGIONAL COLLABORATIVE (BARC) UPDATE

Allison Brooks, Executive Director of the Bay Area Regional Collaborative (BARC) , gave the presentation *BARC Update for Bay Area Air Quality Management District Administration Committee*, including: to be discussed; BARC Joint Resolution; BARC shared work plan; guiding program principles in State Budget; and new online magazine on climate resilience.

Public Comments

No requests received.

Committee Comments

None.

Committee Action

None; receive and file.

4. MANAGEMENT AUDIT VENDOR SELECTION UPDATE

John Chiladakis, Director of Information Services, gave the staff presentation *Management Audit Vendor Selection Update*, including: outcome; requested action; outline; timeline to date; and next steps.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the selection panel's process of "re-scoring" the finalists in October.

Committee Action

None; receive and file.

5. REVIEW AIR DISTRICT RECRUITMENT AND SELECTION PLAN

Rex Sanders, Chief Administrative Officer, and Terri Levels, People and Engagement Officer, gave the staff presentation *Review Air District Recruitment and Selection Plan*, including: outcome; outline; requested action; background; strategic actions; employee turnover; and next steps.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether the Air District is sharing its employee recruitment practices with the Metropolitan Transportation Commission/Association of Bay Area Governments; the request to extend Air District job recruitment to historically black colleges and universities in southern and southeastern states; the request to create a proposed budget for Air District Employee Resource Groups and present it to the Committee; the suggestion of tiering paid internship and fellowship programs to incentivize people to return to the Air District; the suggestion of asking other public agencies how they retain their employees; the request to create a proposed budget for hiring bonuses/incentives, which should be designed within a formal policy to be adopted by the Board; the request to create leadership opportunities for new employees to increase their visibility; the request to expand hours for the Air District's internship program for high school students; concerns that the human resources/organizational development consultant that the Air District hired will be beginning its work during a hiring influx, and what the anticipated timeline and expectations of the consultant's feedback are; and the request that Air District staff presents to the Committee a breakdown of vacancies that have been recently filled, those that have been reorganized, and those that have yet to be filled, including new requests.

Committee Action

None; receive and file.

6. ASSEMBLY BILL (AB) 836 CLEAN AIR CENTERS PROGRAM UPDATE

Areana Flores, Senior Staff Specialist, gave the staff presentation, *Clean Air Centers for Vulnerable Populations Grant Program Assembly Bill (AB) 836*, including: outcome; outline; requested action; wildfire response (Clean Air Filtration Program); AB 836 (Wildfire Smoke Clean Air Centers for Vulnerable Populations Incentive Pilot Program); Clean Air Centers Grant Program (AB 836); AB 836 funding allocation criteria; funding allocation; and Clean Air Centers roadmap.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the way in which a given Bay Area county will receive funding for home retrofits; the request for a report containing responses that the Air District receives from Bay Area counties, so Board members (whom are County Supervisors) may follow up with county staff; and the request that Air District staff reach out to Board members if help connecting with city and county staff is needed.

Committee Action

None; receive and file.

7. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

8. COMMITTEE MEMBERS' COMMENTS

None.

9. TIME AND PLACE OF NEXT MEETING

Wednesday, November 17, 2021, at 11:00 a.m., via webcast, pursuant to procedures in accordance with Assembly Bill 361.

10. ADJOURNMENT

The meeting adjourned at 12:23 p.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 12, 2021

Re: Summary of 2021 Spare the Air Summer Season and Update of 2021-2022 Spare the
Air Winter Season

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Created in 1991, the Spare the Air program alerts residents when air quality is forecast to be unhealthy and calls on the public to make clean air choices to reduce air pollution. The Spare the Air program is known regionwide and is a trusted source of air quality information in the Bay Area.

In 2008, the Air District's Board of Directors adopted Regulation 6, Rule 3, to protect Bay Area residents from the public health impacts of wood smoke pollution and ban wood burning when air quality is unhealthy. The upcoming Spare the Air winter wood smoke season will run from November 1, 2021, through February 28, 2022.

DISCUSSION

Staff will provide a summary of the 2021 Spare the Air summer season and an overview of the upcoming 2021-2022 Spare the Air winter season.

The 2021 Spare the Air summer campaign focused on remote work early in the season and pivoted to promoting transit in July as more Bay Area residents returned to the office. New transit-focused creative targeted returning commuters region-wide, including non-English speakers. Through social media and media outreach, the campaign also promoted active transportation. Results from the summer campaign will be provided.

The Spare the Air winter campaign makes the link between the unhealthy air quality the region experiences during wildfires to wood smoke pollution from fireplaces. The campaign will continue to focus on the localized health impacts from wood smoke as well as indoor air quality impacts from wood burning. Staff will present an overview of this year's creative and campaign strategy as well as a summary of how Spare the Air Alerts are forecast.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Funding for the Spare the Air summer season was included in the Fiscal Year Ending (FYE) 2021 and FYE 2022 budgets. The campaign is funded primarily through the Congestion Mitigation Air Quality program, supplemented by the Transportation Fund for Clean Air.

Funding for the Spare the Air winter season is included in the FYE 2022 budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Kristina Chu
Reviewed by: Kristine Roselius

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 12, 2021

Re: Management Audit Vendor Qualification Recommendation

RECOMMENDED ACTION

Recommend the Committee allow staff to enter discussions with vendors qualified under Request for Qualifications (RFQ) No. 2021-011, to establish a contract for management audit services in an amount not to exceed \$250,000.

BACKGROUND

On June 16, 2021, the Board of Directors approved a workplan to initiate a management audit and the scope of work to procure services for the management audit, acknowledging the following priorities: evaluate the Air District’s current hiring process, analyze Air District divisions that are asking for the greatest numbers of new staffing positions, and include a performance audit and risk evaluation. The vendor selection team for the auditor would include Board Members Carole Groom and Margaret Abe-Koga, one community member appointed by the Community Equity, Health, and Justice Committee, another appointed by the Stationary Source and Climate Impacts Committee, and a subject matter expert in management audits.

DISCUSSION

On June 30, 2021, the District issued an RFQ for management audit services which closed on July 21, 2021. During the open period, the Air District received six proposals from various vendors.

The members of the Vendor Selection Panel independently scored each proposal and interviewed the two vendors with highest scoring proposals. Panel members independently scored each of the two finalists based on their interviews. The scoring summary is shown in Table 1.

TABLE 1

Vendor	Written Proposal Score	Interview Score	Total Score
Sjoberg Evashenk Consulting, Inc	35.0	27.6	62.6
TAP International	33.3	27.4	60.7
Eide Bailly	29.9	N/A	N/A
Matrix Consulting Group	28.1	N/A	N/A
MGT of America Consulting, LLC	26.9	N/A	N/A
Macias Gini & O’Connell LLP	25.1	N/A	N/A

Table 1 shows that Sjoberg Evashenk Consulting, Inc. received the highest proposal and interview score. TAP International received the second highest score and was nearly tied with Sjoberg Evashenk Consulting, Inc. in the interview stage. As a result, staff recommends that both vendors be qualified under this RFQ for management audit services.

Additionally, staff recommends entering discussions with the highest scoring vendor, Sjoberg Evashenk, for a management audit services contract in an amount not to exceed \$250,000. If Sjoberg Evashenk is unable to meet required time or cost constraints, the Air District may alternately enter discussions for management audit services with TAP International.

BUDGET CONSIDERATION/FINANCIAL IMPACT

\$250,000 will be transferred out of Air District reserves and into the Fiscal Year Ending 2022 budget to fund the cost of these services.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: John Chiladakis

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 12, 2021

Re: Request to Amend Fiscal Year Ending 2022 Budget to Increase Staffing

RECOMMENDED ACTION

Recommend the Board of Directors amend the Fiscal Year Ending 2022 Budget to authorize the creation of four (4) additional full-time positions (a Senior Deputy Executive Officer, Senior Assistant Counsel, Director/Officer and Assistant Counsel) for immediate recruitment.

BACKGROUND

The Ad-Hoc Executive Support Committee (Committee) met on October 1, 2021, and November 8, 2021, and discussed options for improving structures and operation of both the Executive Office and Legal Department. The Committee reviewed the current structure of both organizations, including the span of control for the Executive Officer and Legal Counsel, and examined how well these sections are set up to execute current and future Bay Area Air Quality Management District priorities.

In addition to its review, the Committee tasked the Acting Legal Counsel to examine the Legal Department's structure and to make recommendations on how it could be restructured and strengthened to meet current and future demands for regulatory enforcement, mutual settlement, litigation and legal support for the Board of Directors and Agency staff.

DISCUSSION

Based on the recommendations of the Committee and the structural review by the Acting Legal Counsel, staff is proposing the following:

Restructuring of the Executive Office:

During discussions with the Committee, it was noted that the current span of control for the Executive Officer is ten direct reports. The Committee deemed this excessive and as a result, recommended the recruitment of a Senior Deputy Executive Officer (DEO) to consolidate day-to-day operations and to reduce the span of control for the Executive Officer to no greater than five direct reports.

Additionally, the Committee recommended that a Board Operations Officer be added to the Executive Team to assist the Executive Officer in regular interactions with the Board of Directors and to enhance communications to Board Stakeholders.

Descriptions for each of these positions are included in Attachment A.

Restructuring of the Legal Division:

Based on the review requested by the Committee, the Acting Legal Counsel is recommending the following:

In order to improve regular operational processes in the Legal Division (Division) and to focus on increasing timeliness and transparency of legal actions to both internal and external stakeholders, the Acting Legal Counsel is proposing the Division be restructured to increase the use of the Hearing Board and to create more opportunity for management of individual enforcement cases. As part of this effort, the Division will need to work more closely with the Compliance and Enforcement Division, embedding with investigations early and collaborating on evidence gathering and case preparation.

To manage the Hearing Board process and this expansion of duties adequately, staff proposes and the Committee recommends that the current legal Division be augmented with an additional Senior Assistant Counsel and an additional Assistant Counsel I/II position.

Descriptions for each of these positions are included in Attachment B.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The costs for these new staff are fully covered in the current budget – Fiscal Year Ending 2022, based on the vacancy rate associated with natural attrition and the hiring pause put in place pending the results of the upcoming management audit.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Damian Breen and Stephanie Osaze
Reviewed by: Jack Broadbent and Adan Schwartz

Attachment: 5A – Position Descriptions for Expanded Executive Office Staff

Attachment: 5B – Position Descriptions for Expanded Legal Division Staff



**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

DEPUTY EXECUTIVE OFFICER

Class Code:
1M102

Bargaining Unit: Executive

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Established Date: Jun 1, 2015
Revision Date: Jun 11, 2015

SALARY RANGE

\$115.99 - \$140.99 Hourly
\$9,279.21 - \$11,278.93 Biweekly
\$20,104.95 - \$24,437.69 Monthly
\$241,259.36 - \$293,252.25 Annually

DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under executive direction, serves as the immediate and highest level class below the Executive Officer / Air Pollution Control Officer, who plans, organizes, coordinates and directs divisions of the Bay Area Air Quality Management District; develops and provides policy guidance and strategies regarding air quality management; acts as the Air Pollution Control Officer as assigned; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class provides high-level technical and policy direction in the management of the District's programs and activities for multiple divisions. The incumbent is accountable for overseeing and directing the accomplishment of goals and objectives of assigned divisions and for furthering District goals and objectives in an effective manner.

The Deputy Executive Officer is distinguished from the Air Pollution Control Officer in that the latter has overall management responsibility for the District. The class is further distinguished from the Deputy Air Pollution Control Officer in that the latter has managerial responsibility for specified divisions or functional areas of the District, and may report to the Deputy Executive Officer.

EXAMPLES OF DUTIES:

EXAMPLES OF DUTIES (Illustrative Only)

Provides designated technical and policy direction and support to the Executive Officer / Air Pollution Control Officer and the District Board.

Represents the District and/or the Executive Officer / Air Pollution Control Officer in varied situations with various groups and agencies both within and outside of the District.

Plans, organizes, coordinates and directs through deputies, division directors, section managers and support staff the work of assigned divisions.

Directs the development and implementation of goals, objectives, policies, procedures and work standards for assigned divisions.

Directs the management of and makes policy recommendations regarding assigned divisions, programs and activities.

Organizes and coordinates the development and implementation of projects and activities with other agencies.

Supports the Executive Officer / Air Pollution Control Officer in District management and interactions with the Board.

Ensures conformance with program schedules, budgets and contracts.

Develops and presents technical and policy issues and recommendations to the District Board and the Executive Officer / Air Pollution Control Officer.

May direct the work of Deputy Air Pollution Control Officers.

EDUCATION AND EXPERIENCE:

Education and Experience:

A typical way to obtain the knowledge and skills is:

Equivalent to a graduate degree in engineering, physical or biological sciences, business or public administration or a closely related field and five years of experience managing environmental quality and related technical and support programs and activities at or equal to the District's Deputy Air Pollution Control Officer, preferably with a public agency.

SUPPLEMENTAL INFORMATION:

QUALIFICATIONS

Knowledge of:

Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.

Principles, practices and program areas related to assigned divisions.

Social, political and environmental issues influencing air quality management programs.

Applicable District, state and federal laws, rules and regulations.

Principles and practices of effective public relations.

Current developments, literature and sources of information regarding air quality management activities.

Skill in:

Planning, organizing, coordinating and directing assigned programs and activities.

Selecting, motivating and evaluating staff and providing for their training and professional

development.

Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.

Analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.

Interpreting, explaining and applying District rules and regulations and state and federal laws.

Representing the District effectively in contacts with the public, industry and other agencies.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Preparing clear and concise reports, correspondence and other written materials.

Exercising sound independent judgment within policy guidelines.

OTHER REQUIREMENTS:

Other Requirements:

Must possess a valid California's driver's license.



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

DIRECTOR/OFFICER

Class Code:
2M110

Bargaining Unit: Executive

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Established Date: Jun 1, 2015
Revision Date: Jun 11, 2015

SALARY RANGE

\$83.91 - \$101.99 Hourly
\$6,712.80 - \$8,159.45 Biweekly
\$14,544.40 - \$17,678.81 Monthly
\$174,532.79 - \$212,145.69 Annually

DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under executive direction, incumbents in this class function as senior managers operating within a broad policy framework and typically manage a division of the agency. Incumbents assume sole responsibility for a functional area(s) of service; coordinate and implement program planning; and define organizational structure, staffing requirements, resource allocation and identification of future resource needs. Incumbents also interface with all managerial levels within the agency and outside agencies, and serve as representatives of the division in meetings involving policies, procedures, operation, and administrative systems; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class may serve as the District's chief subject expert and directs all activities of a Division. The incumbent is accountable for accomplishing division goals and objectives and for furthering District goals and objectives within general policy guidelines.

Director/Officer is distinguished from Deputy Air Pollution Control Officer (DAPCO) in that the latter has overall managerial responsibility for multiple divisions or functional areas of the District. This class is further distinguished from Manager in that the latter has managerial responsibility for one or more section(s), programs or functional areas.

EXAMPLES OF DUTIES:

EXAMPLES OF DUTIES (Illustrative Only)

Directs, plans, monitors, and evaluates the goals, operations, policies, procedures and work standards of a division.

Plans, organizes, administers, reviews and evaluates the activities of assigned staff; coaches assigned staff to improve performance.

Selects personnel and provides for their training and professional development.

Provides technical and managerial direction to District staff and others.

Directs the allocation of resources to achieve timely outcomes and measurable goals within budget; adjusts plans and programs to meet emerging or new programs, while continuing to address major agency priorities.

Monitors and evaluates the effectiveness and efficiency of the division's operations, organizational structure, staffing levels, systems, and other internal policies and procedures; recommends alternative approaches and implements changes.

Represents the District at meetings with the public, industry and other agencies; serves as the liaison for the agency.

Plans, develops, implements or directs major or complex projects or programs; directs the research of complex, highly technical issues; analyzes alternative solutions or approaches; recommends most effective course of action.

Directs and oversees the preparation and administration of the division's budget.

Develops and presents technical, policy, operational or administrative issues and recommendations to the District Board and executive management.

Receives and analyzes division and agency reports; directs the preparation of monthly and annual reports; directs the gathering and analysis of information and evaluate processes.

Assists in the identification, development and implementation of agency goals, objectives, policies, and priorities.

EDUCATION AND EXPERIENCE:

Education and Experience:

A typical way to obtain the knowledge and skill is:

Equivalent to graduation from a four year college or university with major coursework in job related field and five years of professional level work experience, preferably in a public agency, including three years of supervisory experience. Some positions may require specialized training, education and experience.

SUPPLEMENTAL INFORMATION:

QUALIFICATIONS

Knowledge of:

Administrative principles and practices, including goal setting, program and budget development and implementation and employee supervision.

Principles and practices of employee supervision, including selection, training, work evaluation and discipline.

Principles and practices of effective public relations.

Applicable District, local, state and federal laws, rules and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff.

Selecting and motivating staff and providing for their training and professional development.

Interpreting, explaining and applying District rules and regulations and local, state and federal laws.

Representing the District effectively in contacts with the public, industry and other agencies.

Analyzing complex technical, scientific and administrative problems evaluating alternative solutions and adopting effective courses of action.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Preparing clear and concise reports, correspondence and other written materials.

Exercising sound independent judgment within policy guidelines.

OTHER REQUIREMENTS:

Other Requirements:

Must possess a valid California driver's license.



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

SENIOR ASSISTANT COUNSEL

Class Code:
6M101

Bargaining Unit: Management

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Established Date: Jan 1, 1992
Revision Date: Jan 1, 1992

SALARY RANGE

\$86.55 - \$105.21 Hourly
\$6,924.29 - \$8,416.51 Biweekly
\$15,002.62 - \$18,235.78 Monthly
\$180,031.45 - \$218,829.35 Annually

DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under direction, assists in administering and coordinating all phases of legal work for the Legal Division; performs the most specialized, complex and sensitive legal work; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class has responsibility for assisting the Counsel with departmental administrative matters and for handling the serious, controversial and complex legal matters. In addition, the Senior Assistant Counsel provides advice and counsel to the Board of Directors, the Hearing Board, and the Advisory Council and District management. This class is distinguished from the Counsel in that the latter has overall management and administrative responsibility for all District legal matters.

EXAMPLES OF DUTIES:

EXAMPLES OF DUTIES (Illustrative Only)

Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the Counsel's office; assists in the administration of the department's budget.

Plans, organizes, administers, reviews and evaluates the activities of professional and support staff; assists in the selection of staff and provides for their training and professional development.

Provides technical advice to attorneys in the office; handles the more complex and difficult litigation and negotiations.

Confers with and advises District departments and prepares legal opinions concerning their duties, powers, functions and obligations.

Represents the District in court cases encompassing a wide variety of complex environmental legal issues including all phases of pretrial, trial and appellate work in state and/or federal courts.

Monitors legal developments including legislation and court decisions related to environmental law and activities and evaluates their impact upon District operations.

Prepares pleadings, motions, ordinances, resolutions, contracts, leases, permits and other legal documents.

Attends meetings of the Board of Directors, the Hearing Boards, the Advisory Council and other commissions and committees as required.

Acts as the Counsel on a relief basis.

EDUCATION AND EXPERIENCE:

Education and Experience:

A typical way to obtain the knowledge and skills is:

Equivalent to graduation from a college or university plus and appropriate law degree and four years of experience as an attorney engaged in the practice of environmental law with a public agency in the State of California.

SUPPLEMENTAL INFORMATION:

QUALIFICATIONS

Knowledge of:

Principles and procedures of civil law, especially as related to environmental air quality.

Principles, methods and practices of legal research and investigation.

Judicial procedures and rules of evidence.

Pleadings, practices and effective techniques in the presentation of court cases.

Responsibilities and obligations of public officials and administrative agencies.

Applicable District rules and regulations and state and federal laws.

Basic budgetary principles and practices.

Skill in:

Planning, organizing, directing and reviewing the work of assigned staff.

Providing training and technical assistance to staff.

Assisting in developing and implementing goals, objectives, policies, procedures and work standards.

Performing complex legal research, analyzing multi-faceted problems, evaluating alternatives and making sound recommendations.

Exercising independent judgement within general policy guidelines and legal parameters.

Analyzing and applying legal principles and precedents and making effective court and hearing presentations.

Representing the District effectively in meetings with others.

Preparing clear, concise and complete legal documentation and reports, correspondence and other written materials.

Establishing and maintaining effective working relationships with those contracted in the course of the work.

OTHER REQUIREMENTS:

Other Requirements:

Must be a member in good standing of the State Bar of California.



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

ASSISTANT COUNSEL I/II

Class Code:
8M101/7M101

Bargaining Unit: Management

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Established Date: Jan 1, 1992
Revision Date: Jan 19, 2008

SALARY RANGE

\$69.99 - \$95.43 Hourly
\$5,599.29 - \$7,634.03 Biweekly
\$12,131.79 - \$16,540.39 Monthly
\$145,581.46 - \$198,484.67 Annually

DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under direction, performs legal work of a routine to complex nature representing the District and providing advice and counsel to the Board of Directors, the Advisory Council, the Hearing Board and District management, staff and committees; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Assistant Counsel I is the entry level in this specialized attorney series. It is designed to allow an experienced civil attorney to gain specific environmental law experience. This class is alternately staffed with Assistant Counsel II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualification of the higher level class.

Assistant Counsel II is the journey level class of this specialized series, fully competent to perform a wide range of environmental law work. This class is responsible for providing effective legal counsel in complex and controversial environmental law matters. This class is distinguished from Senior Assistant Counsel in that the latter assists in administering and coordinating all phases of legal work for the Legal Division.

EXAMPLES OF DUTIES:

EXAMPLES OF DUTIES (Illustrative Only)

Advises District departmental management regarding District authority, jurisdiction, functions and operational procedures.

Researches legal problems and prepares opinions, briefs, ordinances, resolutions, and other legal documents.

Prepares and tries routine to difficult cases, often involving a specialized body of law.

Represents the District in court and in administrative hearings before boards and commissions and state and federal agencies.

Attends District departmental, board and commission meetings to provide legal advice on a

variety of matters.

Investigates and prepares reports regarding claims by and against the District and recommends actions to be taken.

Reviews ordinances, resolutions, contracts and other documents for legal sufficiency; recommends modifications as required.

Maintains accurate records and files and compiles reports of work performed.

Monitors legal developments, including proposed legislation and court decisions; evaluates their impact on District operations and recommends appropriate action.

EDUCATION AND EXPERIENCE:

Education and Experience:

A typical way to obtain the knowledge and skills is:

Assistant Counsel I: Equivalent to graduation from a college or university plus an appropriate law degree and two years of experience as an attorney engaged in the practice of civil law with a public agency, preferably involving environmental law. Experience in litigation and negotiation is desirable.

Assistant Counsel II: In addition to the above, two additional years of experience as an attorney engaged in the practice of environmental law with a public agency in the State of California.

SUPPLEMENTAL INFORMATION:

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.

Knowledge of:

Principles and procedures of civil law, particularly environmental law.

Procedures and practices and effective techniques in the presentation of cases.

Judicial procedures and rules of evidence.

Principles, methods and techniques of legal research and investigation.

District rules and regulations and state and federal laws.

Responsibilities and obligations of public officials and administrative agencies.

Rules of procedure governing the conduct of hearings before administrative bodies.

Skill in:

Defining issues, performing legal research, analyzing problems, evaluating alternatives and making appropriate recommendations.

Presenting statements of fact, law and argument clearly and logically.

Exercising sound, independent judgment within the general policy guidelines and legal parameters.

Interpreting state and federal laws affecting District operations.

Representing the District effectively in hearings, courts of law and meetings with others.

Preparing clear, concise and legally sufficient resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

OTHER REQUIREMENTS:

Other Requirements:

Must be a member in good standing of the State Bar of California

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 12, 2021

Re: Board of Directors International Travel Policy

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Members of the Board of Directors are occasionally asked to attend various conferences and events outside the United States. To ensure transparency and equity when determining which Board Members will represent the Air District abroad, staff proposes that the Board consider adopting an International Travel Policy (Policy) for Board Members.

DISCUSSION

Currently, the Air District does not have an explicit travel policy for Board Members regarding international travel. The Administrative Code only provides direction for reimbursable expenses for Director Travel, as it relates to business of the Air District.¹

The Policy would establish a process by which the Chair and Board Officers would determine which Board Members travel abroad on Air District business. Factors taken into consideration may include:

- Length of event
- Cost of event
- Location
- Agenda
- Members who have/have not attended past international events
- Most appropriate Member to attend (background, association, etc.)

All authorization for international Board Member travel would be taken to the next full Board meeting for approval.

¹ BAAQMD Administrative Code, Division II Fiscal Policies & Procedures, Section 5 Allowable Expenses, 5.1 Director Travel Expenses

Additionally, the Policy would contain re-imbursement requirements consistent with the United States Department of State per diem rate (https://aoprals.state.gov/web920/per_diem.asp) for the Board Member's city of destination.

For international transportation, it is recommended that Board Members obtain the lowest published routine fare for travel by the most efficient, direct and economical mode of transportation required by the occasion, and that airfare should be booked for economy/coach class only.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Erica Trask
Reviewed by: Jack P. Broadbent