

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution approving attached new class specification for the position of Air Quality/Transportation Specialist at a salary range of 215; adding this position to the Employee Allocation Schedule; authorizing the Personnel Office to recruit and provide the department head with a list of the top ten candidates to interview for this position; and allowing the Planning and Building Department to appoint a new full-time employee to this position. This new classification shall be assigned to MCMCO.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

On June 14, 1994, the Board ordered the transfer of the Air Pollution Control function to the Planning and Building Department and directed staff to return with a plan for implementation. The Board also ordered staff to review the possible transfer of transportation, septic and wells. As part of the FY 1994-95 budget deliberations, the Board transferred all Air Pollution Control expenses and revenues from the Health Department to the Planning Department, combining it with the Local Transportation Commission budget. The Planning Department also submitted a proposed funding request to the State in application for State Subventions.

This requested class specification has been prepared to address the needs of the Planning and Building Department resulting from its functional reorganization pursuant to Board direction. Pursuant to Resolution 90-301, Section VI, *Mariposa County Selection Process*, a requesting department head receives a list of the top 3 to 5 candidates to interview from which an appointment will be made to the position available. Because of the unique nature of the position being created which essentially requires expertise and experience in two different dimensions of the Planning function, the department head has requested that he be allowed to review qualifications and interview a wider range of candidates meeting the minimum requirements in order to staff this position with an individual capable of best meeting the requirements of Mariposa County. It is anticipated that as local and state requirements for air quality and transportation continue to evolve and are finalized, a more defined applicant pool will be available to meet future requirements for what is currently viewed as a hybrid position in smaller governmental agencies such as Mariposa County.

In a separate request to the Board this date, the Planning and Building Department will discuss its proposed departmental organization and provide related budgetary data.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this class specification and salary range.

Revise this class specification and salary range as deemed necessary by the Board.

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies,
if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number
the pages consecutively:

CLERK'S USE ONLY:
Res. No.: 95-72 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
X Approved _____ () Denied _____
X Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of
the original on file in this office.

Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

Comment: _____

A.O. Initials: MP

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: ED JOHNSON, Planning and Building Director
FROM: MARGIE WILLIAMS, Clerk of the Board, *mw*
SUBJECT: New Class Specification for the Position
of Air Quality/Transportation Specialist
Resolution Number 95-27

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on January 17, 1995

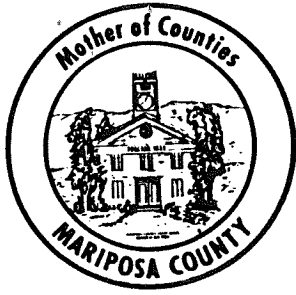
ACTION AND VOTE:

11:42 a.m. Ed Johnson, Planning and Building Director;

C) Resolution Approving New Class Specification for the Position of Air Quality/Transportation Specialist at a Salary Range of 215; Adding Position to Employee Allocation Schedule; Authorizing Personnel Office to Recruit and Provide Department Head with a List of Top Ten Candidates to Interview for this Position; and Allowing Planning and Building Department to Appoint a New Full-Time Employee to this Position (County Counsel)

BOARD ACTION: Discussion was held with Ed Johnson/Planning and Building Director. Motion by Balmain to approve the request died for lack of a second. Further discussion was held concerning request and status of Public Works staffing changes with regards to the proposed change in the transportation function. Supervisors Reilly and Taber requested additional information on the proposed staffing changes and budget impacts. Chairman Parker suggested an administrative practices session be scheduled to review the organization and functions of the department. Supervisor Taber suggested that each department be reviewed. Request was continued to January 24, 1995, with direction given to further explore scheduling administrative practices sessions.

cc: Jeffrey G. Green, County Counsel
Ken Hawkins, Auditor
Mike Coffield, County Administrative Officer
Nancy Kyle, Personnel Analyst




Mariposa County Planning and Building Department

EDWARD J. JOHNSON
Director

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January 5, 1995

TO: Board of Supervisors

FROM: Ed Johnson, Planning Director 

SUBJECT: AIR QUALITY/TRANSPORTATION SPECIALIST

RECOMMENDATION

Staff recommends that the Board create a position and salary range for Air Quality/Transportation Specialist and authorize the Planning Dept. to recruit for and fill the position. A separate request has been agendized to create the funding source for this position by reorganizing the Planning Department Budget. No change in the total budget amount is required for this request. Staff also requests that Personnel be authorized to send 10 names instead of 5 to the Planning Department for interviews during the recruitment process.

BACKGROUND

As part of the 1994-95 budget deliberations, the Board transferred two new functions to the Planning Department. Responsibility for the Local Transportation Commission was transferred from Public Works. Funds for the staffing of this position will be transferred in the next budget year. In the interim, Public Works staff will transition out of these duties, and be under the joint supervision of the Planning Department and Public Works Department.

Responsibility for Air Pollution Control was transferred to the Planning Department from the Health Department and all related revenues and expenses were transferred this budget year. Staff duties were performed by the Health Officer, staff and a consultant. Those duties will be assumed by the Planning Director and the position requested herein, with some transition work being performed by the consultant.

One purpose of these transfers was to consolidate air quality, transportation and planning under one department. This will provide a better opportunity to coordinate the planning for those interrelated areas, and more efficiently address overlapping state and federal mandates. It will

also provide better opportunities for receiving grant funds for programs which address all these issues.

It was envisioned that one person would perform both air quality and transportation tasks and be funded equally by Federal Local Transportation Funds and State Air Pollution Subventions. The position requested herein would be responsible for these duties.

Since transportation funds have not yet been transferred, this fiscal year this position would be funded entirely with Air Pollution funds. A separate agenda request was submitted which transfers all air pollution related revenues and expenses from the Planning budget to a new air pollution budget to pay for this operation. No changes in the total budget amounts or net County cost are being proposed.

The Air Quality/Transportation Specialist would eventually replace the air quality consultant, replace the air pollution control officer position formerly allocated to the Health Department but recently unfilled, and replace the transportation planner allocated to the Public Works Department. The staff from Public Works currently performing these transportation duties would transition and eventually be reassigned to other vacancies within that Department.

RECRUITMENT PROCESS

In researching this position, staff has found that other agencies have encountered difficulty in filling similar hybrid positions. This is due to the fact that federal requirements have recently mandated that air quality plans and transportation plans be in "conformity". Consequently, persons with both skills are in high demand and command substantial salaries. Other agencies have found that they are forced to select individuals who have some of the required experience and they train the recruit in the lacking experience. Staff expects to encounter the same circumstances. Therefore, staff requests that the Board deviate from the standard interview practice of sending only five names to the recruiting department for interview, and authorize Personnel to send ten names. This will provide a better opportunity to find the best possible mix of skills for this unusual combination of requirements.

MARIPOSA COUNTY

JOB TITLE: Air Quality/Transportation Specialist

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under minimal supervision, to perform and coordinate all technical functions relative to air quality planning and regulatory enforcement, and to perform professional-level transportation planning duties in close coordination with other affected County departments; to enforce all governmental regulations regarding air pollution control, including open burning, industrial discharges, commercial discharges, and preparation of non-attainment or other plans if required; to ensure that permits are properly reviewed and inspections are performed for industrial and commercial devices capable of emitting air contaminants; to serve as staff to the Local Transportation Commission; to prepare and coordinate plans and programs with neighboring counties, CalTrans, and other agencies and County Departments; to perform transportation planning studies with particular emphasis on the effects of traffic and transportation systems on air pollution; to evaluate the air quality/transportation impacts of individual projects; to be responsible for preparation of reports required by federal and state agencies; to pursue and administer various grant programs; and to perform related work as required. Employees in this classification may assign and direct the work of others.

SUPERVISOR: Planning Director

TYPICAL DUTIES:

- Reviews and issues permits for air pollution control
- Conducts thorough periodic inspections and emission evaluations of air pollution sources in the mariposa air Pollution Control District
- Receives, investigates and files reports on air pollution complaints from the public
- Compiles data, prepares and submits reports to ARB on violations, inspections, complaints and open burning
- Maintains complete, current files on air pollution permits, sources, regulations, investigations and complaints

MARIPOSA: Air Quality/Transportation Specialist

TYPICAL DUTIES: (Cont'd)

- On behalf of the Planning Director, performs the duties of Executive Secretary and Administrator for the Local Transportation Commission, sets agendas, processes correspondence and performs all related administrative functions
- Participates with other affected County departments and public agencies in the preparation of the Regional Transportation Plan, Annual Transportation Work Program, and other transportation plans, reports and studies.
- Applies for state transportation and air pollution subvention funding and administers grants
- Implements and assures compliance with governmental rules, regulations and laws pertaining to air pollution and transportation
- Attends meetings and presents information and reports on air quality, traffic and transportation system issues to citizen groups, community-sponsored organizations, and public agencies
- Researches, collects related data, and prepares a variety of annual reports, grants and information for audits
- Prepares and administers the air quality/transportation budget
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- a valid California driver's license

Knowledge of:

- principles, practices, methods and terminology related to air pollution control
- principles, practices, methods and terminology related to transportation planning

MARIPOSA: Air Quality/Transportation Specialist

Knowledge of: (Cont'd)

- principles, practices, methods and terminology related to the planning process and specifically the interrelationship of transportation planning and air quality planning
- management principles and techniques
- federal, state and local air pollution control and transportation regulations
- methods, practices, and requirements of statistical analysis
- public administration practices
- report writing and analysis of legislation

Ability to:

- supervise, train and evaluate staff and direct technical activities
- collect, analyze, and accurately record technical data
- analyze plans and prepare cost-effectiveness studies and evaluation reports
- read, understand, interpret and enforce laws, rules and regulations
- establish and maintain effective working relationships with County staff, representatives from outside agencies and the public
- operate computers utilizing a variety of software and using computer-based evaluation methodologies
- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- promote quality customer service to the general public

MARIPOSA: Air Quality/Transportation Specialist

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with major course work in planning, environmental engineering, transportation planning, environmental science, air pollution control, or a closely related field, and four years of increasingly responsible, related professional experience. A Master's degree in an appropriate field may be substituted for up to one year of the required experience. Multi-disciplinary experience and/or course work is highly desirable.

Creation Date: 1/95
AirQual.frm

(B/S 95-42 - 1/24/95)