



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Bay Area Air Quality Management District Assistant Staff Specialist I/II

SALARY	\$37.27 - \$49.95 Hourly \$2,981.88 - \$3,996.01 Biweekly \$6,460.75 - \$8,658.02 Monthly \$77,528.97 - \$103,896.23 Annually	LOCATION	CA, CA
JOB TYPE	Full Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	ET05.17.23	DEPARTMENT	Meteorology and Measurement
OPENING DATE	05/17/2023	CLOSING DATE	6/9/2023 5:00 PM Pacific

Description



The Bay Area Air Quality Management District (District) is a regional government agency, committed to achieving clean air to protect the public's health and the environment. The District accomplishes this goal through regulation of industrial facilities and various outreach and incentive programs designed to encourage clean air choices.

The District's jurisdiction encompasses all of seven counties - Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa, and portions of two others - southwestern Solano and southern Sonoma.

The District is conducting an open recruitment for the position of Assistant Staff Specialist I/II. This is an open recruitment for one **(1) full-time, represented position, in the Meteorology & Measurement Division.**

The **Meteorology and Measurement Division** supports the mission of the District by monitoring air quality in the San Francisco Bay Area and emissions from industrial facilities; forecasting regional and local air quality; and conducting and supporting community organizations to do community-scale monitoring to guide actions to reduce emissions in the Bay Area and in neighborhoods most impacted by air pollution.

About the Position

The Assistant Staff Specialist in the Meteorology and Measurement Division will be reporting to the Director of Meteorology and Measurement. This position will support the Division including by performing administrative work to facilitate purchasing, collaboration and transparency, as well as assisting in improving processes to help the Division work more efficiently and effectively.

DEFINITION

Under general supervision, performs a variety of administrative work limited to the areas of incentives, contracts, business

services, finance, budget, facility management programs, and other programs as needed; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Assistant Staff Specialist I is the entry level in this classification. Initially under close supervision, incumbents learn District procedures and policies while performing the more routine duties. As experience is gained, assignments become more diversified and are performed with less supervision. This class is alternately staffed with Assistant Staff Specialist II and incumbents may advance to the higher-level classification after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Assistant Staff Specialist II is the journey level in this classification, fully proficient to perform higher-level program work than the Assistant Staff Specialist I. Incumbents perform a variety of administrative support functions in the programs listed in the definition above, and perform other related work as required. This class is distinguished from administrative support positions in that the latter provide general and routine office administrative support. This class is further distinguished from Staff Specialist in that the latter performs specialized functions in assigned programs at a professional level.

Examples of Duties for this Position

The Assistant Staff Specialist duties will vary by Division, and will include a subset of the example duties listed below for the specific position.

Assists in the administration and coordination of a variety of District programs and projects; performs administrative tasks.

Receives and screens visitors and telephone calls, providing factual information which requires the interpretation of policies and procedures.

Receives, logs, reviews, processes documents, reports, and applications in accordance with established procedures and in compliance with regulations.

Schedules, attends, and participates in workshops, meetings, and trainings; prepares materials and follows up as required.

Assists in the development and implementation of new or improved systems to increase program effectiveness and reduce operational cost; assists in the preparation of cost analyses.

Researches and compiles a variety of data and informational materials related to District programs; analyzes and summarizes such information as directed; Assist in preparing verbal and written reports.

Responds orally and in writing to inquiries regarding District programs to District staff, industry, public, and other agencies.

Maintains and updates computer databases and systems.

Assists in drafting new and revised policies and procedures for various programs.

Confers with industry representatives, District staff, the public and other agencies to obtain and disseminate technical and operational information regarding District programs.

Assists with internal and external program audits.

Minimum Qualifications

Education and Experience:

A typical way to obtain the knowledge and skills is:

Assistant Staff Specialist I: Equivalent to an Associate degree and one year of experience in office, program, or administrative support.

Assistant Staff Specialist II: In addition to the above, two years of experience providing administrative support services, preferably in an environmental program.

Other Requirements:

Specified positions may require the possession of a valid California driver's license.

QUALIFICATIONS

Knowledge of:

The Assistant Staff Specialist duties will vary by Division, and will require knowledge of a subset of the items listed below for the specific position.

Basic principles of program administration and management including principles, practices and methods of administrative, organization, financial analysis.

Public financing, budgeting and accounting.

Business organizational functions, operations and objectives.

Basic principles and practices of public personnel administration.

Basic principles, methods, and techniques of research, data analysis and statistics.

Principles of work scheduling and coordination.

Report writing methods and techniques.

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

Correct English usage, including spelling, grammar and punctuation.

Basic theories, principles and practices of air quality and emissions sources.

Skill in:

The Assistant Staff Specialist duties will vary by Division, and will require a subset of the skills listed below for the specific position.

Assisting in research studies and reports including the collection, organization, analysis and development of administrative, financial, and organization recommendations.

Preparing basic written analysis and reports.

Understanding budget, financial and account analysis work.

Understanding rules, regulations and guidelines; Be able to assist in explaining requirements to both technical and non-technical audiences.

Communicating effectively with industry representatives, District staff, members of the public and other agencies, orally and in writing.

Maintaining required confidentiality in carrying out assignments, studies and projects.

Using initiative and sound independent judgment; follow established guidelines.

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

How to Apply & Selection Criteria

Interested individuals must submit a completed BAAQMD application and chronological resume no later than **5:00 p.m. on Friday, June 9, 2023. Applications are accepted online only. Please visit our website at www.baaqmd.gov/jobs to apply or to download an application. Resumes must be included, and not in lieu of the required application materials. Postmarks, faxes, and E-mailed applications will not be accepted.**

Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned.

SELECTION CRITERIA:

Selection may be based upon a competitive examination consisting of a written exercise, interview, or combination of the two. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants.

The Air District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

Updates regarding your status in the recruitment will be sent via email, unless you indicate a different preference on your application.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

The Air District is an Equal Opportunity Employer.

<https://www.youtube.com/embed/blwt9DmcYNk?&wmode=opaque&rel=0>

Agency

Bay Area Air Quality Management District

Address

375 Beale Street Suite 600

San Francisco, California, 94105

Phone

415-749-4980

415-749-4980

Website

<http://www.baaqmd.gov>

Assistant Staff Specialist I/II Supplemental Questionnaire

*QUESTION 1

Assistant Staff Specialists provide administrative support by processing contracts, purchase orders, and payments. Please describe your experience with these types of administrative functions, including the types of procedures you followed for each program you worked under.

*QUESTION 2

Assistant Staff Specialists are responsible for data entry and tracking. Please describe your experience using data management systems, entering and verifying data, and creating reports. Please include the type of tasks you performed such as entering data, creating new tables, forms, migrating data from other sources, querying, etc. and any challenges and lessons learned.

* Required Question