



**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
**invites applications for the position of:**  
**Environmental Planner I/II (Air Quality Planning)**

An Equal Opportunity Employer

**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$43.17 - \$57.85	\$3,453.32 - \$4,627.78	\$7,482.20 - \$10,026.86	\$89,786.40 - \$120,322.36

**OPENING DATE:** 05/18/21

**CLOSING DATE:** 06/08/21 05:00 PM

**DESCRIPTION:**

The Bay Area Air Quality Management District (Air 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 Air 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 Air District is currently accepting applications for the position of **Environmental Planner I/II** in the Air Quality Planning Section of the Planning and Climate Protection Division. **This is an open recruitment for one (1) full-time, represented position.**

The Planning and Climate Protection Division analyzes sources of air pollution and greenhouse gases (GHG), prepares plans to meet air quality standards, assists cities and counties with local air quality and climate programs, and partners with overburdened communities to reduce health disparities. Division staff are also responsible for the Air District's California Environmental Quality Act (CEQA) air quality and greenhouse gas thresholds of significance and for developing and keeping current data, tools and guidelines to assist lead agencies complete project and plan air quality and greenhouse gases analyses and mitigate significant impacts.

About You in this Position

Are you interested in reducing air pollution and improving health outcomes in the most impacted and overburdened communities in the Bay Area? Are you motivated to work with local governments to develop health and environmentally protective land use plans and projects that acknowledge and address environmental injustice and racial inequities?

If yes, the Air Quality Planning Section is looking for you! The Environmental Planner I/II will assist with the preparation and implementation of regional and local air quality plans, will support communities and local governments determine how to best improve air quality and reduce health disparities, and will work collaboratively to integrate air quality, health, equity and climate protection into local and regional air quality plans, projects, and programs.

To be successful in this role, you must be a strong team player who can work on multiple projects simultaneously and adapt to changing circumstances and priorities. You will need strong communication and analytical skills and be able to work with people of varied backgrounds and perspectives, including low-income communities of color and communities overburdened by air pollution. You will leverage your knowledge of environmental law and policy, including CEQA, to support local and regional governments improve air quality and reduce health disparities. You will make use of your experience in land use, transportation, air quality, and climate planning to gather, analyze, interpret, and visualize key data to support decision making. Experience with data

collection and documentation, advanced excel skills or database management, and ArcGIS or other mapping platforms is desirable. An understanding of CEQA tools, data and models is a plus, including health risk assessments, EMFAC and CalEEMOD.

#### Definition

Under direction, performs professional environmental planning work, including conducting planning studies, environmental impact reviews, and transportation/air quality program activities; performs related work as assigned.

#### Distinguishing Characteristics

Environmental Planner I is the entry level class of this specialized professional planning series. Initially under close supervision, incumbents perform a wide range of professional planning duties while learning the more skilled and complex tasks associated with environmental planning and assessment. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Environmental Planner II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Environmental Planner II is the journey level class in this specialized series, fully competent to perform a wide range of professional planning duties associated with air quality and environmental planning. This class is distinguished from Senior Environmental Planner in that the latter provides lead direction to environmental review staff as well as performs more complex and specialized work requiring considerable professional knowledge and the use of significant independent judgment, and may provide lead direction for defined tasks.

### **EXAMPLES OF DUTIES FOR THIS POSITION:**

*(Illustrative Only)*

**Analyzes issues, prepares reports and recommendations relative to land use, regional development, transportation, and related issues.**

**Assists in development of guidelines for assessing environmental impact of development projects and urban growth plans.**

**Interfaces with local, state and federal environmental control agencies and health departments regarding environmental planning issues.**

**Plans and conducts assigned research studies and prepares reports and recommendations regarding transportation/air quality programs.**

**Receives and reviews environmental impact documents to determine the project's impact on air quality.**

**Responds to inquiries from local officials, consultants, and the public related to environmental planning issues.**

Administers and interprets District requirements; recommends alternatives or improvements to proposed plans to enhance compliance.

Assists in developing and implementing transportation control measures.

Consults with District engineers and technical staff relative to environmental quality documents and permit applications.

Makes effective oral presentations or prepares materials for presentation to and utilization by the Board of Directors, District staff, consultants and community groups.

May act as liaison with other agencies, divisions and local government planning departments.

Monitors compliance of city and county general plans with air quality district regulations and policies.

Prepares a variety of written communications, including analytical reports, correspondences and drafts of environmental assessments; directs the preparation of these materials by outside consultants and staff.

Prepares and/or reviews environmental reports to ensure compliance with federal and state regulations and legislation.

Prepares non-attainment area plans relating to assigned work.

Prepares, reviews and edits environmental impact assessment documents as Lead Agency in accordance with relevant guidelines.

Proposes study approaches, designs materials and monitors programs to ensure compliance with various environmental legislation and regulations.

Represents the District at meetings with the public, other public agencies and consulting firms.

## **MINIMUM QUALIFICATIONS:**

Education and Experience:

A typical way to obtain the knowledge and skills is:

Environmental Planner I: Equivalent to graduation from an accredited college or university with a graduate degree in regional, urban or environmental planning or a closely related field and one year of professional planning experience. Additional relevant experience may substitute for the graduate degree.

Environmental Planner II: In addition to the above, one year of professional environmental review and planning experience.

### Desirable Qualifications

- Bilingual proficiency in one of the languages commonly spoken in the San Francisco Bay Area.
- Experience with database management software or programs for data collection and documentation
- ArcGIS or other mapping platforms

## **HOW TO APPLY & SELECTION CRITERIA:**

### **How to Apply:**

Interested individuals must submit a completed Air District application, chronological resume, and responses to the supplemental questionnaire by **5:00 p.m. on Tuesday, June 8, 2021**. Applications are accepted online; please visit our website at [www.baaqmd.gov/jobs](http://www.baaqmd.gov/jobs) to apply.

Resumes must be attached to the application, and will not be accepted 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.

### **Supplemental Questions Instructions:**

Individuals who apply for this position must respond to each of the required supplemental questions. Applications must be received by the Human Resources Office no later than the time and date specified in this vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria section.

Please limit your responses to no more than one page per question. Do not combine your responses or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question. This information will be evaluated as is and may be used to determine those applicants with the most directly related experience, education, and training to continue in the selection process. It is very important to provide a concise, clear, legible, complete response to each question.

You must provide the following for each question regarding experience: The name of the employer where you gained your experience, your job title, length of time in years/months performing the specific function, and detailed examples that illustrate your duties and responsibilities.

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

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 District is an Equal Opportunity Employer.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.baaqmd.gov>

Job #RS21-5/18  
ENVIRONMENTAL PLANNER I/II (AIR QUALITY PLANNING)  
RS

OUR OFFICE IS LOCATED AT:  
375 Beale Street Suite 600  
San Francisco, CA 94105  
415-749-4980  
415-749-4980  
[HR\\_Staff@baaqmd.gov](mailto:HR_Staff@baaqmd.gov)

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### **Environmental Planner I/II (Air Quality Planning) Supplemental Questionnaire**

- \* 1. Describe your education and training that qualify you for this position. Include your area of study and any degrees and certificates received. Please note any voluntary or paid experience and coursework specifically applicable to this position.
  
- \* 2. Describe your experience coordinating and convening working groups, project teams or other collective impact or collaborative efforts. Describe the process you followed, challenges experienced, and ultimate outcome(s). Be specific about your role, include the activities you performed, the other parties involved and the nature of your interaction with them.

3. Describe an environmental or land use planning project that you have participated in while

in school or in your professional career. Be specific about the role you played in the effort, research you may have conducted, work products you created, the stakeholders you worked with and the specific, tangible outcomes that arose.

\* Required Question