

Justification to create a new position or reclassify an existing position:

Currently, the District is staffed by three positions supporting the Air Pollution Control Officer: an Administrative Assistant and two Air Pollution Control Specialists. The Specialists can be classified as Level I, II, or III, and their duties include investigations, preparing engineering evaluations, issuing permits to operate, implementing grant programs, and performing related tasks. The Administrative Assistant handles clerical work, screens calls and visitors, responds to complaints, and performs routine financial recordkeeping.

The District now requires a position capable of supporting the Air Pollution Control Officer by conducting financial tracking, performing public outreach, meeting with representatives from other public agencies (e.g., the California Air Resources Board), and directing staff work on a project-by-project basis, while also covering tasks typically assigned to the Administrative Assistant role.

Since Tehama County does not currently have a position that fulfills these needs, we propose creating an Air Pollution Administration Specialist position. In developing this role, we researched comparable classifications, such as the Senior Office Assistant at the San Joaquin APCD and the Staff Assistant at the South Coast AQMD, as well as Tehama County's own Staff Analyst I and Administrative Assistant positions. Based on the expanded duties and responsibilities, we recommend placing the Air Pollution Administration Specialist at a minimum of Range 28 on the Tehama County salary schedule.

Explain how new duties evolved:

Over the years, the Air Pollution Control District has taken on additional grant-related work, including the Carl Moyer Program, the FARMER Program, and the Woodsmoke Reduction Program. Each of these initiatives has increased recordkeeping requirements to ensure proper implementation and adherence to their respective guidelines, while also helping the District achieve significant emission reductions without relying on additional or stricter regulations.

By creating an Air Pollution Administration Specialist role, the workload on our Air Pollution Control Specialists will be reduced, allowing them to focus on other tasks critical to grant implementation and the District's broader objectives. This role would also provide greater flexibility in future hiring, enabling the District to recruit either an Administrative Assistant or an Air Pollution Administration Specialist when staff turnover occurs.

Supervisor's name and title for this position:

The position would be supervised by the Air Pollution Control Officer

Budget Impacts:

Tehama County Air Pollution Control District Air Pollution Administration Specialist Financial Implications						
	Bargaining Unit	Proposed Range	FTE Budget Unit Number	Total Annual Salary Step A	Total Annual Salary Step E	Total Annual Maximum Increased Cost
Air Pollution Administration Specialist	JC	28	60110	\$ 53,248	\$64,729.60	\$3,120.00
Funding Source:						
Carl Moyer Administrative Funding, Rx Fire Grant Funding, Other fee revenue						
This Position Will be paid for with the Air Pollution Control District Funding. No County General Fund dollars are included in these costs.						