



Bay Area Air District

## Public Records Coordinator (Staff Specialist I/II)

<b>SALARY</b>	\$49.71 - \$66.62 Hourly \$3,976.98 - \$5,329.53 Biweekly \$8,616.79 - \$11,547.32 Monthly \$103,401.49 - \$138,567.88 Annually	<b>LOCATION</b>	San Francisco, CA
<b>JOB TYPE</b>	Full Time	<b>REMOTE EMPLOYMENT</b>	Flexible/Hybrid
<b>JOB NUMBER</b>	RS -2025 - 8T013/7T032-LEG	<b>DEPARTMENT</b>	Legal
<b>OPENING DATE</b>	12/08/2025	<b>CLOSING DATE</b>	1/19/2026 5:00 PM Pacific

### Description



Join an agency committed to creating a healthy breathing environment for every Bay Area resident while protecting and improving public health, air quality, and the global climate!

The Air District is currently accepting applications for the position of **Public Records Coordinator (Staff Specialist I/II)** in the Legal Office. **This is an open recruitment for one (1) full-time, represented position.**

#### About the Position

The **Public Records Coordinator** receives and tracks requests for Air District records under the California Public Records Act and coordinates the Air District's response, while ensuring compliance with applicable legal requirements. The person in this role interacts with requestors to help them make focused and effective requests, and ensures that the Air District responds with a high level of customer service.

This position is responsible for:

- Tracking, processing, and responding to requests for public records;
- Communicating with members of the public to help them understand what records the Air District has and how they can make effective requests;
- Coordinating with Air District staff across the agency to find relevant records;
- Collecting and organizing responsive records;
- Maintaining accurate logs and files;
- Ensuring compliance with applicable legal requirements, in coordination with Air District attorneys;

- Timely and accurately providing records to public requestors; and
- Exercising good, independent judgement and taking initiative when processing requests.

View the full classification specification here: <https://www.governmentjobs.com/careers/baaqmd>

### **About the Division**

The Legal Division provides a wide array of legal services to support the entire Air District, including handling enforcement cases; advising on the California Environmental Quality Act, AB617 Community Emission Reduction Plans, contracts, grants, and finance matters; developing regulatory language; supporting the permitting program; reviewing records under the Public Records Act; and staying abreast of current legal developments in air quality throughout California and nationwide. The Division utilizes a variety of tools to resolve enforcement actions, such as abatement orders, civil enforcement, and coordinating with other enforcement agencies, like local district attorneys or the state Attorney General. For cases in environmental justice communities, Air District staff can directly engage with community members when determining the appropriate legal remedies, including high enough penalties to reach deterrence-based outcomes and ensure the community benefits from the related funds.

### **About the Air District**

Bay Area Air District is a regional government agency, committed to achieving clean air to protect the public's health and the environment. The Air 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.

At the Air District, we take pride in our commitment to fostering a workplace that values diversity and promotes cultural awareness. We prioritize employee engagement by providing a collaborative and inclusive environment that encourages active participation and open dialogue. Additionally, we believe in pay equity and strive to create an equitable compensation structure. With a strong emphasis on work-life balance, we understand the importance of supporting our employees' well-being both inside and outside the workplace. Join us in a dynamic and inclusive culture where your contributions are celebrated and your growth is nurtured.

The Air District recognizes and values the contributions of every employee and works to sustain an environment where everyone is respected. We incorporate the principles of diversity, equity and inclusion within our decision-making strategies, policies, procedures, regulations, funding initiatives, public outreach, planning, and hiring.

**Hybrid Work Schedule** - A schedule that meets the needs of our staff, department operations, and the communities we serve may be available depending on the assignment.

### **Examples of Duties for this Position**

*The following duties are typical for jobs in the class. They are for illustrative purposes only and do not reflect the full scope of job duties.*

Maintains computer databases and program records.

Prepares and responds to correspondence directed toward public and private organizations relative to programs; responds to oral and written requests for information about programs.

Explains and interprets policies, rules and regulations regarding programs; gathers and prepares background information.

Participates and assists in the development of policies and guidelines for assigned programs.

Coordinates and facilitates workshops, meetings, and trainings on the application and interpretation of Air District

programs, regulations and rules; makes presentations and develops supporting technical materials.

Prepares Requests for Proposal (RFPs) and Requests for Quotations (RFQs); prepares contract documents and other agreements using standard District procedures; and reviews contract terms and conditions.

Performs other duties as assigned.

## Minimum Qualifications

### Education & Experience

A typical way to obtain the knowledge and skills is:

Staff Specialist I: Equivalent to a Bachelor's degree and two years of professional analytical experience.

Staff Specialist II: In addition to the above, two years of professional analytical experience.

### Desirable Qualifications/Skills

- Experience responding to requests under the California Public Records Act, the Freedom of Information Act, or other similar public records access laws
- Experience communicating with members of the public by phone and email
- Ability to manage a large volume of discrete projects and deadlines
- Experience managing a large volume of information and documents in a short time period
- Strong organizational skills
- Strong time management skills
- Strong interpersonal and communication skills
- Strong computer skills with technology such as navigating databases to search for, compile, and extract information
- Ability to exercise independent judgment and take initiative to complete projects in a satisfactory, timely manner without a lot of oversight or direction
- Ability to take direction and change approach as needed
- Strong problem-solving skills
- Records management experience
- Experience with Relativity, Complete Discovery Source, Inc., and Dynamic 365 a plus

## How to Apply & Selection Criteria

### How to Apply

Interested individuals must submit a completed Air District application and responses to the supplemental questionnaire by 5:00 p.m. on **Monday, January 19, 2026**. Resumes are encouraged, but not mandatory, and will not be accepted in lieu of the required application materials. Applications must be submitted online; please visit our website at [www.baaqmd.gov/jobs](http://www.baaqmd.gov/jobs) to apply. Postmarked, faxed, 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.

### 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 Division 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 500 words 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.

#### 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.

#### Americans with Disabilities Act Accommodations

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

#### Equal Employment Opportunity

The 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 the programs or activities it administers.

### How to apply for a job at Air District



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#### **Employer**

Bay Area Air District

#### **Address**

375 Beale Street Suite 600

San Francisco, California, 94105

**Phone**

415-749-4980

**Website**<http://www.baaqmd.gov>**Public Records Coordinator (Staff Specialist I/II) Supplemental Questionnaire****\*QUESTION 1**

The following will be used to review the minimum qualifications: Please select the option that best describes your qualifications.

- ☐ I do not have a Bachelor's degree.
- ☐ I have a Bachelor's degree or higher and less than two years of professional analytical experience.
- ☐ I have a Bachelor's degree or higher and two or more years of professional analytical experience.
- ☐ I have a Bachelor's degree or higher and four or more years of professional analytical experience.

**\*QUESTION 2**

The following will be used to review the minimum qualifications: Please specify the source of your professional analytical experience, along with the number of years, employer(s), and a brief description of your role(s) in performing professional analytical work.

**\*QUESTION 3**

Please describe any experience you have working for a public agency to respond to requests under the California Public Records Act, the Freedom of Information Act, or other similar public records access law.

**\*QUESTION 4**

Please describe any experience you have interacting with members of the public with various backgrounds and levels of familiarity with regulatory agencies. Include in your answer an example that demonstrates your communication skills and style.

**\*QUESTION 5**

Please describe your experience handling large volumes of assignments, information, and documents with varying project deadlines. In your answer, please discuss your organizational and time management skills, and your approach to challenging assignments. Please give an example illustrating your response.

**\*QUESTION 6**

Please describe any experience you have learning and working with databases to compile and extract information, including, but not limited to, any experience you have with Relativity, CDS, and/or Dynamics 365.

\* Required Question