



BAY AREA AIR QUALITY MANAGEMENT DISTRICT
invites applications for the position of:
Senior Environmental Planner

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$50.93 - \$61.91	\$4,074.49 - \$4,952.56	\$8,828.05 - \$10,730.55	\$105,936.64 - \$128,766.65

OPENING DATE: 11/01/19

CLOSING DATE: 11/22/19 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 **Senior Environmental Planner** in 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, prepares plans to meet air quality standards, and assists cities and counties with local air quality and climate programs including the California Environmental Quality Act (CEQA). Division staff develop and keep current CEQA tools and guidelines, work collaboratively with AB 617 designated communities to develop community emissions reductions programs, and coordinates the integration of climate protection into Air District air quality and health plans and programs.

DEFINITION

Under direction, the Senior Environmental Planner performs professional environmental planning work, including conducting complex and specialized planning studies, research, and climate protection/air quality program activities; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced lead level in the professional planning series. Incumbents provide lead direction to environmental planners and perform highly specialized and difficult planning functions. Incumbents are assigned to design and implement programs that require considerable professional knowledge and the use of independent judgment. This class is distinguished from Principal Environmental Planner in that the latter has responsibility for creating projects and new programs, and handling the most difficult, sensitive, novel or critical projects.

EXAMPLES OF DUTIES FOR THIS POSITION:

(Illustrative Only)

Lead and participate in the development and implementation of community-led action plans to reduce emissions in neighborhoods most disproportionately impacted by air pollution pursuant to AB 617.

Perform research, analyze issues, prepare reports and craft recommendations to reduce the impact of land use, transportation and regional development on local and

regional air quality.

Lead and participate in the review of environmental impact assessments prepared pursuant to the California Environmental Quality Act (CEQA) by other agencies.

Interface with local, regional, state and federal agencies in developing and implementing air quality plans and programs to achieve air quality planning objectives.

Respond to inquiries from governmental officials, consultants, and the public related to air quality, CEQA and other environmental planning issues.

Monitor and evaluate local, state and federal legislation and other governmental actions relating to air quality management planning and determine potential impact on District regulation, policy and program.

Prepare and make presentations to Air District staff, Committees and Board of Directors, as well as members of the public, other stakeholders and community organizations.

Coordinate with staff from other divisions and agencies, meet with community organizations and other groups to encourage cooperative action and problem resolution.

MINIMUM QUALIFICATIONS:

Education and Experience:

A typical way to obtain the knowledge and skills is:

Equivalent to graduation from a college or university with graduate degree in regional, urban, or environmental planning or a closely related field **and** three years of professional environmental planning experience. Additional relevant experience may substitute for the graduate degree.

Desirable Qualifications

Bilingual proficiency in one of the languages commonly spoken in the San Francisco Bay Area.

Knowledge, Skills, and Abilities

Please visit our Job Description page at <http://www.baaqmd.gov/about-the-air-district/job-opportunities/job-descriptions> to view the full list of knowledge, skills, and abilities for this position.

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 Friday, November 22, 2019**. Applications are accepted online; please visit our website at 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.

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

Job #RS19-09/03
SENIOR ENVIRONMENTAL PLANNER
RS

OUR OFFICE IS LOCATED AT:
375 Beale Street Suite 600
San Francisco, CA 94105
415-749-4980
415-749-4980
employment@baaqmd.gov

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Senior Environmental Planner Supplemental Questionnaire

- * 1. Describe how your education and professional experience has prepared you to lead and participate in the development of air quality plans, including local Community Emissions Reduction Plans pursuant to AB 617.
- * 2. Describe your experience with the California Environmental Quality Act (CEQA) and how you would recommend using CEQA to achieve air quality, public health and environmental planning objectives.
- 3. Describe your experience working with low income and communities of color on air quality, land use or transportation planning. Include where you gained the experience, and be specific about your role. Describe the activities you performed, the other parties involved, and the outcomes of this work. If you do not have direct experience, describe the approach you would take to work with these communities.

* Required Question