



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS' REGULAR MEETING/RETREAT

January 16, 2008

A meeting of the Bay Area Air Quality Management District Board of Directors will be held at 9:45 a.m. in the Spinnaker II Meeting Room at the Waterfront Plaza Hotel, Ten Washington Street, Oakland, California.

Questions About an Agenda Item

The name, telephone number and e-mail of the appropriate staff person to contact for additional information or to resolve concerns is listed for each agenda item.

Meeting Procedures

The public meeting of the Air District Board of Directors begins at 9:45 a.m. The Board of Directors generally will consider items in the order listed on the agenda. However, any item may be considered in any order.

After action on any agenda item not requiring a public hearing, the Board may reconsider or amend the item at any time during the meeting.

BOARD OF DIRECTORS' REGULAR MEETING/RETREAT A G E N D A

WEDNESDAY
JANUARY 16, 2008
9:45 A.M.

Waterfront Plaza Hotel
Ten Washington Street – Spinnaker II
Oakland, CA

CALL TO ORDER

Opening Comments
Roll Call
Pledge of Allegiance

Chairperson, Jerry Hill
Clerk of the Boards

PUBLIC COMMENT PERIOD

Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3
Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at District headquarters, 939 Ellis Street, San Francisco, CA, at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Board's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.

PROCLAMATION/COMMENDATION

The Board of Directors will acknowledge incoming Chairperson, Jerry Hill.

The Board of Directors will recognize outgoing Chairperson, Mark Ross for his leadership in 2007.

The Board of Directors will recognize outgoing Advisory Council Chairperson, Fred Glueck for his outstanding leadership on the Council this past year.

CONSENT CALENDAR (ITEMS 1 – 5)

Staff/Phone (415) 749-

1. Minutes of December 19, 2007

V. Johnson/4941

vjohnson@baaqmd.gov

2. Communications

J. Broadbent/5052

jbroadbent@baaqmd.gov

Information only.

3. District Personnel on Out-of-State Business Travel

J. Broadbent/5052

jbroadbent@baaqmd.gov

In accordance with Section 5.4 (b) of the District's Administrative Code, Fiscal Policies and Procedures Section, the Board is hereby notified that the attached memoranda lists District personnel who traveled on out-of-state business.

4. Approve California Employer's Retiree Benefit Trust Program Agreement and Election of Bay Area Air Quality Management District to Pre-Fund Other Post Employment Benefits through CalPERS; and Approve Initial Contribution **J. Broadbent/5052**
jbroadbent@baaqmd.gov

Consider approving the California Employer's Retiree Benefit Trust Program Agreement and Election of Bay Area Air Quality Management District to Pre-fund Other Post Employment Benefits Through CalPERS and approve an initial contribution toward pre-funding in the amount of \$2.8 Million.

5. Consider Establishing a New Classification of Senior Policy Advisor **J. Broadbent/5052**
jbroadbent@baaqmd.gov

The Board of Directors will consider approval of the establishment of a new classification of Senior Policy Advisor with a salary range set at Pay Grade 151M (\$109,610 - \$133,232 annually).

BOARD OF DIRECTORS' RETREAT

Opening Comments

Chairperson, Jerry Hill

State of the Air District

Jack P. Broadbent

The Executive Officer/APCO will address the Board of Directors regarding the state of the Air District.

Presentation - Comprehensive Wood Smoke Strategy

Jack P. Broadbent

The Board of Directors will receive a presentation on efforts being undertaken to address pollution from wood smoke.

Break

Presentation – Community Air Risk Evaluation Program

Jack P. Broadbent

The Board of Directors will receive a presentation on efforts being undertaken with regard to the CARE program.

Break

Presentation - Climate Protection Program

Jack P. Broadbent

The Board of Directors will receive a presentation on efforts being undertaken by the Air District on climate protection.

6. Board Members' Comments

Any member of the Board, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)

7. Time and Place of Next Meeting - 9:45 a.m., Wednesday, February 6, 2008- 939 Ellis Street, San Francisco, CA 94109
8. Adjournment

CONTACT EXECUTIVE OFFICE - 939 ELLIS STREET SF, CA 94109

(415) 749-5127
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- To submit written comments on an agenda item in advance of the meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- To request special accommodations for those persons with disabilities. Notification to the Executive Office should be given at least 3 working days prior to the date of the meeting so that arrangements can be made accordingly.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Jerry Hill and Members
of the Board of Directors

From: Jack P. Broadbent
Executive Officer/APCO

Date: January 8, 2008

Re: Board of Directors' Draft Meeting Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Board of Directors meeting of December 19, 2008.

DISCUSSION

Attached for your review and approval are the draft minutes of the December 19, 2008 Board of Directors' meeting.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET – SAN FRANCISCO, CA 94109

Draft Minutes: Board of Directors’ Regular Meeting – December 19, 2007

Call To Order

Opening Comments: Chair Mark Ross called the meeting to order at 9:47 a.m.

Roll Call: Present: Mark Ross, Chair, Chris Daly (9:48 a.m.), Jerry Hill, Yoriko Kishimoto, Carol Klatt, Liz Kniss (10:16 a.m.), Janet Lockhart, Jake McGoldrick (10:30 a.m.) Nate Miley, Michael Shimansky, John Silva, Tim Smith, Pamela Torliatt, Gayle B. Uilkema, Brad Wagenknecht.

Absent: Tom Bates, Harold Brown, Dan Dunnigan, Erin Garner, John Gioia, Scott Haggerty.

Pledge of Allegiance: The Board of Directors recited the Pledge of Allegiance.

Director Daly arrived at after the Pledge of Allegiance at 9:48 a.m.

Public Comment Period: There were none.

Commendations/Proclamation:

The Board of Directors recognized Luna Salaver, for 27 years of dedicated service to the Air District.

The Board of Directors recognized employees who have completed milestones of twenty-five (25), thirty (30), and thirty-five (35) years of service with the Air District during the later half of 2007 with certificates and pins.

Consent Calendar (Items 1, 2 and 4)

Director Uilkema recommended removing Item 3 and Chairperson Ross agreed.

1. Minutes of December 19, 2007
2. Communications – *Information only.*

4. Consideration of Proposed Regulatory Calendar for 2008

State law requires each Air District to publish a list of potential regulatory measures for the upcoming year. No regulatory measures can be brought before the Board that is not on the list, with specified exceptions. Consequently, the list contains all measures that may come before the Board in 2008.

Board Action: Director Miley moved approval of Consent Calendar Items 1, 2 and 4; seconded by Director Kishimoto carried unanimously without objection

3. District Personnel on Out-of-State Business Travel

In accordance with Section 5.4 (b) of the District's Administrative Code, Fiscal Policies and Procedures Section, the Board was notified by memoranda the list of District personnel who traveled on out-of-state business.

Chairperson Ross opened Item 3 for discussion and Director Uilkema noted that the reports that are received do not match in terms of Out-of-State Travel with Item 3 and the report that is submitted to the Board of Directors. Director Uilkema requested that the two be brought into sync and at the next meeting have a comprehensive report prepared for the Board of Directors regarding Out-of-State Travel.

Board Action: Director Uilkema moved approval of Consent Calendar Item 3 with the request noted above; seconded by Director Wagenknecht carried unanimously without objection

Director Kniss arrived at 10:16 a.m.

Committee Reports and Recommendations

5. Report of the **Ad Hoc Committee on Port Emissions** Meeting of December 6, 2007

Director Miley presented the report and stated that the Committee met on December 6, 2007 and received the following.

The Committee received information on the West Oakland health risk assessment being prepared by the Air Resources Board and information on the Port of Oakland's Maritime Air Quality Improvement plan.

The Committee received information and reviewed a preliminary Green Ports draft rule that requires Bay Area ports to prepare emissions inventories and emission reduction plans.

The next meeting of the Committee will be at the Call of the Chair.

Board Action: Director Miley moved that the Board of Directors' approve the Committee report seconded by Director Torliatt; carried unanimously without objection.

Director McGoldrick arrived at 10:30 a.m.

6. Report of the **Mobile Source Committee** Meeting of December 10, 2007

Speaker: The following individual spoke on this agenda item:

Lynn March
Sonoma County Transportation Authority

Director Smith asked if Mr. Broadbent would like to comment and Mr. Broadbent noted that the Air District has been in touch with the CMA directors and in conversations of late, and with Legal Counsel, the Air District has come to the conclusion that we might be able to allow for them to incur some of the costs in terms of the administrative side of administering the grant monies prior to having the signed contract.

The CMA's will be informed through correspondence and the Air District feels that some of the key issues will need to be discussed in greater length.

Director Smith presented the report and stated that the Committee met on Monday, December 10, 2007.

The Committee was provided an information update on the California Goods Movement Bond, including the Air District's application for early funding and milestones for the disbursement of the main grant funding.

The Committee considered staff recommendations that the Board of Directors authorize the Executive Officer/APCO to execute amended contracts with vehicles dismantlers to continue vehicle scrapping and related services, and authorize the release of funding approved for this program for FY 2007/2008 in the amount of \$7 million dollars. The Committee recommends that the Board of Directors authorize the Executive Officer/APCO to execute amended contracts with Environmental Engineering Studies Inc., Pick-N-Pull, and Pick Your Part, to continue vehicle scrapping and related services through 2008.

The Committee considered staff recommendation for Board of Directors' approval of TFCA County Program Manager project for fiscal year 2007/2008, and amendments to expenditure programs for certain prior years. The Committee recommends Board of Directors approval of the following:

- 1) Fiscal year 2007/2008 TFCA County Program Manager projects listed on Attachment 1 of the staff report; and
- 2) Amendment of TFCA County Program Manager Expenditure Plans for fiscal year 2007/2008 for San Mateo City/County Association of Governments, for 2006/2007 for Contra Costa Transportation Authority, and fiscal year 2005/2006 for Sonoma County Transportation Authority, listed on Tables 1 through 3 in the staff report.

The Committee considered staff recommendation of proposed revisions to Transportation Fund for Clean Air County Program Manager Fund policies to govern allocation of FY 2008/2009 TFCA Funds. The Committee recommends Board of Directors' approval of the

proposed fiscal year 2008/2009 TFCA County Program Manager Fund policies presented in Attachment A of the staff report.

Finally, the Committee was provided with an informational update on the Carl Moyer Program and considered a staff recommendation to authorize the Executive Officer/APCO to execute a supplemental Carl Moyer agricultural project contract with Dittmer Ranch for \$2,000.

The next meeting of the Committee is scheduled for 9:30 a.m., Thursday, December 13, 2007.

Board Action: Director Smith moved that the Board of Directors approve the recommendations and report of the Mobile Source Committee; seconded by Director Lockhart; carried unanimously without objection.

7. Report of the **Budget and Finance Committee** Meeting of December 12, 2007

Director Daly presented the report and stated that the Committee met on Wednesday, December 12, 2007.

The Committee received the first quarter financial report for Fiscal Year 2007-08.

The Committee considered a request to authorize the Executive Officer/APCO to execute agreements to Pre-Fund Air District "Other Post Employment Benefits" (OPEB) through CalPERS. The Committee recommended Board of Directors' approval of the transfer of \$2,800,000 from designated reserves for deposit in a CalPERS administered fund.

The Committee considered a request to transfer \$100,000 from the designated reserve for the Cleaner Burning Technology Incentives Program and a corresponding increase of \$100,000 to the FY 07-08 Program 302 Community Outreach budget for fireplace and woodstove replacement.

The Committee considered a request to transfer up to \$3,000,000 from the designated reserve for Climate Protection and a corresponding increase of \$3,000,000 to the FY 07-08 Program 608 Climate Protection budget for Climate Protection Grant Awards.

The Committee considered a request to authorize the Executive Officer/APCO to execute agreements and issue Purchase Orders not to exceed \$600,000 to enhance Information Systems reliability and efficiency through server consolidation and other related methods in accordance with the FY 07-08 budget.

The Committee considered a request to amend the FY 07-08 Budget by increasing the Environmental Protection Agency (EPA) Grant Revenue for Particulate Matter 2.5; and to authorize the Executive Officer/APCO to issue purchase orders for PM_{2.5} monitoring equipment not to exceed \$185,000 to meet EPA requirements.

The next meeting of the Committee is scheduled for 9:30 a.m., Wednesday, January 23, 2008.

Board Action: Director Daly moved that the Board of Directors approve the recommendations and report of the Budget and Finance Committee; seconded by Director McGoldrick; carried unanimously without objection.

8. Report of the **Climate Protection Committee** Meeting of December 13, 2007

Director Torliatt presented the report and stated that the Committee met on Thursday, December 13, 2007.

The Committee received a report from staff requesting approval of climate protection grant awards totaling \$1.5 million. Upon discussion of grant applications received and the significant response demonstrating the need for the grant program from across the Bay Area, the Committee unanimously agreed to request approval of \$3 million to fund 53 innovative projects as listed on Attachment 1 – December 13, 2007 presented at the Committee meeting.

The Committee also received an update on the implementation of AB 32. The Committee provided direction to staff.

The next meeting of the Committee is scheduled at The Call of the Chair.

Board Action: Director Torliatt moved that the Board or Directors approve the recommendations and report of the Climate Protection Committee; seconded by Director Kishimoto; carried unanimously without objection.

9. Report of the **Executive Committee** Meeting of December 17, 2007

Director Ross presented the report and stated that the Executive Committee met on Monday, December 17, 2007.

The Chair called for public comment: There were three members of the public who commented. Comments were made regarding the dust emissions from the work being conducted by Lennar in the Bayview-Hunters Point Community; health related issues associated with exposure to the dust and a request for an update on penalties to be imposed on Lennar.

The Committee received a report from Fred Glueck, Chairperson of the Advisory Council. Chairperson Glueck provided Advisory Council Priority topics for 2008 including; Climate Protection and Air Quality; the CARE Program; and taking a Holistic approach to integrate Air District policies regarding Air Quality/Climate Protection and Public Health.

The Committee received an update on the progress made to date on the Production System. The Committee provided direction to staff.

The Committee received a report on a comprehensive Air District audit to be conducted. The comprehensive audit is to be conducted throughout the organization and will include: testing of actual versus documented processes, review of applicable federal and state guidelines, updated processes and implementation of controls.

The Committee adjourned to Closed Session to discuss District labor negotiations. The Committee provided direction to staff.

The next meeting of the Committee will be at the Call of the Chair.

Board Action: Chairperson Ross moved that the Board of Directors approve the report of the Executive Committee; seconded by Director Uilkema; carried unanimously without objection.

Closed Session

10. Conference with District's Labor Negotiators
(Government Code § 54957.6(a))

*Agency Negotiators: Jack P. Broadbent, Executive Officer/APCO
Michael Rich, Human Resources Officer*

*Employee Organization: Bay Area Air Quality Management District Employees'
Association, Inc.*

The Board convened to closed session at 10:45 a.m.

Open Session: The Board reconvened to open session at 11:05a.m.

Other Business

11. Report of the Executive Officer/APCO – Mr. Broadbent presented the Board of Directors with a FOX News interview of Chairperson Ross regarding the woodsmoke initiative.
12. Chairperson's Report – Chair Ross thanked staff and wished everyone a Happy Holiday.
13. Board Members' Comments – None.
14. Time and Place of Next Meeting – 9:45 a.m., Wednesday, January 16, 2008 – 939 Ellis Street, San Francisco, CA 94109
15. Adjournment – The meeting adjourned at 11:15 a.m.

Vanessa Johnson
Acting Clerk of the Board

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Jerry Hill and Members
of the Board of Directors

From: Jack P. Broadbent
Executive Officer/APCO

Date: January 9, 2008

Re: Board Communications Received from December 19, 2007 through January 15, 2008

RECOMMENDED ACTION:

Receive and file.

DISCUSSION

A list of Communications received by the Air District from December 19, 2007 through January 15, 2008, if any, will be at each Board member's place at the January 16, 2008 Regular Board meeting/retreat.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

AY AREA AIR QUALITY MANGEMENT DISTRICT

Memorandum

To: Chairperson Jerry Hill and Members
of the Board of Directors

From: Jack P. Broadbent
Executive Officer/APCO

Date: January 9, 2008

Re: District Personnel on Out-of-State Business Travel

RECOMMENDED ACTION:

Receive and file.

BACKGROUND

In accordance with Section 5.4 (b) of the District's Administrative Code, Fiscal Policies and Procedures Section, the Board is hereby notified that the following District personnel have traveled on out-of-state business.

The out-of-state business travel summarized below covers the period from December 1 – December 31, 2007. Out-of-state travel is reported in the month following travel completion.

DISCUSSION

Jack P. Broadbent, Executive Officer, traveled to Japan November 27, 2007 – December 1, 2007. Mr. Broadbent was extended an invitation from the County of Alameda as part of a delegation to Japan to continue to enhance global communications with both the Toyota Motor Corporation in Japan and New United Motor Manufacturing Inc. in Fremont to assist Alameda County's largest manufacturer comply with Air District regulations.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Linda J. Serdahl
Reviewed by: Jack M. Colbourn

BAY AREA AIR QUALITY MANGEMENT DISTRICT

Memorandum

To: Chairperson Jerry Hill and Members
of the Board of Directors

From: Jack Broadbent
Executive Officer/APCO

Date: January 9, 2008

Re: Approval of California Retiree Benefit Trust Program Agreement and Election
of Bay Area Air Quality Management District to Pre-fund Other Post
Employment Benefits through CalPERS; and Approve Initial Contribution

RECOMMENDATION

Approve the attached Agreement and Election to Prefund Other Post Employment Benefits through CalPERS and approve an initial contribution toward pre-funding in the amount of \$2.8 Million.

BACKGROUND

New accounting rules for government agencies will require that the Air District begin reporting financial liabilities from certain retirement benefits known as “other-than-pension post-employment benefits,” or OPEB for short. The new reporting requirements will apply to the Air District beginning with Fiscal Year 08/09. Staff has worked with an actuarial consulting firm, Bartel Associates, to identify the District’s financial liability for retiree benefits including medical, dental, vision and life insurance.

At the Budget & Finance Committee Meeting of February 28, 2007 the Committee approved staff’s recommendation to set aside \$2.8 million in a designated reserve in anticipation of contributing that money toward a pre-funding trust, pending staff’s recommendation on the trust administrator. Subsequently, at the Budget & Finance Committee Meeting of December 12, 2007, the Committee approved staff’s recommendation to use CalPERS as the funding administrator and to make an initial contribution of the \$2.8 million that had been set aside in the designated reserve. The Board of Directors at its December 19, 2007 unanimously approved the Committee recommendation to Authorize the Executive Officer/APCO to execute agreements to Pre-Fund Air District “Other Post Employment Benefits” through CalPERS. Additional contributions in future years toward prefunding through CalPERS will be considered and approved by the Board of Directors as part of the annual budget process.

DISCUSSION

In order to begin prefunding other post employment benefits through CalPERS, the Board of Directors must approve the attached Agreement and Election to Prefund Other Post Employment Benefits through CalPERS.

BUDGET CONSIDERATION/FINANCIAL IMPACT

There is no additional fiscal impact for the current Fiscal Year beyond that contemplated in the current budget. \$2.8 million that is in a designated reserve currently would be sent to CalPERS as an initial contribution toward prefunding other post employment benefits. Additional contributions in future years will be considered and approved by the Board of Directors as part of the regular budget process. In other words, by approving this action the Board is only approving the initial contribution of \$2.8 million; additional contributions will be considered as part of the regular budget process each year.

Respectfully Submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Michael Rich
Reviewed by: Jeff McKay

BAY AREA AIR QUALITY MANGEMENT DISTRICT

Memorandum

To: Chairperson Jerry Hill and Members
of the Board of Directors

From: Jack Broadbent
Executive Officer/APCO

Date: January 8, 2008

Re: Consider Establishing a New Classification of Senior Policy Advisor with a
Salary Range of 151M

RECOMMENDATION

Approve establishing a new classification of Senior Policy Advisor with a salary range set at Pay Grade 151M (\$109,610 - \$133,232 annually). This classification would be unrepresented and would reside in the management bargaining unit.

BACKGROUND

As part of the budget process for FY 07-08, the Board of Directors approved additional funding for a Senior Policy Advisor position to provide high level support to the Executive Officer/APCO. Senior Policy Advisor is a new job classification that requires creation and approval of a job classification description and assignment of a salary range.

DISCUSSION

The duties, knowledge, skills and abilities required for the new classification of Senior Policy Advisor have been discussed and refined since approval of the funding for the position. The attached job classification description is the final draft that is submitted for approval by the Board of Directors.

The salary range for the position has been assigned in consideration of the reporting relationship to the Executive Officer/APCO and the likelihood that the position will be directing staff, including section-level management staff, from time to time. The salary range is set approximately 7.5% higher than a section-level manager, and an equal amount less than a Division Director. The salary range assignment also takes into account the potential candidate pool that would be qualified for this level of position, which requires considerable education and experience working in the public sector.

BUDGET CONSIDERATION/FINANCIAL IMPACT

There is no financial impact to establish the new classification of Senior Policy Advisor beyond what is already contemplated in the current budget.

Respectfully Submitted,

Jack Broadbent
Executive Officer/APCO

Prepared by: Michael Rich
Reviewed by: Jeff McKay

Senior Policy Advisor

DEFINITION

Under general direction of the Executive Officer / APCO, provides leadership and advice on high level policy matters and strategies for advancing Air District programs and initiatives; acts as the Air District's representative to media and other external stakeholders; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This specialized class is responsible for providing substantive analysis in development of both long term strategy and short term tactics for advancing Air District programs and initiatives. The incumbent applies expertise in national, state and local environmental policy and legislation, as well as an understanding of political and media dynamics, to provide sound advice to the Executive Officer/APCO. Successful performance of the work requires the use of sound judgment and initiative.

EXAMPLES OF DUTIES (Illustrative Only)

Provide leadership in conducting substantive analysis and assist in devising substantive and policy strategy for the Air District's programs and initiatives

Assist in the development of the Air District's strategic plan and managing its implementation

Researches national, state and local environmental policy and prepares opinions and recommendations on issues related to the Air District's programs and initiatives

Monitors environmental policy developments and evaluates their impact on Air District policy and operations and recommends appropriate action

Writes speeches, remarks and talking points for the Executive Officer /APCO

Attends meetings, public appearances and events in advance of the Executive Officer /APCO to prepare for his/her attendance, briefs the Executive Officer /APCO upon their arrival, and follows up on action items that arise from such appearances and events

Attends Air District departmental, board and committee meetings

Maintains accurate records and files and compiles reports of work performed

Represents the Air District to external stakeholders; may lead outreach efforts to the media and community groups when assigned

Directs and/or leads staff as assigned

Manages personnel and resources as assigned

Other duties as assigned

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.

Senior Policy Advisor

January, 2008

Page 2 of 2

Knowledge of:

US Congress, state and local Administration agencies, and experience in working the legislative process

Current global, national, state and local debates around environmental issues as it relates to air quality

Environmental regulatory process at the national, state, and local levels

Air District rules and regulations and federal, state, and local legislation and its history as it relates to Air District policy

Responsibilities and obligations of public officials and administrative agencies

Management and supervision practices and techniques

Skill in:

Defining issues, performing research, analyzing problems, evaluating alternatives and making appropriate recommendations

Debate and argumentation

Strategic thinking

Speech writing

Managing people and projects

Organizing work, materials and resources

Ability to:

Exercise sound, independent judgment within general guidelines

Understand state and federal laws affecting Air District policy

Make effective public presentations to a variety of audiences

Maintain professional and cordial working relationships with co-workers and other stakeholders

Persuade using oral and written communication

Balance multiple demands and deadlines with composure (multi-task)

Provide effective leadership and supervision to assigned staff

Other Requirements:

Must possess a valid California driver's license

Education and Experience:

A typical way to obtain the knowledge and skills is:

To obtain the equivalent to a Master's Degree in public policy, public administration, or a closely related field and 5 years experience in policy development, advocacy and campaigning on environmental or related issues. Experience may be substituted for education on a year for year basis.