

BOARD MEETING DATE: December 2, 2016

AGENDA NO. 12

PROPOSAL: Add and Delete Positions to Address Operational Needs

SYNOPSIS: The Acting Executive Officer is proposing to add two positions to address anticipated operational needs for 2017. In order to assist with the Board's legislative priorities, including components of the AQMP, this action would add a Legislative Assistant position and delete a Staff Assistant position in the Legislative & Public Affairs/Media division. In addition, in order to assist with the Permit Backlog Reduction Action Plan, this action would add a Program Supervisor position and delete an Air Quality Analysis & Compliance Supervisor position in the Engineering & Permitting division. This action does not require any additional appropriation of funds to the current Fiscal Year Budget.

COMMITTEE: Administrative, November 18, 2016; Recommended for Approval

RECOMMENDED ACTIONS:

1. Add a Legislative Assistant position and delete a Staff Assistant position in the Legislative & Public Affairs/Media division, and
2. Add a Program Supervisor position and delete an Air Quality Analysis & Compliance Supervisor position in the Engineering & Permitting division.

Wayne Nastri  
Acting Executive Officer

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**Background**

The Acting Executive Officer has reviewed, in consultation with Executive Management staff, the upcoming priorities and programs for 2017, as well as the long-term needs of the organization. Accordingly, this proposal would add a position each to two divisions that will better align the staffing resources to the implementation of SCAQMD's work plan goals. In order to offset any costs, and to maintain an efficient and effective workforce, a position in each division will be deleted.

**Proposal**

This action would add a Legislative Assistant position and delete a Staff Assistant position in the Legislative & Public Affairs/Media division. Legislative staff would benefit from the addition of a Legislative Assistant that will analyze, evaluate, and coordinate recommendations on state and federal legislation which may affect SCAQMD's mission and programs, and will provide staff support to the Board's Legislative Committee. The existing Staff Assistant position is not currently filled.

This action is also to add a Program Supervisor position and delete a vacant Air Quality Analysis & Compliance Supervisor (AQACS) position in the Engineering & Permitting division. A Program Supervisor position is better suited than the AQACS position to take the lead in the implementation of the Permit Backlog Reduction Action Plan, as well as to conduct other administrative programs to address efficiency and transparency within the Engineering & Permitting division.

**Resource Impacts**

Salary for the positions to be added will be in accordance with the Board-approved job classifications. Unfunding of the deleted positions will substantially offset the costs of the added positions. Due to salary savings in the current Fiscal Year Budget, this action does not require any additional appropriation of funds.