

Bay Area Air Quality Management District and Employees' Association
Reclassification of Administrative Analysts

Pursuant to Section VI of the Memorandum of Understanding (MOU) between the Bay Area Air Quality Management District (Air District) and the Employees' Association (EA) a classification study has been conducted. The parties contracted with an expert consultant, Koff & Associates, to conduct the classification study including all positions in the Administrative Analyst classification. As a result of the study Koff & Associates recommended changes to the classification specification and the reclassification of several employees in the Administrative Analyst classification.

The parties now agree to implement the changes to the classification specifications and agree to the reclassification of certain Administrative Analyst positions based on Koff & Associates' recommendations. Two positions recommended for reallocation to Staff Specialist I shall be reevaluated in good faith with respect to Koff and Associates' justification for not being reclassified to Staff Specialist II. The reevaluation of the two positions shall be completed within forty-five (45) days of the ratification of this agreement and any further actions based on the finding of the subsequent audits will be implemented.



Any employee who has been reclassified as a result of this agreement will receive a new salary step (A through E) that is no less than 5% above their previous salary step, effective in the first full pay period following ratification of this agreement.

Further, the parties agree to the study of any Administrative Analyst positions filled after the above referenced classification study and future Administrative Analysts that are newly hired or promoted which were not part of the study. The additional studies will be performed by the Air Districts HR staff, and the outcome will be reported to the EA. Any reclassifications will be subject to the provisions of the MOU only.

This agreement shall be enacted upon the approval of the respective parties, and the agreement to study Administrative Analyst positions filled in the future shall end no later than one hundred twenty (120) days from the ratification of this agreement.

Any disputes about the interpretation, application, or enforcement of this side letter shall be subject to the provisions of Article IV of the MOU.

Tentative Agreement:

		9/21/16
For the District		Date
		9/21/16
For the EA		Date



NOVEMBER 2015
FLSA: EXEMPT

ADMINISTRATIVE ANALYST

DEFINITION

Under general direction, provides administrative, budgetary, systems and/or work-flow support to assigned projects and programs; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy and procedural improvements; conducts needs analyses, feasibility studies and evaluations; develops, summarizes and maintains administrative and fiscal records and databases; fosters cooperative working relationships among departments and divisions; acts as liaison with community, public and regulatory organizations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from supervisory or management personnel. Exercises no direct supervision over staff. May provide technical and functional direction to lower-level staff.

CLASS CHARACTERISTICS

Incumbents support the work of management staff by conducting day-to-day administrative activities; by providing a professional-level resource for organizational, managerial and operational analyses and studies; and by developing and implementing policies and procedures for assigned projects and programs, including budget and/or contract administration, management analysis and program evaluation. The work has technical and programmatic aspects requiring interpretation and application of policies, procedures, and regulations, and may involve frequent external contact. Incumbents receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Staff Specialist series in that the latter spends the majority of time in the administration and execution of an established program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in developing goals, objectives, policies, procedures, work standards and administrative control systems for assigned projects or programs.
- Participates in and oversees the development and administration of budgets; monitors revenues and expenditures; identifies and recommends solutions for budgetary problems.
- Plans, oversees, and administers highly complex programs and projects; develops and manages program budgets, including revenue projection, multi-year cash flow analysis, cost containment and grant funds disbursement; administers all aspects of assigned programs, including legal and regulatory compliance to

- avoid fines; receives, reviews and organizes program applications; ensures awards stay within funding limits.
- Participates on interdisciplinary committees and presents committee recommendations to the Board; represents the District to community and stakeholder groups.
 - Serves as a liaison to employees, public and private organizations, and community groups; provides information and assistance to the public about assigned programs and services; receives and responds to complaints and questions about assigned area of responsibility; reviews problems and recommends corrective actions.
 - Participates in the development and implementation of new or revised programs, systems, procedures and methods of operation; compiles and analyzes data and makes recommendations about staffing, equipment and facility needs.
 - Conducts a variety of analytical and operational studies regarding departmental and programmatic activities, including complex financial, budget, personnel, operational, or administrative issues or questions; identifies and evaluates alternatives, makes and justifies recommendations and assists with the implementation of approved procedural, administrative and/or operational changes; prepares comprehensive records and reports.
 - Assists in the development and reporting of alternate funding sources and ensures compliance with Federal, State, Local, funding agency and District accounting and reporting requirements, and applicable laws, regulations and professional accounting practices.
 - Prepares and submits Board agendas, committee and staff reports, resolutions, ordinances and correspondence related to assigned activities.
 - Confers with management staff regarding provision of administrative and support services, including contracts, agreements and grant reporting.
 - Maintains accurate databases and records; develops records storage and retention methods.
 - Communicates orally and in writing, or through graphic representations and statistical summaries, with colleagues, managers, the public and representatives of organizations.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration and government.
- Basic principles, practices, and procedures of budget development and administration and financial management, funding sources and grant funds disbursement.
- Project and/or program management, analytical processes and report preparation techniques; including, but not limited to, purchasing, finance and budgeting.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research and reporting methods, techniques, and procedures, and record-keeping principles and procedures.
- Sources of information related to a broad range of programs, operations, services and administration, including recent and on-going developments and current literature related to the operations of the assigned area of responsibility.
- Applicable Federal, State, and local laws, regulatory codes, ordinances and procedures relevant to the assigned area of responsibility.
- Public relations techniques to effectively represent the District with government agencies, community groups, and business, professional and educational organizations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary and punctuation.
- Customer service techniques to deal effectively with the public, vendors, contractors and District staff.

Ability to:

- Assist in the development of goals, objectives, policies, procedures and work standards for the assigned area of responsibility. Evaluate and develop improvements in operations, procedures, policies or methods. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Coordinate and oversee programmatic, administrative, budgeting and fiscal reporting activities.
- Plan, organize, and carry out, with minimal direction, responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct management, administrative and operational research studies on a variety of topics, including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Interpret, apply, explain and ensure compliance with applicable Federal, State and local policies, procedures, laws and regulations.
- Represent the work unit and the District effectively in meetings with government agencies, community groups, individuals, and business and professional organizations.
- Establish and maintain a variety of filing, record keeping and tracking systems.
- Organize and prioritize multiple projects and tasks in an effective and timely manner; organize own work, set priorities and meet critical deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications.
- Use English effectively to communicate in-person, by telephone and in writing.
- Use tact, initiative, prudence and independent judgment within policy and legal guidelines in politically-sensitive situations.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is:

Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration or a related field, and three (3) years of professional administrative experience preferably within the public sector.

Licenses and Certifications:

- Possession of or ability to obtain a valid California Driver's License by the time of appointment.

PHYSICAL DEMANDS

Must possess mobility and finger dexterity to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in-person and by telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Positions in this classification occasionally bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**Bay Area Air Quality Management District
Allocation List
October 2015**

First Name	Last Name	Current Title	Proposed Title	Action	Department	Supervisor	Title
Joseph	Driste	Administrative Analyst	Staff Specialist II	Reclassification	Business Office	Satnam Hundel	Business Manager
Lina	Patel	Administrative Analyst	Staff Specialist I	Reclassification	Heavy Duty Program	Tina McRee	Supervising Air Quality Specialist
Yu Zhang	Liu	Administrative Analyst	Staff Specialist I	Reclassification	Heavy Duty Program	Tina McRee	Supervising Air Quality Specialist
Patrick	Wenzinger	Administrative Analyst	Staff Specialist II	Reclassification	TFCA	Chengfeng Wang	Supervising Air Quality Specialist
Linda	Hui	Administrative Analyst	Staff Specialist II	Reclassification	TFCA	Chengfeng Wang	Supervising Air Quality Specialist
Michael	Neward	Administrative Analyst	Staff Specialist II	Reclassification	TFCA	Chengfeng Wang	Supervising Air Quality Specialist
Judith	Williams	Administrative Analyst	Staff Specialist II	Reclassification	Strategic Incentive Division	Anthony Fournier	Director of Strategic Incentive Division
Tina	Landis	Administrative Analyst	Staff Specialist II	Reclassification	Business Office	Satnam Hundel	Business Manager
Jody	Mackenzie	Administrative Analyst	Administrative Analyst	No Change	Finance	Stephanie Osaze	
Adam	Shapiro	Administrative Analyst	Staff Specialist II	Reclassification	Strategic Incentive Division	Anthony Fournier	Director of Strategic Incentive Division
Terry	Levels	Administrative Analyst	Staff Specialist II	Reclassification			

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First Name	Last Name	Current Title	Proposed Title	Action	Department	Supervisor	Title
Simon	Margolis	Air Quality Engineer I	Air Quality Engineer I	No Change	Engineering	Brenda Cabral	Supervising Air Quality Engineer
Simrun	Dhoot	Air Quality Engineer I	Air Quality Engineer I	No Change	Engineering	Brenda Cabral	Supervising Air Quality Engineer
Snigdha	Mehta	Air Quality Engineer I	Air Quality Engineer I	No Change	Engineering	Bhagavan Krishnaswamy	Supervising Air Quality Engineer
Bradley	Kino	Air Quality Engineer II	Air Quality Engineer II	No Change	Engineering	Charles McClure	Supervising Air Quality Engineer
Elain	Ko	Air Quality Engineer II	Air Quality Engineer II	No Change	Engineering	Charles McClure	Supervising Air Quality Engineer
Eric	Chan	Air Quality Engineer II	Air Quality Engineer II	No Change	Engineering	David Brunelle	Supervising Air Quality Engineer
Flora	Wai Fun Chan	Air Quality Engineer II	Air Quality Engineer II	No Change	Engineering	Brenda Cabral	Supervising Air Quality Engineer
Tamiko	Endow	Air Quality Engineer II	Air Quality Engineer II	No Change	Engineering	Carol Allen	Supervising Air Quality Engineer
Krishnan	Balakrishnan	Air Quality Engineer II	Air Quality Engineer II	No Change	Engineering	Bhagavan Krishnaswamy	Supervising Air Quality Engineer
Madhav	Patil	Air Quality Engineer II	Air Quality Engineer II	No Change	Engineering	Bhagavan Krishnaswamy	Supervising Air Quality Engineer
Jimmy	Cheng	Air Quality Engineer II	Air Quality Engineer II	No Change	Engineering	Greg Soloman	Supervising Air Quality Engineer
Anne	Werth	Air Quality Engineer II	Air Quality Engineer II	No Change	Engineering	Gregory Stone	Supervising Air Quality Engineer
Kevin	Oei	Air Quality Engineer II	Air Quality Engineer II	No Change	Engineering	Scott Owen	Supervising Air Quality Engineer
Marco	Hernandez	Senior Air Quality Engineer	Senior Air Quality Engineer	No Change	Engineering	Charles McClure	Supervising Air Quality Engineer
Brian	Lusher	Senior Air Quality Engineer	Senior Air Quality Engineer	No Change	Engineering	Douglas Hall	Supervising Air Quality Engineer
Thu	Bui	Senior Air Quality Engineer	Senior Air Quality Engineer	No Change	Engineering	Douglas Hall	Supervising Air Quality Engineer
Xuna	Cai	Senior Air Quality Engineer	Senior Air Quality Engineer	No Change	Engineering	Douglas Hall	Supervising Air Quality Engineer
Guy	Guy Gimlen	Senior Air Quality Engineer	Senior Air Quality Engineer	No Change	Engineering	Greg Nudd	Air Quality Program Manager
Julian	Julian Elliot	Senior Air Quality Engineer	Senior Air Quality Engineer	No Change	Engineering	Greg Nudd	Air Quality Program Manager
Dennis	Dennis Jang	Senior Air Quality Engineer	Senior Air Quality Engineer	No Change	Engineering	Greg Soloman	Supervising Air Quality Engineer
Irma	Irma Salinas	Senior Air Quality Engineer	Senior Air Quality Engineer	No Change	Engineering	Greg Stone	Supervising Air Quality Engineer
Art	Art Valla	Senior Air Quality Engineer	Senior Air Quality Engineer	No Change	Engineering	Greg Stone	Supervising Air Quality Engineer
Mei Kim Carol	Lee	Senior Air Quality Engineer	Senior Air Quality Engineer	No Change	Engineering	Scott Owen	Supervising Air Quality Engineer
Jane	Jane Lundquist	Principal Air Quality Engineer	Principal Air Quality Engineer	No Change	Engineering	Sanjeev Kamboi	Air Quality Engineering Manager
Robert	Robert Ted Hull	Principal Air Quality Engineer	Principal Air Quality Engineer	No Change	Engineering	Sanjeev Kamboi	Air Quality Engineering Manager
Tim	Tim Underwood	Principal Air Quality Engineer	Principal Air Quality Engineer	No Change	Engineering	Robert Bartley	Air Quality Engineering Manager
Harold	Harold Lips	Principal Air Quality Engineer	Principal Air Quality Engineer	No Change	Engineering	Pamela Leong	
Judith	Judith Cutino	Supervising Air Quality Engineer	Supervising Air Quality Engineer	No Change	Engineering	Fred Tanaka	Air Quality Engineering Manager
Scott	Scott Owen	Supervising Air Quality Engineer	Supervising Air Quality Engineer	No Change	Engineering	Fred Tanaka	Air Quality Engineering Manager
Bhagavan	Krishnaswamy	Supervising Air Quality Engineer	Supervising Air Quality Engineer	No Change	Engineering	Pamela Leong	Air Quality Engineering Manager
David	Brunelle	Supervising Air Quality Engineer	Supervising Air Quality Engineer	No Change	Engineering	Pamela Leong	Air Quality Engineering Manager
Greg	Stone	Supervising Air Quality Engineer	Supervising Air Quality Engineer	No Change	Engineering	Pamela Leong	Air Quality Engineering Manager
Brenda	Cabral	Supervising Air Quality Engineer	Supervising Air Quality Engineer	No Change	Engineering	Sanjeev Kamboi	Air Quality Engineering Manager
Carol	Allen	Supervising Air Quality Engineer	Supervising Air Quality Engineer	No Change	Engineering	Sanjeev Kamboi	Air Quality Engineering Manager
Greg	Solomon	Supervising Air Quality Engineer	Supervising Air Quality Engineer	No Change	Engineering	Sanjeev Kamboi	Air Quality Engineering Manager
Janet	Stromberg	Supervising Air Quality Engineer	Supervising Air Quality Engineer	No Change	Engineering	Sanjeev Kamboi	Air Quality Engineering Manager
Charles	McClure	Supervising Air Quality Engineer	Supervising Air Quality Engineer	No Change	Engineering	Robert Bartley	Air Quality Engineering Manager
Douglas	Hall	Supervising Air Quality Engineer	Supervising Air Quality Engineer	No Change	Engineering	Pamela Leong	Air Quality Engineering Manager

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First Name	Last Name	Current Title	Proposed Title	Action	Department	Supervisor	Title
Almira	Van	Air Quality Inspector I	Air Quality Inspector I	No Change	Inspection	Tony Gambardella	Supervising Air Quality Specialist
Eric	Lara	Air Quality Inspector I	Air Quality Inspector I	No Change	Inspection	Ron Pilkington	Supervising Air Quality Specialist
Steven	Krysiak	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Tony Gambardella	Supervising Air Quality Specialist
Tom	Ohalleran	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Tony Gambardella	Supervising Air Quality Specialist
Christopher	Coelho	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Tony Gambardella	Supervising Air Quality Specialist
Raymond	Salalila	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Tony Gambardella	Supervising Air Quality Specialist
Frank	Nakhla	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Jeannette Lim	Supervising Air Quality Specialist
Joie	Toscano	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Jeannette Lim	Supervising Air Quality Inspector
Milly	Alagwu	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Jeannette Lim	Supervising Air Quality Inspector
Brian	Brooks	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Jeannette Lim	Supervising Air Quality Inspector
Deepti	Jain	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Magen Holloway	Supervising Air Quality Specialist
Jorge	Franco	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Magen Holloway	Supervising Air Quality Specialist
Troy	Hash	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Magen Holloway	Supervising Air Quality Specialist
Patricia	Barnes	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Jeffrey Gove	Supervising Air Quality Specialist
Jacqueline	Huynh	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Jeffrey Gove	Supervising Air Quality Specialist
David	Farr	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Mike Wall	Supervising Air Quality Specialist
Scott	Applin	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Mike Wall	Supervising Air Quality Specialist
Alona	Davis	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Ron Pilkington	Supervising Air Quality Specialist
Dick	Rodriguez	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Ron Pilkington	Supervising Air Quality Specialist
Gary	Lipari	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Ron Pilkington	Supervising Air Quality Specialist
Tyler	Henthorne	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Paul Hibser	Supervising Air Quality Inspector
Craig	Phillips	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Peter Nelson	Supervising Air Quality Specialist / Supervising Air Quality Inspector
Bernard	Salalila	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Peter Nelson	Supervising Air Quality Specialist
Jay	Patel	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Peter Nelson	Supervising Air Quality Specialist
Robert	Delarno	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Peter Nelson	Supervising Air Quality Specialist
Richard	Murray	Air Quality Inspector II	Air Quality Inspector II	No Change	Inspection	Magen Holloway	Supervising Air Quality Specialist
Ron	Carey	Senior Air Quality Inspector	Senior Air Quality Inspector	No Change	Inspection	Jeffrey Gove	Supervising Air Quality Specialist
Marion	Moore	Senior Air Quality Inspector	Senior Air Quality Inspector	No Change	Inspection	Jeffrey Gove	Supervising Air Quality Specialist
Salvador	Rueda	Senior Air Quality Inspector	Senior Air Quality Inspector	No Change	Inspection	Brent Rudin	Supervising Air Quality Specialist
Simon	Winer	Senior Air Quality Inspector	Senior Air Quality Inspector	No Change	Inspection	Ron Pilkington / Jeffrey Gove / Gregg Nudd	Supervising Air Pollution Spec / Supvr Air Pollution Spec / Rule Dev Mgr
Christopher	Berglund	Senior Air Quality Inspector	Senior Air Quality Inspector	No Change	Inspection	Magen Holloway	Supervising Air Quality Specialist
Michael	Bostick	Senior Air Quality Inspector	Senior Air Quality Inspector	No Change	Inspection	Tony Gambardella	Supervising Air Quality Specialist

Additional List of Positions Filled After Classification Study

First Name	Last Name	Division	Current Title	Proposed Title	Action
Rochelle	Reed	Information Services	Administrative Analyst	To Be Determined	Reclassification To Be Determined
Sean	Gallagher	Executive & Administrative Resources	Administrative Analyst	To Be Determined	Reclassification To Be Determined
Tang	Mark	Stratetgic Incentives	Administrative Analyst	To Be Determined	Reclassification To Be Determined