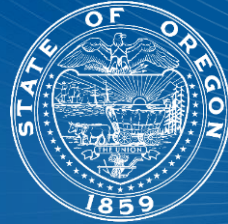


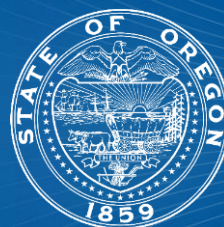
# Department of Administrative Services



**Reviewing the PD and Writing the Analysis (Questions to ask program managers to help get there) – Part 1**


# Agenda

- 01 The Position Description
- 02 The Classification Spec
- 03 The Analysis



# Position Description – Section 1





**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
07/15/202X

**This position is:**  
 Classified  
 Unclassified  
 Executive Service  
 Mgmt Svc – Supervisory  
 Mgmt Svc – Managerial  
 Mgmt Svc - Confidential

Agency:

Facility: Headquarters

New  Revised

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**SECTION 1. POSITION INFORMATION**

a. Classification Title: <u>Environmental Engineer 3</u>	b. Classification No: <u>C3412</u>
c. Effective Date: <u>07/01/202X</u>	d. Position No: <u>123456</u>
e. Working Title: <u>Greenhouse Gas Permitting Engineer</u>	f. Agency No: <input type="text"/>
g. Section Title: <u>Office of Greenhouse Gas Programs</u>	h. Budget Auth No: <input type="text"/>
i. Employee Name: <input type="text"/>	j. Repr. Code: <input type="text"/>
k. Work Location (City – County): <input type="text"/>	
l. Supervisor Name: <input type="text"/>	

m. Position:  Permanent  Seasonal  Limited Duration  Academic Year  
 Full-Time  Part-Time  Intermittent  Job Share

n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Computer	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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- Ensure all the fields are completed and accurate.
- Working Title should fit the type of work that the position will be performing.
- Repr. Code should match to the union or management service code that the position is designated.
- Make sure that the FLSA is correct and matches to what your analysis determines.

Basic rule of thumb, pay attention to the details, make sure the Class Title and Classification Number match with what they’re supposed to (it’s not uncommon for this to be mixed up, especially with reclasses); make sure the position number matches with what’s in WD and ORPICS, either the PPDB number or the WD ID number, or both, as long as it’s an identifiable number in the format your agency uses.

Any discrepancies should be researched and corrected before finalizing the PD.

Working Title should be something that fits with what the position is doing and it is best practice to not use the classification title as the working title. It can be confusing if all your Office Specialist 2 classifications are also called Office Specialist 2 for working titles. Also, Working Titles should be appropriate and applicable to the level. There are distinct levels for positions that are using the working title of Director or Administrator.

For example, your agency’s PSR2 receptionist would be better with a Working Title of Receptionist than Director of Incoming Audio Data and Information. These titles should be a reflection of the position’s purpose, but also the level of responsibility. It

would be confusing to someone from the public to think they were talking to the Director of Incoming Audio Data and Information and expecting their question or concern to be addressed at that level when there were actually speaking with the PSR2 receptionist who was simply taking down the information and passing it along to someone else.

The Repr Code is an important field on the PD. It identifies if an employee is management service, unrepresented, or represented by a union **and** also by which union.

# Position Description – Section 2



## SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Office of Greenhouse Gas Programs is primarily responsible for leading the agency's efforts to develop and implement programs to reduce Oregon's greenhouse gas emissions. The Office includes a program that collects data on Oregon's greenhouse emissions, as well as a market-based program that reduces the greenhouse gas intensity of Oregon's transportation fuels. The Office is also designs and implements other programs to reduce greenhouse gas emissions across the state.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

This position serves as a Greenhouse Gas Project Manager and Permit Writer for the Greenhouse Gas Programs section at the agency. It is responsible for initiating and overseeing the completion of greenhouse gas reduction assessments by air permitted sources. The position develops both broad guidance on how these assessments should be conducted as well as site or industry-specific guidance applicable to the distinct characteristics of that site or industry. The position oversees and conducts independent evaluations of greenhouse gas reductions for these air permitted sources that ultimately inform permitting requirements adopted into those air permits.

Working with other technical staff, the position has overall project responsibility for all phases of the emissions identification, including review of emission sources and options for emission control devices. This position also independently performs and oversees reviews of facility process flow diagrams, control devices, pollution reduction activities, and associated engineering documents, and develops and draft permits and permit conditions to formalize any reduction requirements or other limitations.

This position will serve as a technical resource for internal and external stakeholders on greenhouse gas assessments, inventory and emission control technologies and other issues related to assigned sources.

- Section 2a is for agency and program background.
- Section 2b is a brief summary of the why the position exists and its role in reaching program objectives.
  - One or two sentences should typically be enough. More complex positions may need longer descriptions.
  - Don't include KSAs, successfully job candidate traits, goals, education requirements, reporting relationships, etc.

Section 2a is for agency and program background.

Section 2b should be specific to the job. What DOESN'T belong here are duties, education, KSAs, value statements, expectations, or other things you're looking for in a candidate. Those belong in Section 3 (Duties) or other locations in the PD. Think of Section 2b as the position's elevator speech, which is a clear, brief message that communicates who you are, what you're looking for, and how you can benefit the organization.

# Position Description – Section 3



## SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
70%			I. <b>Project Management</b>
	N	E	a) Provides primary administrative, process and technical oversight for completion of refined emissions inventories source testing objectives, modeling parameters, and other engineering data related to facility greenhouse gas emissions for new and existing facilities. Evaluates and approves work plans, reports and results of assessments and inventories.
	N	E	b) Serves as overall project lead in completing all work in finalizing information and documents necessary to support finalization and agency approval of permit conditions related to greenhouse gas emissions.
	N	E	c) Evaluates, integrates recommendations from project team members, consultants, attorneys, & public on project issues. Makes final determination regarding which comments are included and works with senior team members and manager to resolve issues.

- Avoid ambiguous terms such as “assists”, “handles”, “prepares” without explaining how that action occurs.
- There should be a Verb, Object, and Purpose for each duty.
  - Verb – describes the function or duty being performed.
  - Object – Identifies the verb’s “target”.
  - Purpose – describes the result or output that was achieved from the action.
- Answer’s the Who, What, Where, Why, How questions for each duty.

Reminder: don’t cut and paste directly from the class specs. The class spec duties are usually written as outcomes and they’re not duties tailored to the specific job you are talking about. They are written too broadly to make sense for a specific position’s responsibilities and are intended to be examples of the type of work found within that classification.

**Avoid the Passive Voice** – the passive voice (e.g., is recommended, was filed, were summarized, were reported) suggests an action without an agent. When writing PD’s, use an action verb. This identifies the action taken, to whom or what and describes the expected outcome. This clarifies **who** files **what**, **who** recommends **what**, **who** summarizes **what**, and **who** reports **what**. Following **who does what** are the additional details of **to whom** and **for what purpose**.

**Be Accurate** – Don’t overstate or understate. Describe the job as it exists today and not as it may be in six months. Look at what tasks the employee does, not at how well they do them.

A common shortcoming is writing the PD by paraphrasing a class specification instead of giving the clearest description of the assigned work. While a quick paraphrase of the specification may appear to save time, it generally leads to processing delays in establishing positions, reclassification reviews or recruitment. Such PD's also fail to

give the specific information an employee needs. In any case, a PD based on anything other than the writer's best understanding of the actual job duties fails to serve its many purposes.

Remember – the body of work, the duties, and the purpose of the position are tied to the programmatic reach and the agency's statutes. The PD should be descriptive of the work so it can be allocated appropriately.

# Position Description – Section 7



## SECTION 7. POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

The employee in this position is a senior staff and project manager for the implementation and ongoing administration of greenhouse gas regulations and related permitting actions affecting TV and ACDP facilities. This position is responsible for determining the regulatory requirements pertaining to current and proposed facilities pertaining to greenhouse gases. This position provides overall technical, engineering, and program review and guidance to ensure compliance by the largest and often most complex sources of greenhouse gas emissions in the state.

This position will also collaborate with appropriate technical staff to evaluate facilities under Division 271 (Climate Protection Program) and determine any additional requirements. Decisions must be made on the overall compliance status of a complex source and on the effectiveness of a proposed emission control device, often with inadequate or suspect data, unclear basis for past permitting conditions, or in the absence of a clear precedent within existing agency rules or guidance. Decisions rendered are often based on existing policy, in consideration of advanced program knowledge and guidelines. Circumstances and issues are often high profile with decisions having the potential for significant impact on the operational status of a facility and agency goals and objectives.

- Should match the level of responsibility and authority seen throughout the rest of the PD (purpose, duties, etc.)
- Make sure it includes both the typical decisions of the position and the direct effect of those decisions.

This is an important section that can get overlooked. This should go into detail about the level and scope of the position's decisions, who they impact, how they impact them.

Use specific examples of typical decisions made by the employee in the position (e.g., sets work priorities, hires staff, selects and orders equipment, approves benefits) to illustrate the position's authority. This section should relate the level of responsibility for decision making to the assigned "duties" section. For example, decision making limited to "where to route calls," on a PD for an Office Specialist 2 neither represents nor supports the allocation level.



# Position Description – Section 12



## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

■

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter"

## SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

## SECTION 12. SIGNATURES

\_\_\_\_\_  
Employee Signature                      Date                      Supervisor Signature                      Date

\_\_\_\_\_  
Appointing Authority Signature                      Date

A PD is not officially finalized without the Appointing Authority Signature.

05/25/2023

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## Section 10 - Additional Job-Related Information

This is an opportunity to add any additional job-related information not captured in another section of the PD. Special Requirements List any special license, certification, registration or permit required by law, rule or regulation for the position. Budget Authority If the position has final authority to spend or encumber money for staff, supplies or equipment, give the total biennial budget amount. Show expenditure area (e.g., services and supplies, capital outlay, personal services, etc.) and describe the source of expenditure authorization (e.g., Federal fund, General fund, etc.).

## Section 11 • Organization Chart

Provide an expanded organizational chart. You may use an existing organizational chart if it is accurate, up-to-date and gives all the information needed.

## Section 12 - Signatures

Finalized PDs need to have the Appointing Authority Signature on them, in the Appointing Authority signature line.

# The Classification Specification



## Environmental Engineer 3 (3412)

Job Profile Specification

Minimum Qualifications

Salary Information

### GENERAL DESCRIPTION OF CLASS

The ENVIRONMENTAL ENGINEER 3 applies extensive advanced environmental engineering knowledge and experience in the areas of engineering project management; technical/professional consultation on the most difficult environmental issues; final plan review and approval of major or complex sources; development of technical strategies, guidelines, rules, and policies; and the evaluation of new and emerging pollution control technology.

### DISTINGUISHING FEATURES

This is the third level of a three-level series. It is distinguished from the lower levels by the extensive, progressive engineering and environmental knowledge and experience which is applied to a broad range of complex and often unprecedented environmental issues or concerns and require innovative solutions. Employees make decisions having significant public health, economic, or environmental impact. They advise agency management, Economic Development Department staff, and local governments on technical and environmental concerns.

The Environmental Engineer 3 is considered by the Department and by the outside engineering community as an expert in a particular field. These employees are usually assigned project leader responsibility for planning, staffing, reviewing, and completing work assignments. They function as a senior resource and expert within their assigned unit and assist management in developing the technical expertise of other Department engineers and scientific professionals.

After reviewing the Position Description, review all relevant classification specifications to determine which ones are potential fits.

# The Classification Specification



- **How does this position** apply extensive advanced environmental engineering knowledge and experience in the areas of engineering project management?
- **How does this position** provide technical/professional consultation on the most difficult environmental issues?
- **Does this position have** final plan review and approval of major or complex sources?
- **Is this position responsible for the** development of technical strategies, guidelines, rules, and policies?
- **Is this position responsible for the** evaluation of new and emerging pollution control technology.
- **How does this position** apply its progressive engineering and environmental knowledge and experience to a broad range of complex and often unprecedented environmental issues or concerns that require innovative solutions?

Turning the Classification Specification's General Description and Distinguishing Features into a series of questions can help to identify if the PD fits the classification being reviewed.

# Class Spec to PD Comparison



## Class Spec

- Does this position have final plan review and approval of major or complex sources?

## Position Description

- Serves as overall project lead in completing all work in **finalizing information and documents** necessary to support **finalization** and agency approval of permit conditions related to greenhouse gas emissions.
- Evaluates/integrates recommendations from project team members, consultants, attorneys, and public on project issues. **Makes final determination** regarding which comments are included and works with senior team members and manager to resolve issues.

When reviewing the class spec, look for where in the PD the work appears to match with the responsibilities, scope, and authority that's related to the class spec.

This might not always be a word for word connection. You might have to make that connection through context of what the overall duty is responsible for and how that matches up with the intention of the class spec.

# Class Spec to PD Comparison



## Class Spec

- Is this position responsible for the evaluation of new and emerging pollution control technology?

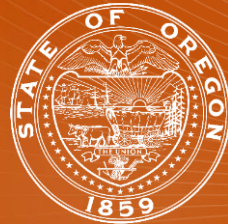
## Position Description

- Drafts and reviews control technology specifications for significant sources.
- Draft, and/or provide technical assistance and consultation to assist with rule and policy development of regional and statewide rules and policies necessary to address new and emerging complex issue related to industrial greenhouse gas emissions.
- Analyze new and existing greenhouse gas control technologies and strategies and evaluates engineering feasibility of various technologies that may be applied to emissions units.

The information in the PD also might not be enough for you to explain how the position is doing the work at the level necessary to meet the expectations of the class spec. Why is the work new and emerging? How is it complex? What various technologies are being applied to emissions units? These are questions that might not be answered in the PD but may need to be answered as part of the analysis when you're writing the narrative to explain how the position meets these level of work.

Remember, just because the PD says the work is complex doesn't mean it's complex in the sense that the class spec is intending it to mean. This needs to be pursued and verified with additional information if it's not clear.

# Department of Administrative Services



## The Analysis

Once you've made enough connections that you're comfortable that you've identified the correct classification family and level and had any necessary conversations with the manager to clarify information on the PD or gather additional information to help in your analysis, it's time to develop the analysis.

Before we get into the analysis details, don't forget, every 3<sup>rd</sup> Tuesday of the month we have classification office hours. So, once you've had a chance to review this training (once we've posted it), we can discuss specific questions you might have during those office hours, or other questions you have related to any of your classification reviews.

These analyses are not something you can create a copy/paste template for where someone can use it for every situation. This work is mid- to high-level analysis work and each analysis is going to be different just like each PD is different. You can't create a flow chart or script for it that works in every situation. We can give you some guidance and examples of what they look like, but every time you write one, it's going to be different. They're not just copy/pasting from the class spec and PD; you also need to take the information you learn from reading the class spec and PD and formulate that into the narrative of the analysis by explaining why/how the

position meets the criteria outlined in the class spec (or doesn't meet it).



# Oregon

Tina Kotek, Governor

Department of Administrative Services

Chief Human Resources Office

155 Cottage Street NE

Salem, OR 97301

FAX: 503-378-6879

## MEMORANDUM

**To:** Classification and Compensation Section - DAS

**From:** Analyst Name

**Date:** 07/01/202X

**Subject:** Analysis to establish position #123456 – Environmental Engineer 3

### POSITION AND EMPLOYEE DATA

PPDB Position Number: 123456

Workday Position ID: 0000000000001

Incumbent: Vacant

Supervisor: Supervisor Name

Division/Section: Office of Greenhouse Gas Programs

Requested by: Management

Establish Classification: Environmental Engineer 3 (3412)

Working Title: Greenhouse Gas Permitting Engineer

Establish FLSA: Exempt (Professional exemption)

Establish Service Type: Represented

### BACKGROUND & BUSINESS NEEDS JUSTIFICATION

The agency is requesting a new Environmental Engineer 3 position as part of the agency's Office of Greenhouse Gas Programs to perform the most complex permitting work for facilities producing the largest carbon emissions in the state. Because this position will be working with multiple industries that produce the most emissions, such as cement, steel, and electronics manufactures, the position will need to oversee and develop innovative solutions to GHG emissions to reduce and control pollution at Title V (the largest and most complex air quality permits) and ACDP (Air Contaminant Discharge Permit) facilities. This work will require advance environmental science and engineering education with an understanding of the principles of pollution control, experience and knowledge in source operations, pollution control devices and industrial emission processes, compliance inspection methods, and source permitting, including the ability to correctly interpret air toxics emission information and toxicity data for a variety of business operations covering many different industry types and complexities of commercial and industrial processes. This work will also require someone who is a registered professional engineer. Because of the complexities of this work, an Environmental Engineer 3 is being requested.

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**Commented [BR1]:** Verify this information matches what's on the Position Description.

**Commented [BR2]:** The Background and Business Needs Justification explains *why* the agency/program is requesting this position.

For **establishment requests**, this should be more than stating that it was received in the legislative budget. The more clearly you can articulate *why* this position is necessary, the background of what's going on, and the plan for what the program has for the position, the better the reader will understand why this position is important and what the ultimate goal for it is. This will also help you in explain why the requested classification is necessary.

Some example questions that can help develop the business needs:

- Why did the legislature give the program the position?
- How will this position help the agency and program meet their goals?

For **reclassification requests**, *what's changed* that has created the need to reclassify the position? This should be more details that just that the position's duties have changed over time.

Some example questions that can help determine what's changed and why the program is requesting a new classification:

- Why have the duties and responsibilities changed?
- Has the scope of work and level of authority changed, why?
- Why does the program need this position to do different work than before?
- How have these changes impacted the agency and program's long range plans?



## CLASSIFICATION SPECIFICATIONS CONSIDERED

- 3411 – Environmental Engineer 2
- 3412 – Environmental Engineer 3

### *Environmental Engineer 2*

The ENVIRONMENTAL ENGINEER 2 applies comprehensive engineering knowledge and experience to review engineering plans and specifications, evaluate the operational performance of major/complex sources, investigate, and characterize the impact of air contaminant emissions, wastewater discharges, and/or hazardous and solid waste disposal on the environment, and investigate major or critical environmental problems.

#### *DISTINGUISHING FEATURES*

This is the second level of a three-level series. It is distinguished from the lower level by work assignments of more technical difficulty and complexity which require more in-depth engineering knowledge and expertise in a diversity of disciplines and environmental experience. The Environmental Engineer 2 is a primary resource of specialized technical assistance on current pollution control facility design, discharge, or emission control strategies, and waste disposal and/or contaminated site cleanup methods and techniques. The Environmental Engineer 2 is distinguished from the higher level by less involvement in work assignments which involve feasibility evaluation of major new industry, unconventional pollution control technologies, or problems for which there are no procedural precedents. The employee has the authority to initiate a non-prescribed course of action on a case-by-case basis.

### *Environmental Engineer 3*

The ENVIRONMENTAL ENGINEER 3 applies extensive advanced environmental engineering knowledge and experience in the areas of engineering project management; technical/professional consultation on the most difficult environmental issues; final plan review and approval of major or complex sources; development of technical strategies, guidelines, rules, and policies; and the evaluation of new and emerging pollution control technology.

#### *DISTINGUISHING FEATURES*

This is the third level of a three-level series. It is distinguished from the lower levels by the extensive, progressive engineering and environmental knowledge and experience which is applied to a broad range of complex and often unprecedented environmental issues or concerns and require innovative solutions. Employees make decisions having significant public health, economic, or environmental impact. They advise agency management, Economic Development Department staff, and local governments on technical and environmental concerns.

The Environmental Engineer 3 is considered by the Department and by the outside engineering community as an expert in a particular field. These employees are usually assigned project leader responsibility for planning, staffing, reviewing, and completing work assignments. They function as a senior resource and expert within their assigned unit and assist management in developing the technical expertise of other Department engineers and scientific professionals.

**Commented [BR3]:** List all classifications relevant to this analysis that you will consider. For classifications in the same series, perform an analysis of the classifications above and below the requested classification.

In this section list the General Description and Distinguishing Features of the classifications you will be reviewing. This is important because this information can change and you want to capture the point in time when this classification specification was reviewed.

In addition, some arbitrators may only want to include information listed in the review, so this allows for any relevant information to be considered.

## ANALYSIS/CONCLUSION

**Recommended Classification:** Environmental Engineer 3

### Position Summary

This position serves as a Greenhouse Gas Project Manager and Permit Writer for the Greenhouse Gas Programs section at the agency. It is responsible for initiating and overseeing the completion of greenhouse gas reduction assessments by air permitted sources. The position develops both broad guidance on how these assessments should be conducted as well as site or industry-specific guidance applicable to the distinct characteristics of that site or industry. The position oversees and conducts independent evaluations of greenhouse gas reductions for these air permitted sources that ultimately inform permitting requires adopted into those air permits.

Working with other technical staff, the position has overall project responsibility for all phases of the emissions identification, including review of emission sources and options for emission control devices. This position also independently performs and oversees reviews of facility process flow diagrams, control devices, pollution reduction activities, and associated engineering documents, and develops and draft permits and permit conditions to formalize any reduction requirements or other limitations.

This position will serve as a technical resource for internal and external stakeholders on greenhouse gas assessments, inventory and emission control technologies and other issues related to assigned sources.

### Environmental Engineer 2 analysis

The Environmental Engineer 2 is not the correct classification level for this position. **(Statement)** The Environmental Engineer 2 applies comprehensive engineering knowledge and experience to review engineering plans and specifications, evaluate the operational performance of major/complex sources, investigate, and characterize the impact of air contaminant emissions, wastewater discharges, and/or hazardous and solid waste disposal on the environment, and investigate major or critical environmental problems. It is distinguished from the higher level by less involvement in work assignments which involve feasibility evaluation of major new industry, unconventional pollution control technologies, or problems for which there are no procedural precedents. The employee has the authority to initiate a non-prescribed course of action on a case-by-case basis. **(General Description and Distinguishing Features detail from the class spec)** This position will be doing the most complex engineering pollution emission control work for the GHG program at the agency, including analyzing new and existing greenhouse gas control technologies and strategies and evaluating engineering feasibility of various technologies that may be applied to emissions units. This requires extensive advanced environmental engineering knowledge and experience in the areas of engineering project management, as well as providing technical/professional consultation on the most difficult environmental issues. This level of work does not fit into the Environmental Engineer 2, which does not have the involvement in feasibility evaluation of major new industries, unconventional pollution control technologies, or problems for which there are no procedural precedents, which are all responsibilities this position will be expected to perform. **(Supporting Statement from the PD)**

### Environmental Engineer 3

The Environmental Engineer 3 is the correct classification level for this position. **(Statement)** The Environmental

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**Commented [BR4]:** When evaluating the classification, you should use the position description to provide examples and support for how the position is or is not performing work at the level you are evaluating.

Analysis must include:

- **At least** one reason why the position doesn't meet a specific classification.
- **At least** two to three reasons why it does meet the requested classification.
- The number of reasons will be dependent on the situation. Your goal should always be to make all necessary arguments to effectively and completely evaluate the classifications.
- Consideration should be given to the General Description and Distinguishing Features listed on the class spec.

**NOTE:** Do not reference the Duties and Responsibilities section of the class specs as those duties can be performed at multiple levels and are often **outcomes of duties performed, not duties found in a PD.**

The class spec's duties and responsibilities are examples of the type of work the classification does, but should generally not be used as an argument for why the position fits into that level of the classification series, because multiple levels of the series may perform the same or similar duties.

**Commented [BR5]:** Including the Position Summary from the Position Description here sets the parameters for what you will be evaluating as part of your analysis and gives the reader the purpose for why the position exists. Including this here makes it easy for the reader to reference the position's primary purpose when reading the analysis. It also ties the PD to this analysis document.

Engineer 3 applies extensive advanced environmental engineering knowledge and experience in the areas of engineering project management; technical/professional consultation on the most difficult environmental issues; final plan review and approval of major or complex sources; development of technical strategies, guidelines, rules and policies; and the evaluation of new and emerging pollution control technology. **(General Description detail)**

The work this position will be responsible for is involved with pollution emission and permitting for the most challenging and complex sources in Oregon requiring working on emission sources that require tailored solutions that are novel and innovative. This level of work will require someone with extensive advanced environmental engineering knowledge and experience in the areas of engineering project management. This position will also act as an **agency expert** and resource for GHG pollution control to agency leadership, the public, industries, cities, counties, State and Federal officials, and others on plans, permits, and requirements affecting the design, construction, and operation of GHG sources and control equipment. **(Supporting Statement from the PD)**

The Environmental Engineer 3 is distinguished from the lower levels by the extensive, progressive engineering and environmental knowledge and experience which is applied to a broad range of complex and often unprecedented environmental issues or concerns and require innovative solutions. **(Distinguishing Features detail)** This position will be doing work involving a broad range of complex and often unprecedented environmental issues or concerns that require innovative solutions. **For example**, after conversation with the manager it was explained that the Ash Grove cement manufacturing facility uses a chemical process that is the largest single source of GHG emissions in Oregon. As a matter of fact, the cement kiln used for the pyroprocessing (a process in which materials are subjected to high temperatures (typically over 800 °C) to bring about a chemical or physical change) stage of manufacturing of portland and other types of hydraulic cement at the Ash Grove facility is physically the hottest spot in the state of Oregon. The process of manufacturing cement uses an extreme amount of fuel from old tires, coal, natural gas, and other forms of highly pollutant fuel sources. This position will need to work with this facility to develop a starting point to reduce pollution emissions, determine if there are other reduction options that exist elsewhere that could be effective for this facility, and how those other sources might affect the manufacturing of the product. As an example, the burning of tires for fuel in the kiln emits much more GHG than natural gas, but is switching to natural gas as the only fuel source a viable option? Is the natural gas infrastructure sufficient to handle the switch? What else would be impacted by such a switch? Also, in this example, this position would be dealing with the chemical process used to manufacture cement and figuring out if there's a way to change the process to reduce the amount of CO<sup>2</sup> emitted. Working with the manufacturing facilities to come up with new emission control solutions that still allow the facility to produce its product, as required by state and federal regulations. This will require the position to look globally to find alternatives that are effective. This specific example is for the cement manufacturing industry, one of 13 or more manufacturing pollution sources this position will be responsible for addressing. Another example would be that this position will be working with electronics manufacturing companies such as Intel, which has multiple emission sources of pollution that are completely different than the emission sources of other industries. This work requires extensive, progressive engineering and environmental knowledge and experience which is applied to a broad range of complex and often unprecedented environmental issues or concerns and requires innovative solutions. **(Supporting Statement from manager conversation)**

At the Environment Engineer 3 level, employees make decisions having significant public health, economic, or environmental impact. They advise agency management, Economic Development Department staff, and local governments on technical and environmental concerns. **(more Distinguishing Features detail from the class spec)** This position's permitting work will involve making decisions that have significant public health, economic, and environmental impact. As stated above in the examples, the emission reduction work this position will be doing

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**Commented [BR6]:** The statement that the position is an agency expert is support in multiple areas of the PD:

- Maintains sufficient knowledge of and expertise on environmental issues locally and nationally and in sufficient technical depth to allow for reasoned policy, administrative rule, and enforcement recommendations to manage greenhouse gas emissions (e.g. through membership in professional associations, trade journals, conferences, etc.)
- Provides expert assistance to agency staff and other interested parties regarding interpretation of state/federal greenhouse gas regulations.
- Prepares for and attends community and other public meetings as a permitting expert, including informational briefings and formal public meetings/hearings, prepares information and answers questions to support meetings and other interactions with community and other stakeholders.
- Requires expert level experience and knowledge in source operations, pollution control devices and industrial emission processes, compliance inspection methods, and source permitting, including the ability to correctly interpret air toxics emission information and toxicity data.

**Commented [BR7]:** Both this specific General Description and Distinguishing Feature statement from the class spec are supported by information obtained from discussion with the program manager that details the innovate solutions to complex environmental issues the position will be responsible for.

This level of work matches the EE3 classification level and is included to draw the connection for the reader. It's not just making the statement that the position is responsible for innovative solutions to complex environmental issues, it's describing those issues to the reader so they can understand how and why the work reaches the EE3 level.

This was necessary because the PD did not go into detail as to how the position was performing innovative solutions to these complex environmental issues, nor would it make sense to put that level of detail into a PD. But it's necessary to explain it in the analysis so the reader understands how the position is doing work at this level. Keep in mind that while the manager understands this work, the reader, especially someone outside of the agency, might not, so it's necessary to explain it in such a way that they can see the connection.

will impact Oregon’s environment, the state’s health of its residents, and have an economic impact on the industries under the agency’s permitting oversight. This position will make decisions and recommendations that directly affect decisions regarding the levels of greenhouse gases emitted by industrial sources and the methods of assessing potential reductions pursuant to Division 271 (Oregon Climate Protection Program) requirements for specific sources. Determines the acceptability of both proposed and existing greenhouse gas assessments, and current and future permit conditions to require regarding those emissions. This position will also collaborate with appropriate technical staff to evaluate facilities under Division 271 and determine any additional requirements. Decisions must be made on the adequacy of greenhouse gas risk assessments, existing permit limits and conditions to fully implement Division 271 and related source-specific greenhouse gas regulations. Improper decisions can result legal and credibility problems for the agency, as well as failure to meet long-term statewide objectives on reducing greenhouse gases. This is work which fits into the level of responsibilities for an Environmental Engineer 3. Circumstances and issues are often high profile with decisions having the potential for significant impact on the operational status of a facility and agency goals and objectives. **(Supporting Statement from the PD)**

The Environmental Engineer 3 is considered by the Department and by the outside engineering community as an expert in a particular field. These employees are usually assigned project leader responsibility for planning, staffing, reviewing, and completing work assignments. They function as a senior resource and expert within their assigned unit and assist management in developing the technical expertise of other Department engineers and scientific professionals. **(the final Distinguishing Features Detail)** This position is responsible for providing expert assistance to agency staff and other interested parties regarding interpretation of state and federal greenhouse gas regulations, **(1)** prepares for and attends community and other public meetings as the agency’s permitting expert, including informational briefings and formal public meetings/hearings, prepares information and answers questions to support meetings and other interactions with community and other stakeholders, **(2)** and is expected to have expert level experience and knowledge in source operations, pollution control devices and industrial emission processes, compliance inspection methods, and source permitting, including the ability to correctly interpret air toxics emission information and toxicity data. **(3)** This position is a senior staff and project manager for the implementation and ongoing administration of greenhouse gas regulations and related permitting actions affecting TV and ACDP facilities **(4)** and acts as the overall project lead in completing all work in finalizing information and documents necessary to support finalization and agency approval of permit conditions related to greenhouse gas emissions, **(5)** leads team review for greenhouse gas assessments conducted by certain air permitted sources. Assigns review tasks and deadlines, checks progress, and adjusts timelines as needed. Reviews or delegates review of extensive project information and makes recommendations for greenhouse gas abatement requirements to include in air permits. **(6) (Supporting Statement from the PD – each number is listed on the PD for cross reference examples)**

The level of complex, innovative, and unprecedented work this position will be responsible for best fits into the Environmental Engineer 3 classification. **(Conclusion)**

## FLSA

This position meets the criteria to be classified as exempt from overtime under the FLSA’s Professional exemption. **(Statement)**

To meet this exemption, the position must be paid on a salary basis and earn a salary of at least \$684 per week,

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**Commented [BR8]:** FLSA requires an actual analysis of why it does or doesn’t meet a specific designation, not just a statement for what the agency wants the position to be.

If requesting an FLSA exemption, the analysis should support that exemption request with evidence from the PD that the position meets the necessary criteria, and how.

Note: The boilerplate language for FLSA exemptions does not provide a sufficient argument to support your request for Exempt positions.

### **For Non-Exempt:**

This position meets the criteria under the FLSA to be non-exempt. This position does not customarily and regularly exercise discretion and independent judgment. Additionally this position does not perform work requiring knowledge of an advance type in a field of science or learning, work that is original and creative in character in a recognized field of artistic endeavor, or teaching, tutoring, or lecturing in the activity of imparting knowledge. This position does not perform as a primary duty the management of the enterprise or of a customarily recognized department or subdivision. Therefore, non-exempt and eligible for overtime is appropriate.

**(Salary Basis Requirement)** and the position's primary duty must be the performance of work requiring advanced knowledge in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction. This primary duty test includes three elements:

- 1) The employee must perform work requiring advanced knowledge;
- 2) The advanced knowledge must be in a field of science or learning; and
- 3) The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

The phrase "work requiring advanced knowledge" means work which is predominantly intellectual in character, and which includes work requiring the consistent exercise of discretion and judgment, as distinguished from performance of routine mental, manual, mechanical or physical work. An employee who performs work requiring advanced knowledge generally uses the advanced knowledge to analyze, interpret or make deductions from varying facts or circumstances. Advanced knowledge cannot be attained at the high school level.

The phrase "field of science or learning" includes the traditional professions of law, medicine, theology, accounting, actuarial computation, engineering, architecture, teaching, various types of physical, chemical, and biological sciences, pharmacy and other similar occupations that have a recognized professional status as distinguished from the mechanical arts or skilled trades where in some instances the knowledge is of an advanced type but is not in a field of science or learning.

The phrase "customarily acquired by a prolonged course of specialized intellectual instruction" restricts the exemption to professions where specialized academic training is a standard prerequisite for entrance into the profession. The best prima facie evidence that an employee meets this requirement is possession of the appropriate academic degree. However, the word "customarily" means that the exemption is also available to employees in such professions who have substantially the same knowledge level and perform substantially the same work as the degreed employees, but who attained the advanced knowledge through a combination of work experience and intellectual instruction. Thus, for example, the learned professional exemption is available to the occasional lawyer who has not gone to law school, or the occasional chemist who is not the possessor of a degree in chemistry. However, the learned professional exemption is not available for occupations that customarily may be performed with only the general knowledge acquired by an academic degree in any field, with knowledge acquired through an apprenticeship, or with training in the performance of routine mental, manual, mechanical or physical processes. The learned professional exemption also does not apply to occupations in which most employees have acquired their skill by experience rather than by advanced specialized intellectual instruction.

**(Professional Exemption Detail)**

This position is paid on a salary basis and earns a salary of at least \$684 per week. **(Salary Test Supporting Statement)** and requires four years of engineering experience; with two years of experience in an environmental protection/control program; and a bachelor's degree in an engineering field such as Environmental, Chemical, Civil, or Mechanical or three more years of engineering experience. In addition, this position requires a professional engineer certification.

The level of responsibility and independent decision making necessary for this position goes beyond following well-established techniques and procedures which have been catalogued and described in manuals or other sources and in which the employee has some leeway in the performance of their work but only within closely

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prescribed limits, or in gathering factual information, applying known standards or prescribed procedures, determining which procedure to follow, or determining whether prescribed standards or criteria are met.

This position is responsible for initiating and overseeing the completion of greenhouse gas reduction assessments by air permitted sources. The position develops both broad guidance on how these assessments should be conducted as well as site or industry-specific guidance applicable to the distinct characteristics of that site or industry. The position oversees and conducts independent evaluations of greenhouse gas reductions for these air permitted sources that ultimately inform permitting requirements adopted into those air permits.

Working with other technical staff, the position has overall project responsibility for all phases of the emissions identification, including review of emission sources and options for emission control devices. This position also independently performs and oversees reviews of facility process flow diagrams, control devices, pollution reduction activities, and associated engineering documents, and develops and draft permits and permit conditions to formalize any reduction requirements or other limitations.

This position will serve as a technical resource for internal and external stakeholders on greenhouse gas assessments, inventory and emission control technologies and other issues related to assigned sources.

This position is a senior staff and project manager for the implementation and ongoing administration of greenhouse gas regulations and related permitting actions affecting Title V and ACDP facilities. This position is responsible for determining the regulatory requirements pertaining to current and proposed facilities pertaining to greenhouse gases, and provides overall technical, engineering, and program review and guidance to ensure compliance by the largest and often most complex sources of greenhouse gas emissions in the state.

This position will also collaborate with appropriate technical staff to evaluate facilities under Division 271 (Climate Protection Program) and determine any additional requirements. Decisions must be made on the overall compliance status of a complex source and on the effectiveness of a proposed emission control device, often with inadequate or suspect data, unclear basis for past permitting conditions, or in the absence of a clear precedent within existing agency rules or guidance. Decisions rendered are often based on existing policy, in consideration of advanced program knowledge and guidelines. Circumstances and issues are often high profile with decisions having the potential for significant impact on the operational status of a facility and agency goals and objectives.

This position also makes decisions and recommendations that directly affect decisions regarding the levels of greenhouse gases emitted by industrial sources and the methods of assessing potential reductions pursuant to Division 271 requirements for specific sources. Determines the acceptability of both proposed and existing greenhouse gas assessments, and current and future permit conditions to require regarding those emissions.

Decisions must be made on the proper approach to take regarding violations. Decisions must be made on the adequacy of greenhouse gas risk assessments, existing permit limits and conditions to fully implement Division 271 and related source-specific greenhouse gas regulations. Improper decisions can result legal and credibility problems for the agency, as well as failure to meet long-term statewide objectives on reducing greenhouse gases.

**(Professional Exemption Supporting Statement)**

Therefore, this position requires advanced knowledge in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and the necessary level of consistent exercise of discretion

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and judgment in its performance to meet the Professional exemption criteria. **(Conclusion)**

## SERVICE TYPE

This position does not meet managerial, confidential or supervisory exclusion criteria. **(Statement)** This position does not make decisions in the collective bargaining process or assist a decision maker in the collective bargaining process. **(Non-Confidential Supporting Statement)** This position does not possess the authority to order or effectively recommend the service or product to be produced by the agency, or to formulate and carry out management decisions, or represents management's interests and does not have the discretion in the performance of these management responsibilities beyond the routine discharge of duties. **(Non-Managerial Supporting Statement)** This position does not exercise supervisory authority to hire, discharge, reward or discipline. **(Non-Supervisory Supporting Statement)** Therefore, classified and represented is appropriate. **(Conclusion)**

**Commented [BR9]:** Service Type – requires an analysis, detailing why or why not a specific exclusion is appropriate.

For example: Management Service designation, there must be an evaluation of how the position meets the statutory requirements, “it meets the ORS requirements to be Management Service” is insufficient. How does it meet the ORS?

There should be evidence included from the PD as to how the position meets the exclusion criteria.



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
07/15/202X

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency:

Facility: Headquarters

New Revised

SECTION 1. POSITION INFORMATION

Form fields for position information including Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position type, FLSA status, and Overtime eligibility.

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Office of Greenhouse Gas Programs is primarily responsible for leading the agency's efforts to develop and implement programs to reduce Oregon's greenhouse gas emissions.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

This position serves as a Greenhouse Gas Project Manager and Permit Writer for the Greenhouse Gas Programs section at the agency. It is responsible for initiating and overseeing the completion of greenhouse gas reduction assessments by air permitted sources.



Working with other technical staff, the position has overall project responsibility for all phases of the emissions identification, including review of emission sources and options for emission control devices. This position also independently performs and oversees reviews of facility process flow diagrams, control devices, pollution reduction activities, and associated engineering documents, and develops and draft permits and permit conditions to formalize any reduction requirements or other limitations.

This position will serve as a technical resource for internal and external stakeholders on greenhouse gas assessments, inventory and emission control technologies and other issues related to assigned sources.

**SECTION 3. DESCRIPTION OF DUTIES**

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.*

70%			<b>I. Project Management</b>
	N	E	a) Provides primary administrative, process and technical oversight for completion of refined emissions inventories, source testing objectives, modeling parameters, and other engineering data related to facility greenhouse gas emissions for new and existing facilities. Evaluates and approves work plans, reports and results of assessments and inventories.
	N	E	b) Serves as overall project lead in completing all work in finalizing information and documents necessary to support finalization and agency approval of permit conditions related to greenhouse gas emissions. (5)
	N	E	c) Evaluates/integrates recommendations from project team members, consultants, attorneys, and public on project issues. Makes final determination regarding which comments are included and works with senior team members and manager to resolve issues.
	N	NE	d) Evaluates monitoring or other testing data to determine emission sources and to inform determinations of abatement options.
	N	E	e) Leads team review for greenhouse gas assessments conducted by certain air permitted sources. Assigns review tasks and deadlines, checks progress, and adjusts timelines as needed. Reviews or delegates review of extensive project information and makes recommendations for greenhouse gas abatement requirements to include in air permits. (6)
	N	E	f) Develops and monitors project schedules and prepares reports summarizing project status, including progress and problems encountered.
	N	E	g) Analyze new and existing greenhouse gas control technologies and strategies and evaluate engineering feasibility of various technologies that may be applied to emissions units. Review

			upgrades and adjustments to existing technologies against control requirements and approve/ disapprove applications.
	N	E	h) Using engineering practices and principles, evaluate engineering studies and literature for greenhouse gas control devices and processes to evaluate effectiveness of emissions reductions options. Establish control efficiency levels based on engineering calculations and existing technology demonstrations.
	N	E	i) Reviews design and engineering parameters, reports and performs engineering and other calculations to determine consistency and conformance with agency rules, policy, ensuring sound engineering practices are adhered to; recommends changes as needed.
	N	E	j) Serves as Project Team Leader for assigned source assessments and associated emission reduction determinations. Develops and maintains a site strategy for project progress and completion. Identifies issues requiring agency staff and management attention concerning project implementation.
	N	E	k) Represents agency on negotiating teams with sources and, in consultation with manager and/or Project Team & State Attorney General, establishing agency negotiating position and the overall parameters, objectives and timeframes for emissions assessments and subsequent emission reduction requirements added to air permits.
	N	E	l) Serves as primary contact for source/permittee communications, including day-to-day and overall project administration.
	N	E	m) Coordinates project activities with other Department programs, including agency Regional Offices, and communicates project issues with the public, State Attorney General, sources, EPA and other regulatory agencies as applicable.
<b>10%</b>			<b>II. Permitting</b>
	N	E	a) Analyses, drafts, and issues complex Title V and ACDP permits and/or permitting terms and conditions. Completes new permit language, review reports and engineering data. Manages public outreach during permit issuance, including hearings and public comments. Evaluates new conditions and public input and provides recommendations for resolution and permit issuance to regional AQ manager.
	N	E	b) Performs detailed and comprehensive reviews of plans, applications, modifications, and specifications for existing or proposed new sources, modified existing sources, and related industrial greenhouse gas control equipment and monitoring systems. Drafts and reviews control technology specifications for significant sources.
	N	E	c) Reviews emissions from sources, and determines allowable emission rates and testing requirements.

	N	NE	d) Contacts and coordinates with permit applicant to obtain additional information.
	N	NE	e) Responds to public comments and inquiries regarding all aspects of permitting actions pertaining to greenhouse gas emissions.
	N	NE	f) Serves as program representative at public hearings and formal and informal meetings, and may occasionally serve as hearings officer.
	N	NE	g) Consults with peers, management, enforcement and DOJ in the evaluation of applicable permit conditions.
<b>5%</b>			<b>III. Compliance Assurance</b>
	N	NE	a) Inspects complex air sources, reviews reports, excess emission reports, testing results, and compliance studies and determines compliance status. Evaluates facility upsets and other non-conforming events.
	N	NE	b) Drafts, recommends and issues warning letters and pre-enforcement notices, prepares referrals and develops and negotiates compliance programs and schedules for non-complying sources.
	N	NE	c) Drafts comprehensive inspection reports and conducts analysis of greenhouse gas emissions.
	N	NE	d) Interprets data from sources or information derived from other non-compliance situations to determine compliance with established rules and/or permit conditions.
	N	NE	e) Inspects complex situations at unpermitted facilities for compliance.
<b>10%</b>			<b>IV. Program Development and Administration</b>
	N	E	a) Draft, and/or provide technical assistance and consultation to assist with rule and policy development of regional and statewide rules and policies necessary to address new and emerging complex issues related to industrial greenhouse gas emissions.
	N	E	b) Maintains sufficient knowledge of and expertise on environmental issues locally and nationally and in sufficient technical depth to allow for reasoned policy, administrative rule, and enforcement recommendations to manage greenhouse gas emissions (e.g. through membership in professional associations, trade journals, conferences, etc.).
	N	E	c) Leads or otherwise participates in project specific teams to address identified and defined problems, or to expand agency capabilities. Participates with and often leads other regional air quality staff in assessing impact of industrial sources of greenhouse gas emissions and develops strategies to achieve compliance with state or federal air regulations or permit conditions.

5%			V. Technical Assistance and Outreach
	N	E	a) Provides assistance, consultation, and education to the public, industry, cities, counties, State and Federal officials, and others on plans, permits and requirements affecting the design, construction and operation of greenhouse gas sources and control equipment.
	N	E	b) Provides expert assistance to agency staff and other interested parties regarding interpretation of state/federal greenhouse gas regulations. (1)
			c) Assists sources, the public, and consultants in identifying and interpreting state and federal environmental rules and guidance.
	N	E	d) Assists other staff by reviewing draft permits, plan reviews, compliance actions and other issues and concerns on significant greenhouse gas sources.
	N	E	e) Prepares for and attends community and other public meetings as permitting expert, including informational briefings and formal public meetings/hearings, prepares information and answers questions to support meetings and other interactions with community and other stakeholders. (2)
	N	NE	f) Provides standard as well as non-routine recommendations to sources for efficiently operating their facilities in compliance with greenhouse gas requirements in the sources' air permits.
	N	NE	g) Elevates issues of dispute or broader policy importance as needed to manager for timely resolution to ensure projects meet established timelines.

#### SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Most work is performed in a professional office setting requiring frequent use of a computer with word processing, database, email, and spreadsheet applications. Physical outdoor activity involved during field activities that may include adverse weather conditions, exposure to pollutants, chemicals, contaminated soil, water, fumes, airborne contaminants, fall or tripping hazards, climbing stairs to gain access to multilevel facilities, kneeling, crouching, climbing, substantial walking, etc. Such conditions may require use of personal safety equipment and protective clothing. Employee must be trained, monitored and equipped, in accordance with applicable Health and Safety Rules.

This position has regular in-person or telephone contact with staff from agency and other state agencies, regulated community representatives, project participants, special interest groups, and the public who are sometimes hostile or angry requiring good judgment and ability to communicate clearly and effectively in stressful situations.

This position requires occasional travel on official State business for fieldwork, assessments, meetings, training, conferences, or public hearings that may include overnight stays. Meetings and public hearings are often held in the evenings. Occasional extended work hours and weekend work may also be required.

Should you choose to drive a motor vehicle you must have a valid driver license. If not, you must have an alternate method of transportation. Compliance with ORS 807.020 (1) is required. It is required that drivers of state-owned vehicles complete a defensive driving safety class every two years.

Regular, consistent, and punctual attendance is a requirement of this position.

## SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

1. Department guidance manuals, policies, and procedures.
2. Clean Air Act
3. Code of Federal Regulations
4. US Environmental Protection Agency agreements and guidance documents.
5. Technical Manuals on Pollution Control Equipment and associated Engineers Handbooks
6. Oregon Revised Statutes
7. Oregon Administrative Rules
8. All State and Federal Statutes regulations governing air pollution emissions

**b. How are these guidelines used?**

The job involves interpretation, application and enforcement of these guidelines. These guidelines outline the statutory and administrative requirements for implementation of the Air Quality program position.

## SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Agency Staff	In person, phone, meetings, email, writing.	Review and discuss reports, agency policy, state and federal rules, potential public health effects, projects and permits.	Daily/as needed
PEM Mgr. E	In person, phone, meetings, email, writing.	Appraise of significant issues, seek policy guidance to assure adherence to Agency policy/procedures.	Daily/as needed
Local, State or Federal Government	In person, phone, meetings, email, writing.	Review and discuss reports, agency policy, state and federal rules, potential public health effects, projects and permits.	Daily/as needed
Regulated Entities	In person, phone, meetings, email, writing.	Review and discuss reports, agency policy, state and federal rules, potential public health effects, projects and permits.	Daily/as needed
Industry	In person, phone, meetings, email, writing.	Review and discuss reports, agency policy, state and federal rules, potential public health effects, projects and permits.	Daily/as needed
Public	In person, phone, meetings, email, writing.	Review and discuss reports, agency policy, state and federal rules, potential public health effects, projects and permits.	Daily/as needed

## SECTION 7. POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

The employee in this position is a senior staff and project manager for the implementation and ongoing administration of greenhouse gas regulations and related permitting actions affecting TV and ACDP facilities. (4) This position is responsible for determining the regulatory requirements pertaining to current and proposed facilities pertaining to greenhouse gases. This position provides overall technical, engineering, and program review and guidance to ensure compliance by the largest and often most complex sources of greenhouse gas emissions in the state.

This position will also collaborate with appropriate technical staff to evaluate facilities under Division 271 (Climate Protection Program) and determine any additional requirements. Decisions must be made on the overall compliance status of a complex source and on the effectiveness of a proposed emission control device, often with inadequate or suspect data, unclear basis for past permitting conditions, or in the absence of a clear precedent within existing agency rules or guidance. Decisions rendered are often based on existing policy, in consideration of advanced program knowledge and guidelines. Circumstances and issues are often high profile with decisions having the potential for significant impact on the operational status of a facility and agency goals and objectives.

Makes decisions and recommendations that directly affect decisions regarding the levels of greenhouse gases emitted by industrial sources and the methods of assessing potential reductions pursuant to Division 271 requirements for specific sources. Determines the acceptability of both proposed and existing greenhouse gas assessments, and current and future permit conditions to require regarding those emissions.

Decisions must be made on the proper approach to take regarding violations. Decisions must be made on the adequacy of greenhouse gas risk assessments, existing permit limits and conditions to fully implement Division 271 and related source-specific greenhouse gas regulations. Improper decisions can result legal and credibility problems for the agency, as well as failure to meet long-term statewide objectives on reducing greenhouse gases.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

PEME		Phone, e-mail, in writing and in person.	As needed	Provides general supervision with periodic review and conducts annual written performance appraisal.
Senior Staff		Phone, e-mail, in writing and in person.	As needed	Provides internal reviews of drafted documents, including permits, inspection reports, and public notices.

**SECTION 9. OVERSIGHT FUNCTIONS****THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Advanced environmental, science or engineering education; understanding of the principles of pollution control; ability to deal effectively with angry or hostile people; ability to work well with other staff members; skill in writing concise and clear reports describing complex industries and regulatory determinations. Excellent communication skills, oral and written, are required.

Expert level experience and knowledge in source operations, pollution control devices and industrial emission processes, compliance inspection methods, and source permitting, including the ability to correctly interpret air toxics emission information and toxicity data. (3)

Position operates with a large degree of independence. Person in the position is required to make program decisions and advise the manager of the impact after-the-fact. Ability to work in a team environment and occasionally lead a team effort. Ability to learn, and occasionally contribute to the development of, the policies and procedures of the air quality program. Ability to read and understand lengthy and involved rules and regulations.

This position requires knowledge of a variety of business operations covering many different industry types and complexities of commercial and industrial processes. Compliance determinations are therefore typically unique to each individual source or business.

The person filling this position is required to be a registered professional engineer.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A		

**Note:** If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

**SECTION 12. SIGNATURES**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date