



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Open Recruitment

AIR QUALITY CHEMIST I **Approx. \$61,207 - \$74,398 Annual Salary** **Plus \$1,397.57 Monthly Allowance for Health Insurance** **District-paid 2% @ 55 CalPERS Retirement Plan**

Open: September 15, 2008

Close: October 3, 2008

The Bay Area Air Quality Management District (District) is currently recruiting for the position of Air Quality Chemist I in the Laboratory Section of the Technical Services Division. This is a full-time represented position.

Under direction, this position performs a variety of complex and difficult laboratory analyses of environmental contaminants; performs related work as assigned.

EXAMPLES OF DUTIES FOR THIS POSITION

- **Performs microscopic analyses for asbestos in bulk materials**
- **Performs quantitative and qualitative analyses of organic and inorganic samples related to air contaminants utilizing wet, chemical, physical, morphological, analytical, and electronic instrumentation, applying such techniques as gas chromatography, spectrophotometry, ion chromatography, atomic absorption, distillation, solvent extraction, acid and wet digestion, ashing and aeration**
- **Conducts analyses to separate, identify and determine the concentrations of contaminants for air quality evaluation, such as concentration of volatile organic contaminants in coatings, resins, inks and gel coats, and Reid Vapor Pressure (RVP) analysis**
- **Prepares technical reports and drafts laboratory methods and standard operating procedures through the use of computer software**
- **Assists with method development**
- Confers and corresponds with District employees, and representatives of other government and private agencies involved in environmental health and other related work;
- Analyzes samples from other air quality laboratories to assist in quality assurance program
- Prepares and maintains records and documentation of samples; performs routine handling and analysis of PM 2.5 and PM 10 filters, as needed
- Prepares standard chemical solutions and reagents
- Interprets and evaluates analytical results, recognizing problems which may occur during process
- Determines rationale for problems and implements corrective measures
- Recommends applicable regulation for such analysis
- May direct and review the work of technicians and assist in training less-experienced laboratory staff
- Orders and maintains an inventory of laboratory equipment and supplies according to predetermined levels

MINIMUM QUALIFICATIONS

Equivalent to graduation from a four year college or university with major coursework in analytical and/or organic chemistry or a closely related field and two years of professional-level experience in performing laboratory chemical analysis and instrumentation analysis such as gas chromatography.

(Additional information on reverse-side – Also visit www.baaqmd.gov)

OTHER REQUIREMENTS

Must possess a valid California Driver's License and meet the automobile insurability requirements of the District.

HOW TO APPLY

Interested individuals must submit a completed District application, a chronological resume and their responses to the supplemental application questions no later than **5:00 p.m. on Friday, October 3, 2008**. For an application packet, contact the Human Resources Office at (415) 749-4980 or visit our website at www.baagmd.gov. Completed application packets must be returned to: Air District, 939 Ellis Street, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. A resume may be included but will not be accepted in lieu of an official District application. Postmarks, faxes, and e-mails will not be accepted.

SELECTION CRITERIA

Selection may be based upon a competitive examination consisting of a combined work product exercise and interview. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants. If a panel interview is utilized it will be weighted 100%.

The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate as determined by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes 2 or fewer bargaining unit employees.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

SALARY AND BENEFITS

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District paid family medical, dental and vision option
- ✓ 100% District paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District paid CalPERS retirement (2% at 55 formula)
- ✓ Money Purchase Pension Plan (401a)
- ✓ Deferred Compensation Plan (457)
- ✓ Transit subsidy up to \$184 per month
- ✓ Education reimbursement up to \$2500 per year
- ✓ Employee Assistance Program
- ✓ 12-30 days of annual leave per year
- ✓ 12 days of sick leave per year
- ✓ 13 paid holidays
- ✓ 36 hours of floating holiday per year
- ✓ 9-80 Compressed Work Schedule

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

EOE