

**CLASS TITLE: CHIEF, DIVISION OF AIR RESOURCES (DEM)**

**Class Code: 02525600**  
**Pay Grade: 38A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan and administer a statewide program to preserve, protect and improve the air resources of the state so as to promote the public health, welfare and safety, prevent injury or detriment to human, plant and animal life, physical property and other resources and to foster the comfort and convenience of the state's inhabitants; to formulate and administer a comprehensive program for air pollution control; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the broad direction of the superior with wide latitude for the exercise of independent judgment and initiative in carrying out the objectives of the program; work is reviewed and evaluated through periodic reports and conferences for conformance to laws, rules and regulations, and departmental policies and objectives.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates, supervises and evaluates the work of professional, technical, sub-professional and others engaged in the program.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan and administer a statewide program to preserve, protect, and improve the air resources of the state so as to promote the public health, welfare and safety, prevent injury or detriment to human, plant and animal life, physical property and other resources and to foster the comfort and convenience of the state's inhabitants.

To develop comprehensive programs for the prevention, control and abatement of new or existing pollution from stationary and mobile sources.

To direct research on the identification, causes and effects of air pollution.

To study data resulting from laboratory examinations of air samplings taken in areas revealing the presence of a high percentage of one or more contaminants, and plan and direct surveys to determine the sources emitting such contaminants.

To be responsible for drafting and implementing divisional policies, rules and regulations.

To supervise staff engaged in the implementation of divisional programs.

To notify persons or officials of industrial establishments violating state laws and regulations to appear at formal hearings as prescribed by law.

To conduct regulation hearings and prepare recommendations to the director based upon comments received.

To formally charge parties or officials with specific violations of state laws and regulations, and suggest proper measures to be taken to rectify problems causing violations.

To order the institution of legal proceedings against those violators who have failed to comply with regulations adopted by the division.

To confer with federal officials and neighboring state officials to implement and coordinate programs.

To direct a public information program promulgating the importance of air pollution reduction.

To propose legislation and prepare testimony for legislative hearings concerning subjects under the jurisdiction of the division.

To prepare state budget requests and federal grant proposals.

To represent the department on statewide boards or commissions in related areas of expertise.

To develop a state implementation plan for achievement of state and federal air quality standards.  
To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices employed to preserve, protect, and improve the air resources of the state; the ability to plan and administer a statewide program for the prevention and abatement of air contaminants so as to preserve and protect the state's air resources; a thorough knowledge of the state laws and regulations as they relate to air pollution and the ability to interpret and apply such laws; the ability to conduct and preside at hearings, and propose constructive measures to rectify violations of air pollution laws and regulations; the ability to plan, organize, supervise, and review the work of professional, sub-professional personnel engaged in said programs; the ability to establish and maintain effective working relations with federal, state and local officials; the ability to effectively communicate in public the importance of the protection and control of air resources; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a master's degree specializing in chemical, civil, environmental or sanitary engineering or a master's degree in the environmental sciences; and

Experience: Such as may have been gained through: employment in an administrative position involving responsibility for the supervision, guidance and direction of subordinates engaged in professional engineering/planning functions related to community, regional and/or statewide pollution control programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 25, 2012