



Deputy Executive Officer Policy & Equity



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

ABOUT THE AIR DISTRICT

The Bay Area Air Quality Management District (Air District) is a regional government agency whose mission is to protect and improve public health, air quality, and the global climate. The District accomplishes this goal through regulation of industrial operations in addition to community engagement, outreach and incentive programs designed to partner with the public and encourage clean air choices.

The Air District's jurisdiction encompasses seven Bay Area counties - Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa, and portions of two others - southwestern Solano and southern Sonoma.

The Air District is a recognized leader in California for its commitment to addressing the environmental justice impacts of air pollution and is dedicated to improving public health outcomes throughout the region. Air District staff work closely with the California Air Resources Board, other local air districts, community groups, community members, environmental organizations, regulated industries, and other key stakeholders to implement Assembly Bill 617 (AB 617), the Community Health Protection Program.

AB 617 directs the state, in consultation with local air districts, to select communities that have a high cumulative exposure burden to air pollution. Once selected, these communities lead the development of community emission reduction programs and/or air quality monitoring campaigns with local air districts providing technical, administrative, and logistical support. This collaborative approach employs proven and innovative strategies to reduce exposure to air pollutants in neighborhoods most adversely impacted by air pollution.

AIR DISTRICT GOVERNANCE

The Air District's Board of Directors is made up of 24 locally elected representatives from 9 Bay Area counties. The Board of Directors oversees the Air District as it develops policies, plans, rules, permits, enforcement, outreach, and grant programs to protect air quality, public health, and the global climate.

OFFICE OF DIVERSITY, EQUITY & INCLUSION & COMMUNITY ENGAGEMENT

The Air District endeavors to be thorough, rigorous, and accurate in its work and seeks diverse perspectives to guide its decisions. The work of the Air District requires these diverse perspectives, talents, and life experiences to solve some of the most complex technical air quality issues that we face. Diversity, equity and inclusion help the Air District attract and retain an extraordinary workforce and to fully engage and utilize the talents and backgrounds of their employees and the communities they serve. The Air District's commitment to these values allows the organization to create and maintain a work environment that is professionally supportive, intellectually

stimulating, and fully respectful of diverse ideas and makes engagement with stakeholders richer, more complete and more transparent.

The Air District recognizes and values the contributions of every employee and works to sustain an environment where everyone is respected. The Air District established an Office of Diversity, Equity & Inclusion to support these values in the workplace and community. The vision and guiding principles of the Office involve the Air District's commitment to:

- Valuing diversity, equity, and inclusion at the agency and throughout the Bay Area.
- Using diversity, equity, and inclusion as part of decision-making strategies, policies, procedures, regulations, funding initiatives, public outreach, planning, and hiring.
- A zero tolerance of all forms of discrimination and harassment.
- Workplace and programmatic practices that exemplify these principles.

The principles of diversity, equity, and inclusion guide:

- Recruitment and retention
- Communication strategies
- Community engagement
- Supplier diversity.

COMMUNITY-BASED INITIATIVES

The Air District is dedicated to protecting and improving air quality in the many diverse communities and neighborhoods of the Bay Area. The agency's [core values](#) include the right for all Bay Area residents to breathe clean air, irrespective of gender, ethnicity, or socioeconomic status, and the willingness to "involve, listen to, and engage all stakeholders ... to create broad acceptance for healthy air solutions."

In 2018, the Air District created the [Community Health Protection Program](#) in order to work with Bay Area communities to plan and implement Assembly Bill 617.

The Air District published its first [Public Participation Plan](#) in 2013. The plan describes how the Air District informs and engages Bay Area residents in its activities. This plan was created in partnership with a Stakeholder Advisory Task Force comprised of community members, environmental activists, government agencies, and industry members.



The Air District is proud that many of the goals laid out in the 2013 Plan have been achieved or are in progress and wishes to build upon these successes by updating the plan.

The Air District's [Open Air Forum](#) is an online forum for civic engagement that provides community stakeholders of all backgrounds with a place to provide feedback and comment on Air District plans, rules, and initiatives, and to view comments others have made.

Recent community-based air quality programs include the [Community Air Risk Evaluation](#) program, which identified areas where populations are most vulnerable to the health impacts of air pollution, and helped the agency focus resources on reducing emissions in these neighborhoods.

See the [In Your Community](#) section of the website for more information about the Air District's community-based initiatives.

THE DEPUTY EXECUTIVE OFFICER – POLICY & EQUITY POSITION

The Air District is seeking a Deputy Executive Officer (DEO) – Policy and Equity to facilitate an organizational culture that institutionalizes the use of an equity lens to address systemic and programmatic disparities to the District's policymaking, service delivery, community engagement and overall environmental impact. The DEO – Policy & Equity is appointed by and reports to the Executive Officer and oversees the Air District's Office of Diversity, Equity, and Inclusion and the Community Engagement Office. The position is the expert technical advisor on District-wide matters of diversity, equity, inclusion, disparities and community engagement. The DEO will direct the development of a District-wide equity action strategy that encompasses equity tools and provides a blueprint of systems and structures for each department to operationalize equity.



As the leader of the District's Office of Diversity, Inclusion and Community Engagement the DEO is responsible for building internal capacity through training of staff in racial equity content and advancing equity in the development of structures, policies, practices and procedures. The Office seeks to drive diversity initiatives internally and externally, while also meeting the Air District's commitment to recruit and retain

a diverse highly skilled workforce and to build an inclusive supportive culture. The DEO – Policy and Equity will lead the District's approach to effectively engage communities and direct the equity and community engagement programs at the Air District. The position may also lead other key aspects of agency operations, depending on the background and expertise of the individual selected.

Position Responsibilities:

- Develop and present technical and policy issues and recommendations to the Executive Officer/Air Pollution Control Officer and Air District Board of Directors.
- Support the Executive Officer/Air Pollution Control Officer in Air District management and interactions with the Board.
- Provide leadership, guidance, and support in the internal development and implementation of equitable policies, practices and programs.
- Direct policy development to mitigate bias, increase equitable outcomes, and foster respect and inclusion across all job classification and organizational levels of the Air District workforce.
- Provide leadership and guidance in the development and implementation of goals, objectives, policies, procedures and work standards for AB 617 implementation.
- Represent the Air District and/or the Executive Officer/Air Pollution Control Officer in dealing with highly sensitive, and complex political environments both internally and externally.
- Organize and coordinate the development and implementation of projects and activities with other agencies.
- Ensures conformance with program schedules, budgets and contracts.
- Direct the development and implementation of goals, objectives, policies, procedures and work standards for assigned divisions.
- Direct the management of and makes policy recommendations regarding assigned divisions, programs and activities.
- May direct the work of Deputy Air Pollution Control Officers, Directors/Officers, or other management staff.
- Assume other duties as delegated by the Executive Officer.

IDEAL CANDIDATE

The ideal candidate will be a visionary leader with outstanding people, relationship building and management skills. The ideal candidate will have direct and effective, experience operationalizing equity and inclusion, effecting organizational change, and facilitating collaborative and inclusive environments. The successful candidate will be politically astute, with a high level of sophistication and cultural competence in working effectively with diverse stakeholders in highly complex and political environments. The successful candidate will possess excellent oral and written communication skills. This individual will be a smart, humble, data-oriented and outcome-driven problem solver with an explicit commitment and passion for advancing racial equity and social justice solutions.



The candidate will have:

- A demonstrated commitment to community trust building and engagement;
- An understanding of systemic and institutional racial bias;
- Experience working with or in a public or governmental organization serving large complex urban environments;
- Experience and a working understanding of the effective methods of organizational culture and institutional change;
- Demonstrated experience articulating a vision, translating it into executable strategy and driving cross-functional teams to deliver against the plan;
- Experience with public policy development and implementation;
- Sensitivity to and experience with managing the interests of a wide range of stakeholder groups, strategic partners, elected officials, and administrative colleagues;
- Communication experience exhibited at all levels within an organization, with an ability to communicate complex concepts both internally and externally;

- A leadership style that is decisive yet flexible and authentic;
- The ability to speak truth to power with tact and diplomacy; and
- A set of values characterized by humility, innovation, compassion, collaboration, service excellence, and responsive leadership; and high emotional intelligence, personal and professional integrity, and a sense of humor.

EDUCATION AND EXPERIENCE:

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

Education:

Equivalent to a degree from an accredited college or university in business or public administration or a closely related field. A master's degree or other advanced degree in a related field is highly desirable.

Experience:

At least five years of demonstrated experience managing community engagement and/or diversity, equity and inclusion initiatives; and at least three of which were at an executive capacity.

COMPENSATION & BENEFITS

The salary for this position is \$232,443 to \$282,536 depending on experience and qualifications. The Air District also offers an attractive benefits package.

APPLICATION PROCESS

To be considered, please submit your resume and cover letter with current salary information electronically to baaqmd.deo@thehawkinscompany.com by **April 17, 2020**. Resumes received by **April 17, 2020** will receive first consideration. The position is open until filled.



THE HAWKINS COMPANY

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For additional information or questions, please contact Ms. Brett Byers at 323-403-8279, brett@thehawkinscompany.com or Bill Hawkins at 213-308-0945, bill@thehawkinscompany.com.

The District is an Equal Opportunity Employer and highly values diversity. We encourage applications from candidates who identify as a member of an underrepresented community.