



**ADMINISTRATIVE AND FINANCE COMMITTEE**  
**THURSDAY, DECEMBER 15, 2016– 8:00 A.M.**  
**OMNITRANS METRO FACILITY**  
**1700 WEST 5TH STREET**  
**SAN BERNARDINO, CA 92411**

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or Limited English Proficiency services are needed in order to participate in the public meeting, requests should be made through the Recording Secretary at least three (3) business days prior to the Committee Meeting. The Recording Secretary’s telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY), located at 1700 West Fifth Street, San Bernardino, California. If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to [BoardSecretary@omnitrans.org](mailto:BoardSecretary@omnitrans.org).

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Committee Meeting: Thursday, January 12, 2017, 8:00 a.m.  
Omnitrans Metro Facility Board Room

**C. COMMUNICATIONS FROM THE PUBLIC**

This is the time and place for the general public to address the Board for items that are not on the agenda. In accordance with rules applicable to meetings of the Administrative & Finance Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

Disclosure – Note agenda items contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation in the appropriate item.

**E. DISCUSSION ITEMS**

- |                                                                                                                                                        |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1. Approve Administrative & Finance Committee Minutes – November 10, 2016                                                                              | 2  |
| 2. Adopt Proposed 2017 Committee Meeting Schedule                                                                                                      | 6  |
| 3. Recommend the Board of Directors Receive and File Construction Progress Report No. 53 through November 30, 2016 - sbX E Street Corridor BRT Project | 7  |
| 4. Receive and File Omnitrans’ Director of Finance Report - Price of Compressed Natural Gas                                                            | 15 |
| 5. Approve Re-Evaluation of Office Administrator to Office Manager                                                                                     | 18 |

**F. ADJOURNMENT**



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM # \_\_\_\_\_ E1 \_\_\_\_\_

**ADMINISTRATIVE & FINANCE COMMITTEE  
MINUTES, NOVEMBER 10, 2016**

**A. CALL TO ORDER**

Chairman Ed Graham called the regular meeting of the Administrative and Finance Committee to order at 8:04 a.m., Thursday, November 10, 2016.

1. Pledge of Allegiance
2. Roll Call

**Committee Members Present**

Council Member Ed Graham, City of Chino Hills – Committee Chair  
Mayor Carey Davis, City of San Bernardino  
Council Member Patricia Gilbreath, City of Redlands  
Supervisor Curt Hagman, County of San Bernardino  
Council Member Dick Riddell, City of Yucaipa  
Mayor Pro Tem Sylvia Robles, City of Grand Terrace  
Council Member Alan Wapner, City of Ontario – via Teleconference

**Committee Members Not Present**

Mayor Paul Eaton, City of Montclair  
Council Member John Roberts, City of Fontana

**Omnitrans Administrative Staff Present**

P. Scott Graham, CEO/General Manager  
Diane Caldera, Director of Operations  
Jack Dooley, Director of Maintenance  
Marge Ewing, Director of Human Resources/Safety & Security  
Sam Gibbs, Director of Internal Audit  
Jacob Harms, Director of Information Technology  
Andres Ramirez, IPMO Program Manager  
Jennifer Sims, Director of Procurement  
Don Walker, Director of Finance  
Maurice Mansion, Treasury Manager  
Omar Bryant, East Valley Maintenance Manager  
Anna Jaiswal, Development Planning Manager  
Vicki Dennett, Senior Executive Assistant to the CEO/General Manager

**B. ANNOUNCEMENTS/PRESENTATIONS**

The next Committee Meeting is scheduled Thursday, December 15, 2016, at 8:00 a.m.

Member Davis announced that at 6:30 on December 2 there will be a remembrance at Cassoulis Arena on the CSUSB campus.

Member Gilbreath mentioned two upcoming events in Redlands – on Friday 11/11 at 10:00 a.m. there will be a Veteran’s Day parade, and on December 3 there will be a Christmas Parade in the evening.

CEO/General Manager P. Scott Graham said that the ATU has voted Jeff Caldwell out of office, effective January 1, 2017.

**C. COMMUNICATIONS FROM THE PUBLIC**

There were no communications from the public.

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

There were no conflict of interest issues identified.

**E. DISCUSSION ITEMS**

1. Approve Administrative & Finance Committee Minutes – October 13, 2016

M/S (Hagman/Gilbreath) that approved the Committee Minutes of October 13, 2016. Motion was unanimous by Members present.

2. Recommend the Board of Directors Receive and File Construction Progress Report No. 52 through October 31, 2016 – sbX E Street Corridor BRT Project

IPMO Program Manager Andres Ramirez presented this item. Tenth to Highland final acceptance and closeout are ongoing. The PA system submittals are being prepared and materials being procured. TSP management along the corridor is being worked on. The VMF modification work contract was awarded and executed, and scheduled for completion in February 2017. We still expect to complete the project as budgeted at \$188 million.

Member Robles arrived at 8:08 a.m.

Member Davis said that the Veteran’s Day Parade which took place on E Street in San Bernardino last weekend went very smoothly, thanks in part to the improved condition of the roadway.

This report was approved to move forward to the Board of Directors for receipt and file.

3. Receive and File Omnitrans' Director of Finance's Report on Price of Compressed Natural Gas

Finance Director Don Walker presented this item. Prices continue to be low, remaining at an average of \$0.74 per gallon, about \$0.08 higher than the budgeted amount of \$0.66 per gallon. The preliminary numbers for October 2016 show natural gas costs of \$299,993 against the budgeted amount of \$207,278, or 45% over budget for the month. It was anticipated that cost per gallon of natural gas would exceed the budget the first half of the fiscal year; once the pipeline fueling infrastructure is operational, the cost will decrease. Finance Director Don Walker will continue to monitor and report to this committee.

This item was received and filed.

4. Recommend the Board of Directors Authorize CEO/General Manager to Take Steps Necessary for Right-of-Way Closeout for San Bernardino Transit Center

Member Hagman arrived at 8:13 a.m.

Development Planning Manager Anna Jaiswal presented this item, discussing the four steps necessary to accomplish closeout for the San Bernardino Transit Center. Member Hagman asked about joint development and whether funds would have to be returned to SANBAG since they originally purchased the property. Committee Chair Ed Graham directed CEO/General Manager P. Scott Graham to send a memo to this committee explaining how this would have to be handled. About \$4 million came from SANBAG; the remaining \$22 million came from Omnitrans.

M/S (Hagman/Gilbreath) that recommended the Board of Directors authorize the CEO/General Manager to take all steps necessary to execute the following actions for the right-of-way closeout for the San Bernardino Transit Center:

- 1.) Transfer the property acquired as part of the San Bernardino Transit Center project from SANBAG to Omnitrans' ownership;
- 2.) Dedicate roadway easements for the sidewalk area on Rialto Avenue to the City of San Bernardino; and dedicate storm drain easement to the City of San Bernardino and adjacent property owner.
- 3.) Obtain approval of a lot merger to merge the five Omnitrans parcels at the San Bernardino Transit Center into three parcels; and
- 4.) Obtain approval of a lot line adjustment to carve out the two future development pads (Transit Oriented Development parcels) as separate parcels.

Motion was unanimous by Members present.

**F. BOARD BUSINESS**

**Closed Session**

The Board adjourned to Closed Session at 8:34 a.m.

1. Conference with Labor Negotiator P. Scott Graham concerning Unrepresented Employees – Management Confidential Classifications – pursuant to Government Code Section 54957.6

Open Session reconvened at 8:43 a.m. with no reportable action.

**G. ADJOURNMENT**

The Administrative and Finance Committee meeting adjourned at 8:44 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, December 15, 2016, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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Christine Vega, Administrative Secretary



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
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ITEM #           E2          

**DATE:** December 15, 2016

**TO:** Committee Chair Ed Graham and  
Members of the Administrative & Finance Committee

**FROM:** P. Scott Graham, CEO/General Manager

**SUBJECT: PROPOSED 2017 COMMITTEE MEETING SCHEDULE**

**FORM MOTION**

Adopt the proposed Administrative & Finance Committee Meeting Schedule for 2017. The proposed schedule is the same as the current 2016 schedule, which is 8:00 a.m., the second Thursday after the Omnitrans Board Meeting.

- January 12, 2017
- February 9, 2017
- March 9, 2017
- April 13, 2017
- May 11, 2017
- June 15, 2017
- No Meeting\*
- August 10, 2017
- September 14, 2017
- October 12, 2017
- November 9, 2017
- December 14, 2017

\* As there is no Board Meeting in August, no Committee Meeting will be held in July.

PSG:ab



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ITEM #           E3          

**DATE:** December 15, 2016

**TO:** Committee Chair Ed Graham and  
Members of the Administrative & Finance Committee

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Andres Ramirez, Program Manager

**SUBJECT:** **CONSTRUCTION PROGRESS REPORTS NO. 53 THROUGH  
NOVEMBER 30, 2016 - sbX E STREET CORRIDOR BRT PROJECT**

**FORM MOTION**

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No. 53 for the sbX E Street Corridor BRT Project through November 30, 2016.

**BACKGROUND**

This is Construction Progress Report No. 53 for the sbX E Street Corridor Project.

**CONCLUSION**

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No. 53 for the sbX E Street Corridor BRT Project through November 30, 2016.

PSG:AR

Attachment

**sbX E Street Corridor  
Bus Rapid Transit (BRT) Project**

**Construction Progress Report No. 53**

**November 30, 2016**

**Prepared By:**

**Omnitrans  
Integrated Project Management Office**

Contractor: SBX Corridor - Griffith/Comet Joint Venture  
VMF – USS Cal Builders

Contractor Contract No.: IPMO11-5

Omnitrans Program Manager: Andres Ramirez





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  - B. Summary Status Update
- II. Project Schedule
- III. Safety
- IV. Project Budget and Cost

## I. PROJECT STATUS SUMMARY

### A. Project Description

The sbX E Street Corridor BRT Project is an Omnitrans transit improvement project that consists of three components.

**E Street Corridor:** A 15.7-mile-long Bus Rapid Transit corridor that will connect the northern portion of the City of San Bernardino with the City of Loma Linda. The sbX E Street Corridor Bus Rapid Transit (BRT) Project has evolved as the highest priority corridor identified in the System-Wide Transit Corridor Plan for the San Bernardino Valley.

**Bus Purchase:** In order to provide service to the E Street Corridor a total of fourteen 60' articulated buses will be purchased.

**Vehicle Maintenance Facility Modifications:** A 4.4-acre facility maintaining and servicing the Omnitrans' bus fleet, comprised of over 160 buses. Modifications to Omnitrans' facility include the demolition of a bus washing station, removal of abandoned underground fuel tanks and new construction of a bus washing system, a new Genset, a three-lane CNG fueling station, and re-configuring the bus parking area. Modifications to the maintenance building are made in order to accommodate Omnitrans' 60-foot articulated bus fleet.

### B. Summary Status Update

#### E Street Corridor:

##### 10<sup>th</sup> to Highland:

- Final acceptance and Close Out on going.
- Final Change Order documents have been sent to the Contractor.



sbX Coach rolling on new roadbed



Improved roadway, San Bernardino

PA System:

- Contract awarded June 1 by Board of Directors.
- Contract executed.
- Kick-off meeting held.
- Submittals are being prepared and procuring the materials.

Traffic Signal Synchronization:

- We have contacted the City for final acceptance meeting.
- TSP MOU is the final item.

**Vehicle Maintenance Facility:**

Contract Closeout

- Final Change Order and Final Acceptance need to be issued.

Modification Work

- Contract executed; kick off meeting held.
- Electrical work started.
- Completion projected for March 2017.

**II. PROJECT SCHEDULE**

The three major components of the project (E Street Corridor, 60' Articulated Buses, and the Vehicle Maintenance) are complete and have been placed into operation. Additional components to the project (i.e. 10<sup>th</sup> to Highland, City Acceptance Work, the PA System, and the VMF Completion Work) are currently being worked on and are in different stages of progress. Projected completion dates listed below:

	Scheduled Completion	Projected Completion
<b>E Street Corridor</b>		
City of SB Final Work / World Oil	February 2016	Completed
10 <sup>th</sup> to Highland	September 2016	Completed
PA System	November 2016	May 2017
<b>Vehicle Maintenance Facility</b>		
Completion Work	May 2016	March 2017

**III. SAFETY**

The project team considers safety to be the utmost priority. As such, the entire project team works towards a “no-lost time” goal on a daily basis. Below is a breakdown of the hours achieved with zero lost time due to injuries:

	Through September 2016
<b>E Street Corridor</b>	
Corridor Construction including final Work	425,441
10 <sup>th</sup> to Highland	19,893
PA System	0
<b>Vehicle Maintenance Facility</b>	64,436
<b>Total</b>	509,770

#### IV. PROJECT BUDGET AND COST

The project continues to be within budget. We currently have zero open claims on the project. A breakdown of the project costs and projections is detailed in the following tables:

**Total Project Budget Summary  
Budget as of October 31, 2016**

Approved Budget	\$191,706,000
Cost to Date	\$185,298,289
Estimate to Complete	
Corridor Project	\$ 2,468,748
10 <sup>th</sup> to Highland	\$ 955,191
Estimate at Completion	\$188,646,864

Budget By Contract Packages 31-Oct-2016	PCGA Budget	Approved Current Budget	Authorized for Expenditure	Expended to Date	% of Approved Current Budget	Contracts Awarded	Approved Changes	(Contract Award + Approved Changes)	Expenditure Authorization Remaining	(Approved Current Budget- Committed)	Forecast			
								Committed		Remaining Contingency	Potential Uses of Contingency			
											Pending Commitments/ Potential Changes	Trends/Risks	Estimate At Completion	
<b>BRT Construction</b>														
Griffith/Comet JV	90,780,000	84,637,000	87,760,263	81,238,395	96.2%	64,937,853	16,365,742	81,303,595	6,456,668	3,333,405	-	-	81,303,595	
Art			68,000	68,000		68,000	-	68,000	-	(68,000)	-	-	68,000	
Other Direct Payments			48,401	57,197		57,197	-	57,197	(8,796)	(57,197)	-	-	57,197	
Delineators				70,991		89,943	(18,952)	70,991	(70,991)	(70,991)	-	-	70,991	
PA System				-		563,875	-	563,875	(563,875)	(563,875)	56,388	-	620,263	
Miscellaneous Work				-		17,500	-	17,500	(17,500)	(17,500)	75,000	75,000	167,500	
<b>BRT Design</b>														
Parsons	19,193,400	17,849,400	18,097,876	19,134,095	107.6%	16,464,092	3,725,637	20,189,729	(2,091,853)	(2,340,329)	(1,334,545)	-	18,855,185	
PA System				71,300		83,000	-	83,000	(83,000)	(83,000)	8,300	-	91,300	
Miscellaneous Work				-		-	-	-	-	-	-	-	-	
<b>VMF Construction - USS Cal Builders</b>	5,370,000	8,131,000	14,498,152	14,539,965	178.8%	10,579,786	3,955,349	14,535,135	(36,983)	(6,404,135)	866,700	-	15,401,835	
<b>VMF Design</b>														
STV	1,007,600	1,007,600	1,418,132	1,904,030	190.8%	951,029	1,048,727	1,999,756	(581,624)	(992,156)	-	-	1,999,756	
Carlin Environmental			27,800	18,380		10,000	9,800	19,800	8,000	(19,800)	-	-	19,800	
<b>Vehicles Design &amp; Manufacturing-N.F.</b>	16,628,000	16,628,000	15,978,093	15,211,154	92.5%	15,483,572	(272,418)	15,211,154	766,939	1,416,846	-	-	15,211,154	
Other Vehicle Equipment			318,853	173,484		318,853	(145,369)	173,484	145,369	(173,484)	-	-	173,484	
<b>ROW Acquisition Services-SANBAG</b>	6,532,000	10,357,000	11,738,400	11,418,850	110.3%	10,971,135	447,715	11,418,850	319,550	(1,061,850)	-	-	11,418,850	
<b>3rd Party Utilities Design &amp; Reloc.</b>		1,003,000	1,157,223	1,106,705	110.3%	1,174,205	-	1,174,205	(16,982)	(171,205)	50,000	-	1,224,205	
<b>Project Admin. And Management</b>														
Jacobs	6,638,000	6,632,000	11,852,647	12,969,303	195.6%	3,898,769	9,070,534	12,969,303	(1,116,656)	(6,337,303)	-	-	12,969,303	
Other														
IPMO	17,624,000	15,012,450	14,722,701	14,813,658	98.7%	15,006,001	(192,343)	14,813,658	(90,957)	198,792	-	-	14,813,658	
Insurance	1,113,000	1,112,000	500,000	-	0.0%	500,000	(500,000)	-	500,000	1,112,000	-	-	-	
Legal-BB&K, County	2,525,450	1,000,000	1,000,000	374,686	37.5%	1,000,000	(527,136)	472,864	527,136	527,136	-	-	472,864	
In Kind Contributions	8,080,550	8,080,550	8,080,550	8,401,239	104.0%	8,401,239	-	8,401,239	(320,689)	(320,689)	-	-	8,401,239	
Survey	1,464,000	1,463,000	464,000	-	0.0%	25,000	(25,000)	-	464,000	1,463,000	-	-	-	
Start-Up	720,000	720,000	700,000	-	0.0%	-	-	-	700,000	720,000	700,000	-	700,000	
<b>Sub-Total</b>	<b>177,676,000</b>	<b>173,633,000</b>	<b>188,431,091</b>	<b>181,571,429</b>	<b>104.6%</b>	<b>150,601,049</b>	<b>32,942,286</b>	<b>183,543,334</b>	<b>4,887,756</b>	<b>(9,910,334)</b>	<b>421,843</b>	<b>75,000</b>	<b>184,040,177</b>	
<b>Unallocated Contingency</b>	<b>14,030,000</b>	<b>18,073,000</b>	<b>4,390,913</b>					<b>9,910,334</b>		<b>8,162,666</b>			<b>7,665,823</b>	
<b>10th to Highland Projected Costs</b>			<b>4,606,687</b>	<b>3,726,859</b>	<b>80.9%</b>	<b>3,901,000</b>	<b>160,581</b>	<b>4,061,581</b>	<b>545,107</b>	<b>(4,061,581)</b>	<b>570,470</b>	<b>50,000</b>	<b>4,682,050</b>	
<b>Remaining Unallocated Contingency</b>													<b>2,983,773</b>	
<b>Total</b>	<b>191,706,000</b>	<b>191,706,000</b>	<b>188,646,864</b>	<b>185,298,289</b>	<b>96.7%</b>								<b>191,706,000</b>	

**IPMO/sbX Project Cost Report**  
**Period Ended 31-Oct-2016**

Description	Current Budget	Approved Current Budget	Authorized for Expenditure	Expenditures		Remaining Budget	Committed		Estimate to Complete	Estimate at Completion	Budget Forecast Variance
				\$	%		\$	%			
BRT Construction	\$ 84,637,000	\$ 84,637,000	\$ 87,876,664	\$ 81,434,583	96.2%	3,202,417	\$ 82,081,158	97.0%	\$ 206,388	\$ 82,287,545	\$ 2,349,455
Vehicle Maintenance Facility (VMF) Construction	\$ 8,131,000	\$ 8,131,000	\$ 14,498,152	\$ 14,539,965	178.8%	(6,408,965)	\$ 14,535,135	178.8%	\$ 866,700	\$ 15,401,835	\$ (7,270,835)
Vehicles - Design & Manufacturing	\$ 16,628,000	\$ 16,628,000	\$ 16,296,946	\$ 15,384,638	92.5%	1,243,362	\$ 15,384,638	92.5%	\$ -	\$ 15,384,638	\$ 1,243,362
ROW Acquisition Services	\$ 10,357,000	\$ 10,357,000	\$ 11,738,400	\$ 11,418,850	110.3%	(1,061,850)	\$ 11,418,850	110.3%	\$ -	\$ 11,418,850	\$ (1,061,850)
3rd Party Utilities Design & Relocation	\$ 1,003,000	\$ 1,003,000	\$ 1,157,223	\$ 1,106,705	110.3%	(103,705)	\$ 1,174,205	117.1%	\$ 50,000	\$ 1,224,205	\$ (221,205)
BRT Design	\$ 17,849,400	\$ 17,849,400	\$ 18,097,876	\$ 19,205,395	107.6%	(1,355,995)	\$ 20,272,729	113.6%	\$ (1,326,245)	\$ 18,946,485	\$ (1,097,085)
VMF Design	\$ 1,007,600	\$ 1,007,600	\$ 1,445,932	\$ 1,922,410	190.8%	(914,810)	\$ 2,019,556	200.4%	\$ -	\$ 2,019,556	\$ (1,011,956)
Other Professional, Technical & Management Services	\$ 34,020,000	\$ 34,020,000	\$ 37,319,898	\$ 36,558,885	107.5%	(2,538,885)	\$ 36,657,064	107.8%	\$ 700,000	\$ 37,357,064	\$ (3,337,064)
Allocated Contingency (Construction Contract)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0.0%	\$ -	\$ -	\$ -
<b>SUB-TOTAL</b>	<b>\$ 173,633,000</b>	<b>\$ 173,633,000</b>	<b>\$ 188,431,091</b>	<b>\$ 181,571,429</b>	<b>104.6%</b>	<b>(7,938,429)</b>	<b>\$ 183,543,334</b>	<b>105.7%</b>	<b>496,843</b>	<b>184,040,177</b>	<b>(10,407,177)</b>
Unallocated Contingency	\$ 18,073,000	\$ 18,073,000	\$ 4,390,913	\$ -		18,073,000	\$ -	0.0%	\$ -	\$ -	\$ 18,073,000
10th to Highland	\$ -	\$ 4,682,050	\$ 4,606,687	\$ 3,726,859	79.6%	955,191	\$ 3,901,000	83.3%	\$ 955,191	\$ 4,682,050	\$ -
<b>TOTAL</b>	<b>\$ 191,706,000</b>	<b>\$ 191,706,000</b>	<b>\$ 188,646,864</b>	<b>\$ 185,298,289</b>	<b>96.7%</b>	<b>\$ 11,089,761</b>	<b>\$ 187,444,334</b>	<b>97.8%</b>	<b>\$ 1,452,033</b>	<b>\$ 188,722,227</b>	<b>\$ 7,665,823</b>

ITEM #           E4          

**DATE:** December 15, 2016

**TO:** Committee Chair Ed Graham and  
Members of the Administrative and Finance Committee

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Don Walker, Director of Finance

**SUBJECT: OMNITRANS' DIRECTOR OF FINANCE REPORT ON THE PRICE OF  
COMPRESSED NATURAL GAS (CNG)**

**FORM MOTION**

Receive and file the Director of Finance's update on the price of compressed natural gas as recommended by Committee Chair Ed Graham at the Administrative and Finance Committee meeting on August 13, 2015.

**BACKGROUND**

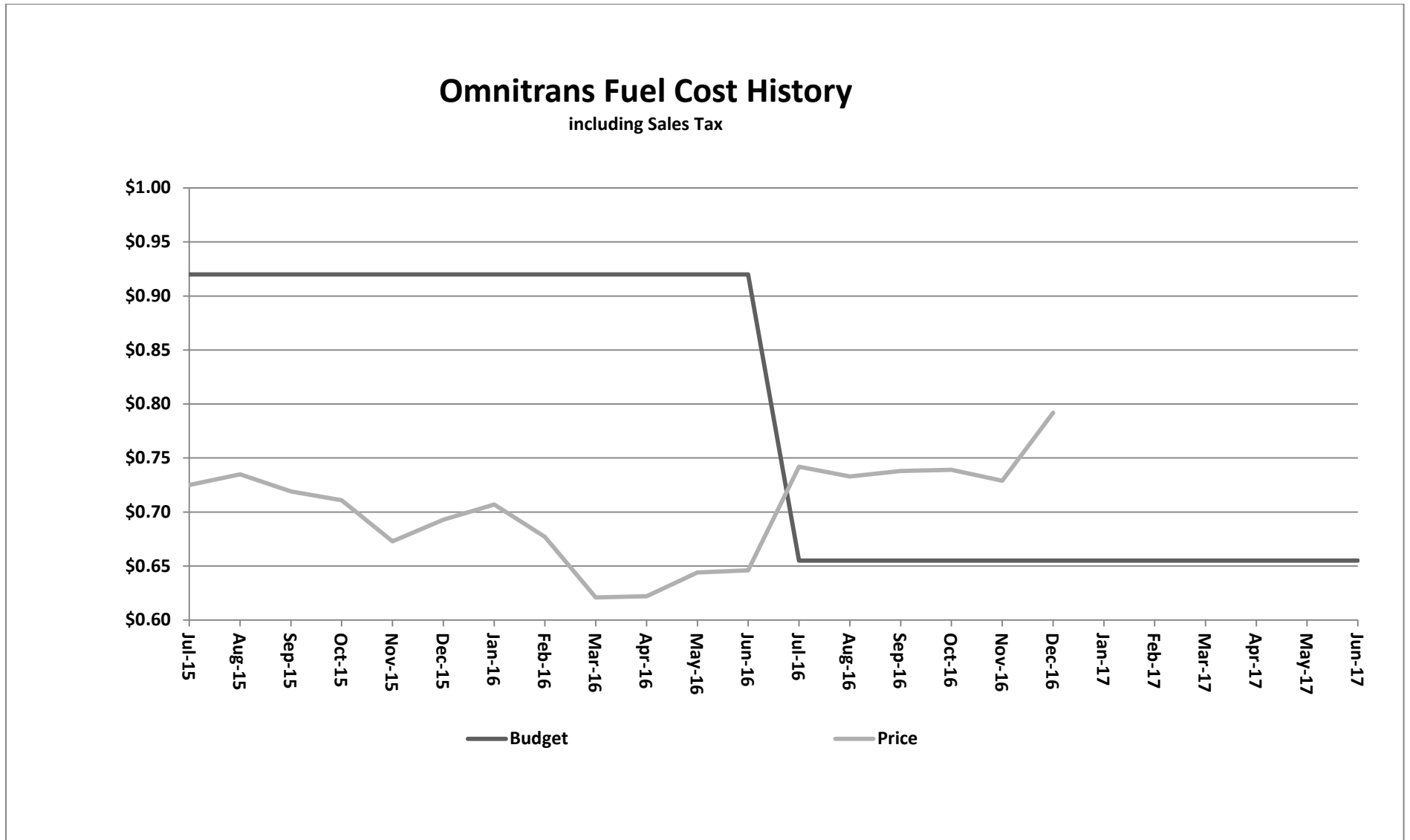
The price of natural gas for the first six (6) months of FY2017 (Jul 2016 – Dec 2016) averaged around \$0.75 per gallon. This is \$0.09 per gallon higher than the budgeted amount of \$0.66 per gallon for Fiscal Year 2017. The budgeted price per gallon was reduced \$0.26 or 28% lower than the previous fiscal year. The total natural gas fuel budget for FY2017 is \$2,487,337 compared to \$4,376,301 for the previous fiscal year.

The budget was based on of six (6) months of deliveries of liquefied natural gas (LNG) from our current supplier Applied LNG Technologies, and six (6) months of natural gas supplied by the pipeline gas. The pipeline fueling project is underway and is expected to be completed in late January 2017.

The preliminary numbers for November 2016 show natural gas cost of \$295,745 against the budgeted amount of \$207,278. This is \$88,467 or 43% over budget for the month. It was expected that the cost per gallon of natural gas would exceed the budget in the first half of the fiscal year, and once the pipeline fueling infrastructure is operational, the cost will decrease accordingly.

The price per gallon Omnitrans will pay for December's deliveries is \$0.79 per gallon. The price per gallon is \$0.06 higher than the month of November. The increase in price is due to the increase in demand for natural gas for heating during the winter months. We will continue to monitor the price of natural gas on the open market to determine if and when it would be prudent to implement a new hedging program prior to the completion of the pipeline fueling project.





PSG:DW

ITEM #           E5          

**DATE:** December 15 , 2016

**TO:** Committee Chair Ed Graham and  
Members of the Administrative and Finance Committee

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Marjorie Ewing, Director of Human Resources/Safety & Regulatory Compliance

**SUBJECT: APPROVE RE-EVALUATION OF OFFICE ADMINISTRATOR TO  
OFFICE MANAGER**

**FORM MOTION**

Recommend the Board of Directors approve the re-evaluation of Office Administrator from Level V to Level IV with the new title of Office Manager for the Special Transit Services Department, effective January 2, 2017.

**BACKGROUND**

The Office Administrator position in the Special Transit Services Department has been vacant since the transition of the Consolidated Transportation Service Agency to Omnitrans (May 2016). The current position description for this position was approved by the Board of Directors in March 2016. Some of the essential responsibilities of the position include supervision of the Administrative Assistant, grant management, contract oversight, daily accounting and overall office administration, as well as provides direct support and assistance to the Director of Special Transit Services.

Since the transition, a thorough analysis of department staffing needs has been completed by the department director, and revealed that the existing position requirements are not sufficient to meet the needs of the department. Completion of the attached Position Information Questionnaire (PIQ) revealed that additional duties are required and a new title of Office Manager is warranted and will ensure that the proper oversight of the department is in place. The new position will have increased duties, higher education requirements, and increased supervisory responsibilities. Other essential duties will include:

- Interviewing and training employees
- Planning, assigning, and directing work
- Appraising performance for direct reports
- Disciplining employees

- Addressing complaints and resolving problems

**FUNDING SOURCE**

The total cost for Fiscal Year 2017 (6 months) is estimated to be \$57,875, including salary and benefits; however, since the Office Administrator position has been vacant since May, there is no increase required in the current fiscal year budget.

Department: 3000  
Expenditure Code Various

\_\_\_\_\_ Verification of Funding Sources and Availability of Funds.  
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – N/A

**CONCLUSION**

If approved, the Office Manager will operate under the supervision of the department director and perform direct supervision of the Programs Administrator, Purchased Transportation Administrator and the Administrative Assistant.

PSG:NC

OMNITRANS

POSITION INFORMATION QUESTIONNAIRE

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION TITLE: Office Manager

OTHER TITLES COMMONLY USED (If no other titles are used, indicate by writing "N/A" in the space below)

\_\_\_\_\_

\_\_\_\_\_

PURPOSE

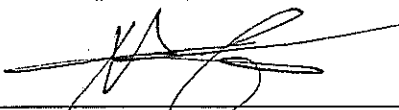
This questionnaire is designed to gather relevant information about the nature of each job performed in the Company. It is not an evaluation of you or your performance. It gives you the opportunity to explain the significant features of your job by responding to a series of questions. The information you provide will be used to develop a position description and to establish an appropriate and competitive pay range for your job.

We are asking you for this information because you are in the best position to know exactly what you do, how you do it, and what you need to know to perform the work properly.

INSTRUCTIONS

Please read through the entire questionnaire to understand its scope before answering any of the questions. Then, complete each section; please be specific and precise, describing the position as it currently exists according to your duties and responsibilities. Since this questionnaire is used for all types of jobs, some questions will not apply to your position and the work you do. Please read and answer all questions, marking those that do not apply with "N/A" (not applicable). If you need additional space to answer any of the questions, please continue your answers on the back of the appropriate page.

When you have completed the questionnaire, please sign your name in the space provided below. Please forward the completed questionnaire to your supervisor for review.

Completed by  Date 11/6/16

Reviewed by Margaret Ewing Date 12/4/16

**SECTION 1: -- WORK HISTORY**

Please answer each of the following questions.

1. WHAT IS THE NAME OF THE DEPARTMENT IN WHICH YOU WORK?

**Special Transit Services**

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2. WHAT IS THE LENGTH OF TIME YOU HAVE BEEN WITH THE ORGANIZATION?

YEARS: \_\_\_\_\_ MONTHS: \_\_\_\_\_

3. WHAT IS THE LENGTH OF TIME YOU HAVE BEEN IN YOUR PRESENT POSITION?

YEARS: \_\_\_\_\_ MONTHS: \_\_\_\_\_

4. WHAT TWO PREVIOUS POSITIONS HAVE YOU HELD WITHIN THE ORGANIZATION, IF ANY, AND WHAT WAS THE LENGTH OF TIME YOU HELD EACH (please list the last/most recent position first)?

TITLE: \_\_\_\_\_ YEARS: \_\_\_\_\_

TITLE: \_\_\_\_\_ YEARS: \_\_\_\_\_

5. WHAT IS YOUR SUPERVISOR'S NAME: \_\_\_\_\_

6. WHAT IS YOUR SUPERVISOR'S TITLE: \_\_\_\_\_

## **SECTION 2: -- JOB PURPOSE, DUTIES AND RESPONSIBILITIES**

1. STATE BRIEFLY (in one or two sentences) THE PRIMARY PURPOSE OF YOUR JOB AS IT HAS BEEN DESCRIBED TO YOU, OR AS YOU UNDERSTAND IT.

Under the supervision of the Director of STS, perform direct supervision of the Programs Administrator, Purchase Transportation Administrator and the Administrative Assistant.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsible for interviewing and training employees,

planning, assigning, and directing work; appraising performance for direct reports; disciplining employees; addressing complaints and resolving problems.

2. ON THE NEXT PAGE STATE BRIEFLY, CLEARLY, AND CONCISELY THE THINGS THAT YOU DO ON YOUR JOB. BEGIN WITH THOSE REGULAR DUTIES THAT NORMALLY TAKE MOST OF YOUR TIME AND/OR THAT YOU CONSIDER TO BE MOST IMPORTANT. IN THE COLUMN ON THE RIGHT, INDICATE THE APPROXIMATE PERCENT OF YOUR TOTAL WEEKLY TIME SPENT PERFORMING EACH DUTY.

Use simple, non-technical words to describe your work. You should find it helpful to begin each statement of your duties with a verb descriptive of the kind of action you are required to take. Some of the verbs commonly used are listed below:

administer	arrange	check
advise	allocate	assemble
operate	originate	post
review	transfer	distribute
analyze	audit	coordinate
approve	calculate	control
compile	formulate	promote
compute	initiate	purchase
counsel	payout	recommend
design	maintain	regulate
develop	make	schedule
direct	meet	set up
establish	negotiate	specify
examine	organize	supervise
expedite	plan	type
file	prepare	verify
write	tabulate	monitor

Select the proper verb carefully. Be sure that the words you use mean exactly what you intend them to mean - for example: "type a report," "write a report," "add figures," "negotiate contracts," "approve contracts," "meet with vendors," etc.

**SECTION 2: - JOB PURPOSE, DUTIES AND RESPONSIBILITIES (continued)**

	Responsibilities	Percent of Time Per Week
a.	Supervise and Evaluate the performance of the Programs Administrator	25%
b.	Supervise and Evaluate the performance of the Purchase Transportation Administrator	25%
c.	Supervise and Evaluate the performance of the Administrative Assistant	20%
d.	Manages the departments web page, newsletter and social media accounts	5%
e.	Provides technical assistance and support to current and potential community partners	5%
f.	Issues written and oral instruction. Studies and recommends standards in departmental procedures to improve efficiency.	5%
g.	Oversees the progress and performance of internal and external programs and provides administrative support as necessary	15%
h.		
i.		
j.	Other (not to exceed 15% of your time)	

FULL TIME TOTAL PERCENT 100%

**SECTION 2: -- JOB PURPOSE, DUTIES AND RESPONSIBILITIES (continued)**

3. BRIEFLY GIVE TWO (2) EXAMPLES OF THE MOST DIFFICULT TYPES OF PROBLEMS YOU FACE IN YOUR WORK:

\_\_\_\_\_

\_\_\_\_\_

4. LIST THE ASPECTS OF YOUR JOB, IF ANY, THAT ARE CONSIDERED CONFIDENTIAL OR SENSITIVE IN NATURE:

Employee Evaluations, Clients Medical Information, Disciplinary Documents

\_\_\_\_\_

\_\_\_\_\_

**SECTION 3: - EDUCATION AND EXPERIENCE**

1. WHAT IS THE MINIMUM LEVEL OF EDUCATION REQUIRED BY SOMEONE TO PERFORM YOUR JOB SATISFACTORILY. PLEASE CHECK ONLY ONE ITEM.

\_\_\_\_\_ No formal education is necessary

\_\_\_\_\_ High school diploma

\_\_\_\_\_ Training beyond high school in a special trade or field

\_\_\_\_\_ A two-year college degree (AA or AS) in \_\_\_\_\_

\_\_\_\_\_ Professional level of knowledge in a field (usually equivalent to a four-year college degree) in: Bachelors Degree

\_\_\_\_\_ Post-graduate training or an advanced degree field: \_\_\_\_\_ degree

2. PLEASE LIST ANY SPECIALIZED SKILLS, TRAINING, COURSE WORK, SEMINARS OR CERTIFICATE PROGRAMS REQUIRED TO PERFORM THIS JOB:

Experience in Paratransit and human services transportation desired.

\_\_\_\_\_

\_\_\_\_\_



**SECTION 3: - EDUCATION AND EXPERIENCE (continued)**

3. WHAT TYPES OF EQUIPMENT, MACHINERY, OR TOOLS, IF ANY, MUST YOU USE IN THE PERFORMANCE OF YOUR JOB DUTIES?

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4. EXPERIENCE REQUIREMENTS:

A. PLEASE LIST THE MINIMUM TYPES AND LENGTH OF WORK EXPERIENCE REQUIRED BEFORE A PERSON CAN PERFORM YOUR JOB:

Type of Experience	Length of Time
Supervisory	2-3 years
Field Related Experience	5 years
Total Work Experience:	4-5 years

B. WHAT IS THE LENGTH OF THE TRAINING PERIOD REQUIRED FOR A NEW EMPLOYEE ON YOUR JOB TO BECOME FULLY FUNCTIONAL IF HE/SHE POSSESSES THE QUALIFICATIONS YOU HAVE LISTED ABOVE?

6 months

C. IF RECRUITING FOR THIS POSITION, IN WHAT INDUSTRIES WOULD YOU LOOK?

Transportation, Military, Public, Private

D. IF RECRUITING FOR THIS POSITION, WHAT MIGHT BE THE CANDIDATE'S CURRENT JOB TITLE?

Manager, Assistant Manager

**SECTION 4: - SUPERVISORY RESPONSIBILITIES**

1. THE FOLLOWING THREE STATEMENTS DESCRIBE LEVELS OF SUPERVISORY RESPONSIBILITY. CHECK THE ONE THAT BEST DESCRIBES YOUR JOB.

- I do not manage the work of others.  
 I provide work direction to others, but do not have direct performance appraisal responsibility for them.  
 I have full supervisory responsibility for others, including performance appraisal and delegated authority to hire, fire, and approve salary actions.

I have this responsibility for:

- non-management employees only,  
 management or professional employees only, or  
 both non-management and management employees.

2. IF YOU DIRECTLY SUPERVISE OTHER EMPLOYEES, INDICATE THE TITLE(S) OF THE POSITION(S) SUPERVISED AND, FOLLOWING THE TITLE, THE NUMBER OF EMPLOYEES ASSIGNED TO THE POSITION(S). IF YOU DO NOT SUPERVISE ANYONE DIRECTLY, PLEASE MARK "N/A".

TITLES(S)	NUMBER OF PEOPLE
Programs Administrator	1
Purchase Transportation Administrator	1
Administrative Assistant	1

3. IF YOU INDIRECTLY SUPERVISE OTHERS (that is, if you have people report to you through someone else who then reports to you directly), INDICATE THE TITLE(S) OF THE POSITION(S) INDIRECTLY SUPERVISED AND, FOLLOWING THE TITLE(S), THE NUMBER OF EMPLOYEES ASSIGNED TO EACH POSITION.

TITLE (S)	NUMBER OF PEOPLE
Travel Trainer	4
Client Relations Coordinator	1
Eligibility Tech	2

**SECTION 5: - ORGANIZATIONAL CONTACTS**

1. LIST THE TITLES OF PEOPLE WITHIN THE COMPANY THAT YOU MUST WORK WITH TO DO YOUR JOB. IN ADDITION, PLEASE LIST THE REASON FOR THESE CONTACTS AND THE FREQUENCY OF THESE CONTACTS (FOR EXAMPLE, YOU MAY SPEAK WITH A PAYROLL CLERK ONCE PER WEEK TO RELAY INFORMATION ABOUT NEW HIRES).

Title	Reason for Contact	How Often?
Director STS	Direct Supervisor	daily
Treasure Manager	Partner Invoicing	weekly

2. LIST THE TITLES OF PEOPLE OUTSIDE THE COMPANY THAT YOU MUST WORK WITH TO DO YOUR JOB (e.g., vendors, bankers, service companies, etc.). ALSO LIST THE NAME OF THE ORGANIZATION THEY WORK FOR, THE REASON YOU HAVE CONTACT WITH THEM, AND THE FREQUENCY WITH WHICH YOU INTERACT WITH THEM.

Title	Organization	Reason for Contact	How Often?
Director	211	Community Partner	Monthly
CEO	CSS	Community Partner	Monthly
Vice President	CSS	Community Partner	Monthly
Executive Director	HSC	Community Partner	Monthly
Executive Director	OPARC	Community Partner	Monthly
Executive Director	PVW	Community Partner	Monthly

**SECTION 5: - ORGANIZATIONAL CONTACTS (continued)**

THIS ITEM ALSO PERTAINS TO THE INTERPERSONAL CONTACTS WHICH YOU MUST MAINTAIN WITH OTHER EMPLOYEES, VENDORS, EXECUTIVES OF THE COMPANY AND/OR OUTSIDE INDIVIDUALS OF VARIOUS TYPES IN YOUR NORMAL DAILY WORK. CHECK THE STATEMENT THAT MOST ACCURATELY REFLECTS THE TYPE OF CONTACTS YOU NORMALLY HAVE.

\_\_\_\_\_ The personal contacts I have during a normal workday are with my immediate associates in my section and generally deal with matters of a routine nature. My contacts require ordinary courtesy to avoid friction in relationships.

\_\_\_\_\_ The personal contacts I have are generally of a routine nature in one or several other sections, departments, or divisions, or they require close collaboration with other members of the same-section, department, or division.

\_\_\_\_\_ The personal contacts I have involve telephone or written communication with individuals primarily inside, but occasionally outside, the Company and may involve answering routine inquiries or discussion of non-controversial matters.

\_\_\_\_\_ The personal contacts I have involve frequent telephone or written communication with individuals outside the Company in administrative positions and may involve answering routine inquiries or discussion of non-controversial matters.

X

\_\_\_\_\_ The personal contacts I have involve frequent personal contact with individuals in management or executive positions, wherein I present information and recommendations. I (may) also answer outsiders' requests for nonroutine information requiring tact in presentation.

\_\_\_\_\_ My personal contacts are of considerable importance inside and outside the Company wherein failure to exercise judgment or diplomacy may result in losses to the Company.

\_\_\_\_\_ I have regular contact with the Board of Directors of the Company.

**SECTION 6: - PLANNING**

EACH OF THE FOLLOWING STATEMENTS DESCRIBES ONE OPTION IN A RANGE OF OPTIONS CONCERNING THE SCOPE OF THE PLANNING ACTIVITIES THAT A PERSON DOES AS PART OF HIS/HER JOB. PLEASE CHECK THE ONE STATEMENT THAT BEST DESCRIBES YOUR PLANNING RESPONSIBILITIES.

\_\_\_\_\_ I do not do any planning.

\_\_\_\_\_ I plan my own work load.

X\_\_\_\_\_ I plan my own work load and the work of one or more people in my work group.

\_\_\_\_\_ I plan the work for the entire department.

\_\_\_\_\_ I plan the work for two or more departments.

\_\_\_\_\_ I plan the work for the entire region.

\_\_\_\_\_ I plan the work for the entire organization.

**SECTION 6: - PLANNING (CONTINUED)**

If you do some form of planning, please identify the timespan of your planning activities.

\_\_\_\_\_ I only plan my work on a day to day basis.

\_\_\_\_\_ I plan on a weekly basis.

\_\_\_\_\_ I plan on a monthly basis.

X I plan projects with a month to six month timespan.

\_\_\_\_\_ I plan projects with a six month to one year timespan.

\_\_\_\_\_ I plan for annual budgets and up to 2 years in advance.

\_\_\_\_\_ I am involved in strategic planning for the organization and plan on a 3 to 5 year basis.

**SECTION 7: - SKILLS AND ABILITIES**

Please check the statement that most closely matches the skills and abilities required for the position.

**LANGUAGE SKILLS**

- Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

## SECTION 7: --SKILIS AND ABILITIES (continued)

### MATHEMATICAL ABILITY

\_\_\_\_\_ Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

\_\_\_\_\_ Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

  X  \_\_\_\_\_ Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

\_\_\_\_\_ Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### REASONING ABILITY

\_\_\_\_\_ Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

\_\_\_\_\_ Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

  X  \_\_\_\_\_ Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

\_\_\_\_\_ Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

\_\_\_\_\_ Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.



**SECTION 8: - ACCOUNTABILITY**

EACH OF THE FOLLOWING STATEMENTS DESCRIBES ONE OPTION IN A RANGE OF POSSIBILITIES CONCERNING THE TYPE OF SUPERVISION AND GUIDANCE A PERSON RECEIVES AS PART OF HIS/HER JOB. PLEASE CHECK THE ONE STATEMENT THAT BEST DESCRIBES THE KIND OF SUPERVISION YOU RECEIVE.

\_\_\_\_\_ I am constantly supervised; I make no decisions independently and work according to procedure.

\_\_\_\_\_ I am closely supervised; I have very little flexibility in the methods I use or in assigning priorities to my tasks.

\_\_\_\_\_ I am frequently supervised; My activities are governed by well established rules and procedures and are periodically monitored; some flexibility to determine method or scheduling.

**X**  
\_\_\_\_\_ I am generally managed; My activities are governed by general department and of company rules and procedures or schedules and are sometimes monitored; moderate flexibility to determine method, high flexibility to determine scheduling.

\_\_\_\_\_ I have occasional oversight; My activities are governed by general organizational roles and procedures, I have considerable autonomy within established timeframes.

\_\_\_\_\_ I work independently on a major function, guided by company policies. I exercise a high degree of initiative involving major programs and commitment. My work is monitored by exception and management information reports. I am almost autonomous in my work.

\_\_\_\_\_ My work is entirely self-directed; I answer only to the Board of Directors.

**SECTION 9: - DECISION-MAKING, COMPLEXITY AND PROBLEM-SOLVING**

1. EACH OF THE FOLLOWING STATEMENTS DESCRIBES ONE POSITION IN A RANGE OF POSITIONS CONCERNING THE VARIETY OF WORK DONE WITHIN A JOB. PLEASE PUT A CHECK MARK IN FRONT OF THE ONE STATEMENT THAT MOST CLOSELY DESCRIBES THE VARIETY OF TASKS THAT ARE NORMALLY A PART OF YOUR JOB.

\_\_\_\_\_ I perform routine and generally repetitive duties involving little or no variety. I follow simple and easily understood procedures that do not require independent judgment and analysis.

\_\_\_\_\_ I work on a limited variety of routine tasks which are relatively simple tasks of a clerical or manual nature; I may make minor decisions involving accuracy, quality, method of operation or set-ups.

\_\_\_\_\_ I work on a wide variety of routine tasks that involve some choice of action within limits.

I work on diversified tasks that involve a wide range of complex but standardized procedures, semi-routine duties may involve solving frequent problems. I work according to assigned objectives and may work independently on special projects.

\_\_\_\_\_ I work on non-routine tasks within general procedures or guidelines, and that involve the analysis and solution of complex problems based on facts, within broad policies and objective guidelines.

\_\_\_\_\_ I do specialized or technical work with unclear guidelines. My work is analytical and involved, and requires judgment where policies and methods are not well established, problem solving requires innovation, ingenuity, planning, and coordination of effort.

\_\_\_\_\_ I do creative work of a research or development nature with few precedents or examples.

**SECTION 9:- DECISION-MAKING, COMPLEXITY, AND PROBLEM-SOLVING**  
**(Continued)**

2. EACH OF THE FOLLOWING STATEMENTS CONCERNS THE VARIETY OF DECISION-MAKING LATITUDE A PERSON CAN HAVE IN A JOB. PLEASE PUT A CHECK MARK IN FRONT OF THE ONE STATEMENT THAT MOST CLOSELY DESCRIBES THE DECISION-MAKING LATITUDE THAT IS NORMALLY A PART OF YOUR JOB.

Position duties involve little or no decision making activities.

Position duties involve providing counsel and information used in the decision making process, but do not involve making decisions or recommendations.

Position duties involve providing counsel and information, and also involve making some recommendations.

Position duties involve making some decisions and making many recommendations.

Position duties involve making frequent decisions and frequent recommendations. I make decisions and take actions that are later subject to review.

Position duties involve making constant decisions and providing the authorization of recommended courses of action.

Position duties involve decision making having international impact on the Company. I make decisions and take actions independently without anyone's review.

**SECTION 10: - IMPACT OF ERRORS**

CHECK THE ONE STATEMENT THAT MOST ACCURATELY DESCRIBES THE POTENTIAL CONSEQUENCES OF THE ERRORS THAT MAY OCCUR IN THE COURSE OF YOUR NORMAL WORK.

\_\_\_\_\_ My errors cause little difficulty or loss of time to correct. Most of my errors are detected through routine checking procedures.

\_\_\_\_\_ My errors do not result in overall embarrassment to the Company or in monetary losses but (may) waste supplies and require expenditure of time to track and correct.

  X   My errors may cause the Company to incur a modest financial loss or may cause modest embarrassment.

\_\_\_\_\_ My errors may result in considerable financial loss and/or embarrassment to the Company and may adversely affect some aspect of our business.

\_\_\_\_\_ My errors have serious financial impact and/or may seriously impair achievement of Company goals and commitments.

**SECTION 11: - WORKING CONDITIONS**

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non -weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious place	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non weather)	x			
Extreme heat (non weather)	x			
Risk of electrical shock	x			
Work with explosive	x			
Risk of radiation	x			
Vibration	x			

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very Quiet (Examples: forest trail, isolation booth for hearing test)
- Quiet (Examples: library, private office)
- Moderate Noise (Examples: business office with typewriters and/or computer printers, light traffic)
- Loud Noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- Very Loud Noise (Examples: jack hammer work, front row at rock concert)

**SECTION 12: - PROBABILITY OF INJURY OR ACCIDENT**

Which of the following statements most closely describes the probability of injury or accident in your working environment? Please cite one or two examples if appropriate.

  X  

While performing my normal work activities, there is generally little or no probability of injury or health impairment.

While performing my normal work activities, accidents are improbable outside of temporary minor injuries such as cuts, bruises or sprains.

While performing my normal work activities, I have relatively high exposure to hazards which are likely to produce temporary cuts, bruises or sprains.

While performing my normal work activities, I have occasional exposure to serious potential injury or health hazard such as severe burns, fractures or similar disablements.

While performing my normal work activities, I am frequently exposed to serious potential injury or health hazard such as severe burns, fractures or similar disablements.

Examples

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**SECTION 13: - PHYSICAL DEMAND**

Please check the box that most accurately describes the amount of time you spend on the following activities.

Amount of time

	None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand	x			
Walks	x			
Sit	x			
Talk or hear	x			
Use hands to finger, handle or feel	x			
Climb or balance	x			
Stoop, kneel, crouch or crawl	x			
Reach with hands and arms	x			
Taste or smell	x			

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Amount of time

	None	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds		x		
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

EXAMPLES

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**SECTION 14: - VISION REQUIREMENTS**

Does this job have any special vision requirements. Check all that apply.

X My job requires close vision (clear vision at 20 inches or less).

       My job requires distance vision (clear vision at 20 feet or more).

       My job requires color vision (ability to identify and distinguish colors).

       My job requires peripheral vision (ability to observe an area that can seem up or down or to the left and right while eyes are fixed on a given point).

X My job requires depth perception (3- dimensional vision, ability to judge distances and spatial relationships).

X My job requires ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

       My job requires no special vision requirements.