Connecting Our Community.

ADMINISTRATIVE & FINANCE COMMITTEE

THURSDAY, JUNE 11, 2015 – 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.

THIS MEETING IS AVAILABLE BY TELECONFERENCE AT THE BELOW LISTED LOCATIONS AND WILL BE CONDUCTED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(B).

GRAND AMERICA HOTEL, 555 SOUTH MAIN STREET, SALT LAKE CITY, UT 84111

AND

SHERATON GRAND SACRAMENTO HOTEL
1230 J STREET, 13TH AND J STREET
SACRAMENTO, CALIFORNIA 95184

THESE LOCATIONS ARE ACCESSIBLE TO THE PUBLIC AND MEMBERS OF THE PUBLIC MAY ADDRESS THE COMMITTEE FROM THESE TELECONFERENCE LOCATIONS.

Posted: June 4, 2015; Revised Posting: June 5, 2015

ADMINISTRATIVE & FINANCE COMMITTEE

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A. CALL TO ORDER	
1. Pledge of Allegiance	
2. Roll Call	
B. ANNOUNCEMENTS/PRESENTATIONS	
1. Next Committee Meeting: Thursday, July 9, 2015, 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.	N/A
E. DISCUSSION ITEMS	
1. Approve Administrative & Finance Committee Minutes – April 9, 2015	2
2. Recommend the Board of Directors Receive and File Construction Progress Report No. 37 through May 31, 2015 - sbX E Street Corridor BRT Project	7
3. Receive and File Omnitrans' Director of Finance Report on Forward Fuel Purchases for May 2015	19
4. Recommend the Board of Directors Receive and File Omnitrans' Fiscal Year Ended June 30, 2015, Engagement and Responsibility Letters	22
5. Recommend the Board of Directors Approve Two New Positions and the Re-Evaluation of One Existing Position	34
6. Recommend the Board of Directors Adopt Proposed Personnel Policy Manual Changes	92
F. ADJOURNMENT	

Posted: June 4, 2015

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

ITEM # E1

ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, APRIL 9, 2015

A. CALL TO ORDER

Committee Chair Ed Graham called the regular meeting of the Administrative and Finance Committee to order at 8:03 a.m., Thursday, April 9, 2015.

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
Mayor Paul Eaton, City of Montclair
Council Member Pat Gilbreath, City of Redlands
Supervisor Curt Hagman, County of San Bernardino
Mayor Ray Musser, City of Upland
Council Member Dick Riddell, City of Yucaipa
Council Member John Roberts, City of Fontana
Mayor Pro Tem Alan Wapner, City of Ontario

Committee Members Not Present
Mayor Pro Tem Sylvia Robles, City of Grand Terrace

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
Samuel Gibbs, Director of Internal Audit Services
Jennifer Sims, Director of Procurement
Wendy Williams, Director of Marketing & Planning
Andres Ramirez, IPMO Program Manager
Jeremiah Bryant, Service Planning Manager
Thomas Dahlin, Safety Manager
Maurice Mansion, Treasury Manager
Eugenia Pinheiro, Contracts Manager
Dennice Raygoza, Sr. Contracts Administrator
Joanne Cook, Contracts Administrator

Christine Van Matre, Contracts Administrator
Mark Crosby, Loss Prevention Supervisor
Vicki Dennett, Executive Assistant to CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, May 14, 2015, at 8:00 a.m.

C. COMMUNICATIONS FROM THE PUBLIC

There were no comments 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 – March 12, 2015

   M/S (Wapner/Eaton) that approved the Committee Minutes of March 12, 2015. Motion was unanimous by Members present.

   Member Hagman arrived at 8:05 a.m.

   Member Musser arrived at 8:07 a.m.

2. Recommend to Board of Directors, Receive and File Construction Progress Report No. 36 through March 30, 2015 - sbX E Street Corridor BRT Project

   IPMO Program Manager Andres Ramirez presented the Construction Progress Report No. 36 for the period through March 30, 2015.

   Expenditures through February total $171M, with $188.1M estimated at completion.

   The Vehicle Maintenance Facility (VMF) is approximately 87% complete, with substantial completion anticipated in April, and final completion expected in June, 2015. Generator E start-up and testing are complete, and so is grading for PCC pavement around buildings.

   Building B – Bus Wash Building – The bus wash equipment installation is complete, and so are exterior plastering and painting. Mechanical, electrical, and plumbing connections all continue.

Building C – Fuel Island – The exterior plastering and parapet wall flashing are complete. The mechanical, electrical, and plumbing finishes continue, as does the painting. The fueling equipment installation has been started.

The Green Line – Contractual punch list repairs are complete, and final corridor modification items for City acceptance have been identified. Property turn over to the City continues.

The 10th Street to Highland Pavement Rehabilitation – Bids have been received and prepared for award, and the PA System design has started.

This item was received by the Committee and will be forwarded to the Board of Directors for receipt and file.

3. Receive and File Omnitrans' Director of Finance Report on Forward Fuel Purchases for March 2015

   Treasury Manager Maurice Mansion summarized the report by stating that although Omnitrans has experienced a total loss of $38,100 since the implementation of the hedge program in September 2014, the reduced cost of CNG on the spot market has provided Omnitrans with a $119,669 below-budget savings in fuel cost YTD.

   This item was received and filed by the Committee.

4. Recommend to Board of Directors, Authorize Award, Construction Contract IPMO15-10, "E" Street From 300' Northerly of 10th Street to Highland Avenue, Plan No. 13004

   M/S (Musser/Eaton) to recommend to the Board of Directors, to authorize the CEO/General Manager to award Contract IPMO15-10 to Matich Corporation of Highland, CA, to provide construction for "E" Street from 300' Northerly of 10th Street to Highland Avenue Plan No. 13004 along the sbX E Street Corridor, in the amount of $3,417,000, plus a 27% contingency of $922,590, and a Cost Allocation Plan of 3.27% in the amount of $141,905, for a total not-to-exceed amount of $4,481,495.00.

   Member Gilbreath asked about the Funding Source table on p. 20 of the memo. CEO/General Manager Scott Graham explained that the FTA will take 39% of leftover funding, excluding local funds. However, negotiations are ongoing; we should have a final figure negotiated soon.

5. Recommend to Board of Directors, Adoption of Fiscal Year 2015-16 Annual Budget

   Treasury Manager Maurice Mansion presented the highlights of the proposed budget for Fiscal Year 2016 and began first by providing an executive summary overview.

Omnitrans' proposed budget is $93,941,530, which consists of an Operating Budget of $76,673,037 and a Capital Budget of $17,268,493, exclusive of depreciation. The proposed budget is $1.2M over the FY2015 budget, primarily due to a full year of the San Bernardino Transit Center for $545,500, and wage increases.

Major cost categories in the budget remain frozen for FY2016. Based on the negotiated Memorandums of Understanding, a 2.75% wage increase for the Amalgamated Transit Union Local #1704 and Teamsters Local #166, is included in the budget, as is an increase for Management/Confidential employees, which are based on the Personnel Policy manual. Service levels will remain the same, with minor adjustments to unproductive service.

Revenue Operating Budget: Projected to increase by $2.3M, with $1.1M projected from Local Transportation Funds from San Bernardino Associated Governments (SANBAG).

Operating Budget Expenses: The major variances in proposed expenditures include: an increase of $1.7M in Salary/Benefits, an increase in Materials and Supplies of $981,689 and an increase in Occupancy costs of $430,207, both driven by the full year of operation of the sbX line. There is also a decrease of $617,838 in Casualty and Liability, which is related to better management of risk and reduction of the Incurred But Not Reported (IBNR) funding levels.

Capital Revenue Budget: Capital revenue is projected to increase by $195,168 in FY2016. Maurice discussed the fact that FTA5307, CMAQ, or FTA5339 monies cannot be applied for until the California Public Employees' Pension Reform Act (PEPRA) issues are resolved.

Capital Budget Expenses: There is an increase of nearly $2.8M budgeted for Facilities, due in large part to construction of the new Vehicle Maintenance Facility. Overall Capital Budget Expenses increase only 1.1% in FY2016, or $195,168.

To summarize, the budget is balanced. In addition, we're well above target farebox recovery for both Fixed Route (includes sbX) 24.68% (required 20%), and 13.16% for Access (required 10%).

M/S (Gilbreath/Musser) to recommend to the Board of Directors adoption of Omnitrans' Fiscal Year 2015-16 Annual Budget. Motion was unanimous by Members present.

Director of Procurement Jennifer Sims presented the FY2016 Procurement Calendar. After providing a brief background, she explained her overall 2016 Procurement Plan of increasing efficiencies by bundling and consolidating procurements, providing more bench awards, and making more awards multi-year. Her expectation is to maximize resources, resulting in more timely presentation of contracts to the Board of Directors for award.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:45 a.m. The next Administrative and Finance Committee Meeting is scheduled Thursday, May 14, 2015, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

_____

Christine Vega, Administrative Secretary

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

ITEM # E2

DATE: June 11, 2015

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 REPORT NO. 37 THROUGH MAY 31, 2015 - sbX E STREET CORRIDOR BRT PROJECT**

FORM MOTION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No. 37 for the sbX E Street Corridor BRT Project through May 31, 2015.

BACKGROUND

This is Construction Progress Report No. 37 for the sbX E Street Corridor Project.

CONCLUSION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No.37 for the sbX E Street Corridor BRT Project through May 31, 2015.

PSG:AR

Attachment

sbX E Street Corridor Bus Rapid Transit (BRT) Project

Construction Progress Report No. 37

May 31, 2015

Submitted By:

JACOBS

Contractor:	SBX Corridor - Griffith/Comet VMF – USS Cal Builders
Contractor Contract No.:	IPMO11-5
Project Manager:	Tim Johnson
Omnitrans Program Manager:	Andres Ramirez

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A. Vehicle Maintenance Facility (VMF)

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VI. Change Orders and Claims

A. VMF Change Orders

VII. Project Photographs

A. Vehicle Maintenance Facility (VMF) Photos

I. PROJECT STATUS SUMMARY

A. Project Description

The sbX E Street Corridor BRT Project is a 15.7-mile-long transit improvement project that will connect the northern portion of the City of San Bernardino with the City of Loma Linda. Over the past four years, 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.

The project consists mainly of three components, the E Street Corridor, the purchase of 60' articulated buses, and the modifications to the Vehicle Maintenance Facility. While the buses have been procured and the E Street Corridor is in operation, work continues on the Vehicle Maintenance Facility.

The Vehicle Maintenance Facility is 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 (Accomplishments)

E Street Corridor:

- Contractual Punch List repairs have been completed by the contractor.
- Have identified the remaining items needed for City's Final acceptance and issued a change order request.
    - Currently negotiating work and cost with contractor.
- ROW properties have been turned over and accepted by the City.
- 10th to Highland work has been approved by the FTA and the contract executed with the contractor.
- PA System design continues.
- Traffic signal synchronization efforts continue.

Vehicle Maintenance Facility:

<u>Maintenance Building A</u>

- Close-out documentation continues.

<u>Bus Wash Facility Building B</u>

- Mechanical, Electrical, and Plumbing work nearing completion.
- Inspection pit bay complete and being prepared for punch-list.
- Bus wash system start-up and testing complete.
- Installation of the lift in the chassis wash bay continues.

<u>Vacuum and Fuel Facility Building C</u>

- Mechanical, Electrical, and Plumbing work nearing completion.
- Continue installation of vacuum system.
- Break room finishes complete.

- Installation of Lane #3 CNG fuel dispenser complete.
- Oil and fluid reel systems installed and tested.

Back-Up Generator E
- Completed.

Site Work
- Temporary fencing between site and facility taken down.

C. Upcoming Work (June 2015)

E Street Corridor:

- Finalize negotiations and commence final work along corridor.
- Continue design of the station PA System.
- Kick-off and mobilization of 10th to Highland work.

Vehicle Maintenance Facility:

Bus Wash Facility Building B
- Complete installation of lift in chassis wash bay.
- Turnover and training of bus wash system.
- Commence use of inspection pit bay.
- Test out all mechanical, electrical, and plumbing systems.

Vacuum and Fuel Facility Building C
- Relocate CNG fuel dispensers in lane #2 and lane #1.
- Continue work on the vacuum system.
- Test out all mechanical, electrical, and plumbing systems.
- Take beneficial occupancy.

Sitework
- Complete the installation of sewage ejector pump.

Project Closeout
- Continue startup/testing/training planning meetings, commence startup/testing/training.
- Continue closeout documentation process.
- Finalize change order negotiations.

II. PROJECT SCHEDULE

Work at the Vehicle Maintenance Facility has been progressing as anticipated and in accordance with the revised contract schedule. The corridor work is complete and revenue service achieved as planned. All changes and time extensions for the E Street Corridor negotiated and closed out. Following is the schedule status update as it pertains to the VMF:

A. Summary of Project Schedule – Vehicle Maintenance Facility (VMF)

The contractor submitted schedule update with an April 15 data date, which showed a revised substantial completion date of August 15, 2015 and, a final completion date of September 15, 2015. This schedule returned as rejected by the Agency, as it did not accurately reflect the true progress of the projected work and artificially extended the completion date based on the contractor's projections of potential project activities rather than just the contractual activities.

Meetings held with the contractor to correct the schedule and discussions continue. Based on these discussions, a target substantial completion date of June 15 has been set.

III. REQUESTS FOR INFORMATION (RFIS), SUBMITTALS, AND NON-CONFORMANCE REPORTS (NCRS)

Vehicle Maintenance Facility (VMF)

To date, the CM team has met the required timelines and no delay has come about as a result of submittal and RFI responses.

Total RFIs – 273	Total Submittals – 392	Total NCRs – 15
Total Open – 1	Total Open – 4	Total Open – 0

IV. 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.

VMF - As of April 30, 2015 there have been 57,293 "no-lost time" hours.

V. PROJECT BUDGET AND COST

TOTAL PROGRAM BUDGET
BUDGET AS OF April 30, 2015

Approved Budget	$191,706,000
Cost to Date	$173,586,299
Estimate to Complete	$ 15,078,168
Estimate at Completion	$188,664,467

VMF CORRIDOR PROJECT COSTS - AS OF MARCH 31, 2015

	CURRENT AUTHORIZED	CURRENT INVOICES PAID	REMAINING CONTRACT BALANCE
STV Inc.	$2,057,929	$1,789,823	$268,106
USS Cal Builders	$15,293,509	$12,255,153	$3,038,356
Total	$17,351,438	$14,044,976	$3,306,462

VMF CONTRACT TIME

Activity	Days	Date
Notice to Proceed		12/10/12
Calendar Days per Original Contract	425	02/08/14
CCO Time Extension to Date	241	10/7/14
Negotiated Time Extension	267	6/30/15
Total Revised Contractual Time	933	6/30/15
Calendar Days Completed as of April 30, 2015	870	
Remaining Completion Days as of April 30, 2015	63	6/26/15
Forecasted Final Completion as April 30, 2015		6/26/15
Percent Time Elapsed	93.24%	

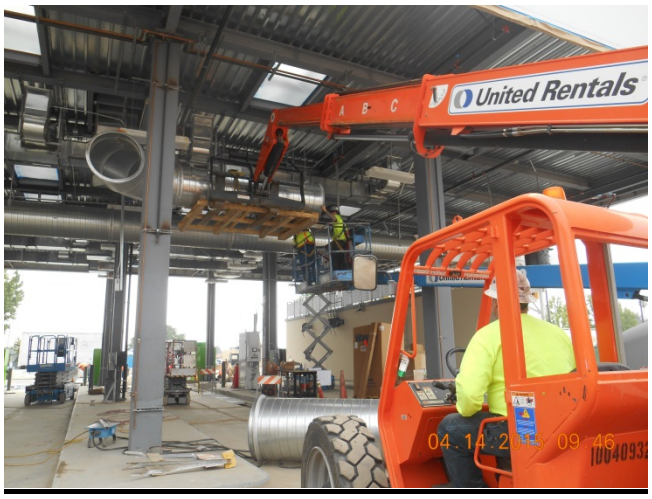
CHANGE ORDERS

VMF CONTRACT CHANGE ORDERS - As of March 30, 2015

Change Order Status	Amount
Approved Change Orders	$3,981,777
Pending / Potential Change Orders	$278,282
Trends / Risks	$295,000
Total	**$4,555,059**

VI. Project Photographs

VMF Progress Photos

Omnitrans	Omnitrans
	
Description: Building C – Installing bus vacuum ducting.	Description Building C – View from west across new PCCP.
Omnitrans	**Omnitrans**
Description: Site – PCCP being finished.	Description: Building C - Vacuum system installation.

Budget By Contract Packages
30-Apr-2015

	PCGA Budget	Approved Current Budget	Authorized for Expenditure	Expended to Date	% of Approved Current Budget	Contracts Awarded	Approved Changes	(Contract Award + Approved Changes) Committed	Expenditure Authorization Remaining	(Approved Current Budget-Committed) Remaining Contingency	Forecast *Potential Uses of Contingency* Pending Commitments/ Potential Changes	Trends/Risks	Estimate At Completion
BRT Construction													
Griffith/Comet JV	90,780,000	84,637,000	87,760,263	79,665,943	94.4%	64,937,853	14,728,090	79,665,943	8,094,320	4,971,057	1,100,000	-	80,765,943
Art			68,000	68,000		68,000	-	68,000	-	(68,000)	-	-	68,000
Other Direct Payments			48,401	60,729		60,729	-	60,729	(12,328)	(60,729)	-	-	60,729
Delineators				89,943		89,943	-	89,943	(89,943)	(89,943)	-	-	89,943
PA System				-		-	-	-	-	-	425,000	-	425,000
Miscellaneous Work				-		17,500	-	17,500	(17,500)	(17,500)	400,000	-	417,500
BRT Design													
Parsons	19,193,400	17,849,400	18,097,876	16,851,083	94.4%	14,706,229	3,242,912	17,949,140	148,736	(99,740)	(877,379)	-	17,071,761
PA System				-		83,000	-	83,000	(83,000)	(83,000)	8,300	-	91,300
Miscellaneous Work				-		-	-	-	-	-	-	100,000	100,000
VMF Construction - USS Cal Builders	5,370,000	8,131,000	14,498,152	12,365,502	152.1%	10,848,798	3,981,778	14,830,576	(332,424)	(6,699,576)	288,282	295,000	15,413,858
VMF Design													
STV	1,007,600	1,007,600	1,418,132	1,789,823	179.5%	951,029	1,048,727	1,999,756	(581,624)	(992,156)	58,173	-	2,057,929
Carlin Environmental			27,800	18,380		27,800	-	27,800	-	(27,800)	-	-	27,800
Vehicles Design & Manufacturing-N.F.	16,628,000	16,628,000	15,978,093	15,156,779	96.5%	15,483,572	325,110	15,808,682	169,411	819,318	38,000	-	15,846,682
Other Vehicle Equipment			318,853	890,570		318,853	-	318,853	-	(318,853)	75,000	-	393,853
ROW Acquisition Services-SANBAG	6,532,000	10,357,000	11,738,400	11,079,264	107.0%	10,971,135	767,265	11,738,400	-	(1,381,400)	-	-	11,738,400
3rd Party Utilities Design & Reloc.		1,003,000	1,157,223	949,441	94.7%	1,106,117	-	1,106,117	51,106	(103,117)	20,000	-	1,126,117
Project Admin. And Management													
Jacobs	6,638,000	6,632,000	11,852,647	12,550,225	189.2%	3,898,769	9,198,560	13,097,329	(1,244,682)	(6,465,329)	191,334	-	13,288,662
Other													
IPMO	17,624,000	15,012,450	14,722,701	13,193,472	87.9%	15,172,701	-	15,172,701	(450,000)	(160,251)	(300,000)	-	14,872,701
Insurance	1,113,000	1,112,000	500,000	-	0.0%	500,000	-	500,000	-	612,000	(500,000)	-	-
Legal-BB&K, County	2,525,450	1,000,000	1,000,000	455,907	45.6%	1,000,000	-	1,000,000	-	-	-	-	1,000,000
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	439,000	1,438,000	-	-	25,000
Start-Up	720,000	720,000	700,000	-	0.0%	700,000	-	700,000	-	20,000	-	-	700,000
Sub-Total	**177,676,000**	**173,633,000**	**188,431,091**	**173,586,300**	**100.0%**	**149,368,266**	**33,292,441**	**182,660,707**	**5,770,383**	**(9,027,707)**	**926,710**	**395,000**	**183,982,417**
Unallocated Contingency	**14,030,000**	**18,073,000**	**4,448,674**					**9,027,707**		**9,045,293**			**7,723,583**
10th to Highland Projected Costs			4,682,050	-					4,682,050	-	4,632,050	50,000	4,682,050
Remaining Unallocated Contingency													**3,041,533**
Total	**191,706,000**	**191,706,000**	**188,664,467**	**173,586,300**	**90.5%**								**191,706,000**

10th-Highland															
Construction			3,929,550		3,929,550	-	0.0%	-	-	-	3,929,550	3,929,550		3,929,550	-	3,929,550
Design			-		-	-	0.0%	-	-	-	-	-		-	-	-
Permits			50,000		50,000	-	0.0%	-	-	-	50,000	50,000		-	50,000	50,000
Utility Relocation			-		-	-	0.0%	-	-	-	-	-		-	-	-
Project Admin. And Management			540,000		540,000	-	0.0%	-	-	-	540,000	540,000		540,000	-	540,000
In Kind Contributions			162,500		162,500	-	0.0%	-	-	-	162,500	162,500		162,500	-	162,500
Sub-Total	**-**		**4,682,050**		**4,682,050**	**-**	**0.0%**	**-**	**-**	**-**	**4,682,050**	**4,682,050**		**4,632,050**	**50,000**	**4,682,050**
Remaining Unallocated Contingency															**3,041,533**
Total	**191,706,000**		**178,315,050**		**193,113,141**	**173,586,300**	**97.3%**	**149,368,266**	**33,292,441**	**182,660,707**	**10,452,433**	**(4,345,657)**		**5,558,760**	**445,000**	**188,664,467**

39.12%	3,021,465.63
Remaining	4,702,117.27
10th to Highland	4,682,050.01
Difference	20,067.26

PROJECT COSTS BY SCC

IPMO/sbX Project Costs
Through 30-Apr-2015

Standard Cost Category (SCC)	Description	Budget Authority (PCGA) $	Approved Current Budget	Allocated Contingency	Revised Budget	Expenditures $	Expenditures %	Remaining Budget	Committed Contract Amt.	Committed Change Orders	Estimate to Complete (Pending/Potential/ Trends/Risks)	Estimate at Completion
10	**GUIDEWAY & TRACK ELEMENTS**	**$ 17,984,000**	**$ 19,725,000**	**$ (1,738,230)**	**$ 17,986,770**	**$ 18,414,409**	**93.4%**	**$ (427,638)**	**$ 14,404,591**	**$ 3,240,180**	**$ 342,000**	**$ 17,986,770**
10.02	Guideway: At-grade semi-exclusive (allows cross-traffic)	$ 16,686,000	$ 18,353,000	$ (2,084,123)	$ 16,268,877	16,469,696	89.7%	$ (200,819)	$ 13,103,259	$ 2,945,618	$ 220,000	$ 16,268,877
10.03	Guideway: At-grade in mixed traffic	$ 1,298,000	$ 1,372,000	$ 345,893	$ 1,717,893	1,944,713	141.7%	$ (226,819)	$ 1,301,332	$ 294,562	$ 122,000	$ 1,717,893
20	**STATIONS, STOPS, TERMINALS, INTERMODAL**	**$ 17,201,000**	**$ 14,917,000**	**$ (55,959)**	**$ 14,861,041**	**$ 14,141,273**	**94.8%**	**$ 719,768**	**$ 11,711,985**	**$ 2,651,056**	**$ 498,000**	**$ 14,861,041**
20.01	At-grade station, stop, shelter, mall, terminal, platform	$ 17,201,000	$ 14,917,000	$ (55,959)	$ 14,861,041	14,141,273	94.8%	$ 719,768	$ 11,711,985	$ 2,651,056	$ 498,000	$ 14,861,041
30	**SUPPORT FACILITIES: YARDS, SHOPS, ADMIN. BLDGS**	**$ 5,370,000**	**$ 8,131,000**	**$ 7,282,858**	**$ 15,413,858**	**$ 12,365,502**	**152.1%**	**$ 3,048,356**	**$ 10,848,798**	**$ 3,981,778**	**$ 583,282**	**$ 15,413,858**
30.02	Light Maintenance Facility	$ 1,265,000	$ 4,265,000	$ 8,220,225	$ 12,485,225	10,026,031	235.1%	$ 2,459,194	$ 8,787,527	$ 3,225,240	$ 472,459	$ 12,485,225
30.05	Yard and Yard Track	$ 4,105,000	$ 3,866,000	$ (937,367)	$ 2,928,633	2,339,471	60.5%	$ 589,162	$ 2,061,272	$ 756,538	$ 110,824	$ 2,928,633
40	**SITEWORK & SPECIAL CONDITIONS**	**$ 35,611,000**	**$ 34,271,000**	**$ (5,640,695)**	**$ 28,630,305**	**$ 27,623,895**	**80.6%**	**$ 1,006,411**	**$ 23,228,755**	**$ 5,007,551**	**$ 394,000**	**$ 28,630,305**
40.01	Demolition, Clearing, Earthwork	$ 4,785,000	$ 4,741,000	$ (3,932,053)	$ 808,947	440,613	9.3%	$ 368,333	$ 650,666	$ 147,281	$ 11,000	$ 808,947
40.02	Site Utilities, Utility Relocation	$ 4,745,000	$ 3,493,000	$ 5,405,414	$ 8,898,414	8,957,378	256.4%	$ (58,964)	$ 7,157,324	$ 1,620,090	$ 121,000	$ 8,898,414
40.02	Utility Relocation - Utility Company	$ 1,500,000	$ 1,500,000	$ (373,883)	$ 1,126,117	949,441	63.3%	$ 176,676	$ 1,106,117	$ -	$ 20,000	$ 1,126,117
40.05	Site structures including retaining walls, sound walls	$ 99,000	$ 90,000	$ 718,947	$ 808,947	447,545	497.3%	$ 361,402	$ 650,666	$ 147,281	$ 11,000	$ 808,947
40.06	Pedestrian / bike access and accommodation, landscaping	$ 6,312,000	$ 6,925,000	$ (2,880,266)	$ 4,044,734	4,100,445	59.2%	$ (55,712)	$ 3,253,329	$ 736,405	$ 55,000	$ 4,044,734
40.07	Automobile, bus, van accessways including roads, parking lots	$ 6,972,000	$ 3,601,000	$ 443,734	$ 4,044,734	4,157,392	115.5%	$ (112,658)	$ 3,253,329	$ 736,405	$ 55,000	$ 4,044,734
40.08	Temporary Facilities and other indirect costs during construction	$ 11,198,000	$ 13,921,000	$ (5,022,586)	$ 8,898,414	8,571,081	61.6%	$ 327,333	$ 7,157,324	$ 1,620,090	$ 121,000	$ 8,898,414
50	**SYSTEMS**	**$ 19,984,000**	**$ 16,727,000**	**$ 4,748,115**	**$ 21,475,115**	**20,654,479**	**123.5%**	**820,636**	**$ 16,934,811**	**$ 3,829,303**	**$ 711,000**	**$ 21,475,115**
50.02	Traffic signals and crossing protection	$ 11,386,000	$ 10,810,000	$ (4,338,426)	$ 6,471,574	6,630,714	61.3%	$ (159,141)	$ 5,205,327	$ 1,178,247	$ 88,000	$ 6,471,574
50.05	Communications	$ 6,294,000	$ 4,210,000	$ 5,130,914	$ 9,340,914	8,428,264	200.2%	$ 912,650	$ 7,174,824	$ 1,620,090	$ 546,000	$ 9,340,914
50.06	Fare collection system and equipment	$ 2,304,000	$ 1,707,000	$ 3,955,627	$ 5,662,627	5,595,500	327.8%	$ 67,127	$ 4,554,661	$ 1,030,966	$ 77,000	$ 5,662,627
	Construction Subtotal (10-50)	**$ 96,150,000**	**$ 93,771,000**	**$ 4,596,090**	**$ 98,367,090**	**93,199,557**	**99.4%**	**$ 5,167,532**	**$ 77,128,939**	**$ 18,709,868**	**$ 2,528,282**	**$ 98,367,090**
60	**ROW, LAND, EXISTING IMPROVEMENTS**	**$ 6,532,000**	**$ 6,532,000**	**$ 2,056,400**	**$ 8,588,400**	**$ 6,115,375**	**93.6%**	**2,473,025**	**$ 7,821,135**	**$ 767,265**	**$ -**	**$ 8,588,400**
60.01	Purchase or lease of real estate	$ 6,327,000	$ 6,327,000	$ 2,056,400	$ 8,383,400	5,950,445	94.0%	$ 2,432,955	$ 7,616,135	$ 767,265	$ -	$ 8,383,400
60.02	Relocation of existing households and businesses	$ 205,000	$ 205,000	$ -	$ 205,000	164,930	80.5%	$ 40,070	$ 205,000	$ -	$ -	$ 205,000
70	**VEHICLES**	**$ 16,628,000**	**$ 16,628,000**	**$ (387,465)**	**$ 16,240,535**	**$ 16,047,349**	**96.5%**	**$ 193,186**	**$ 15,802,425**	**$ 325,110**	**$ 113,000**	**$ 16,240,535**
70.04	Bus	$ 15,448,000	$ 15,448,000	$ 398,682	$ 15,846,682	15,156,779	98.1%	$ 689,903	$ 15,483,572	$ 325,110	$ 38,000	$ 15,846,682
70.06	Non-revenue vehicles	$ 250,000	$ 250,000	$ (250,000)	$ -	-	0.0%	$ -	$ -	$ -	$ -	$ -
70.07	Spare parts	$ 930,000	$ 930,000	$ (536,147)	$ 393,853	890,570	95.8%	$ (496,717)	$ 318,853	$ -	$ 75,000	$ 393,853
80	**PROFESSIONAL SERVICES**	**$ 58,365,000**	**$ 56,702,000**	**$ 4,084,392**	**$ 60,786,392**	**$ 58,224,018**	**102.7%**	**$ 2,562,374**	**$ 48,615,767**	**$ 13,490,198**	**$ (1,319,572)**	**$ 60,786,392**
80.01	Preliminary Engineering	$ 12,933,000	$ 12,921,000	$ (731,262)	$ 12,189,738	12,876,525	99.7%	$ (686,787)	$ 9,933,876	$ 2,703,732	$ (447,871)	$ 12,189,738
80.02	Final Design	$ 7,268,000	$ 7,261,000	$ (101,948)	$ 7,159,052	7,551,879	104.0%	$ (392,827)	$ 5,834,181	$ 1,587,906	$ (263,035)	$ 7,159,052
80.03	Project Management for Design and Construction	$ 17,622,000	$ 15,997,000	$ (1,124,299)	$ 14,872,701	13,193,472	82.5%	$ 1,679,229	$ 15,172,701	$ -	$ (300,000)	$ 14,872,701
80.04	Construction Administration & Management	$ 6,638,000	$ 6,632,000	$ 6,656,662	$ 13,288,662	12,550,225	189.2%	$ 738,437	$ 3,898,769	$ 9,198,560	$ 191,334	$ 13,288,662
80.05	Professional Liability and other Non-Construction Insurance	$ 1,113,000	$ 1,112,000	$ (1,112,000)	$ -	-	0.0%	$ -	$ 500,000	$ -	$ (500,000)	$ -
80.06	Legal; Permits; Review Fees by other agencies, cities, etc.	$ 1,000,000	$ 1,000,000	$ 3,150,000	$ 4,150,000	3,650,677	365.1%	$ 499,323	$ 4,150,000	$ -	$ -	$ 4,150,000
80.06	In-Kind Contributions	$ 9,606,000	$ 9,596,000	$ (1,194,761)	$ 8,401,239	8,401,239	87.5%	$ -	$ 8,401,239	$ -	$ -	$ 8,401,239
80.07	Surveys, Testing, Investigation, Inspection	$ 1,464,000	$ 1,463,000	$ (1,438,000)	$ 25,000	-	0.0%	$ 25,000	$ 25,000	$ -	$ -	$ 25,000
80.08	Start up	$ 721,000	$ 720,000	$ (20,000)	$ 700,000	-	0.0%	$ 700,000	$ 700,000	$ -	$ -	$ 700,000
	Subtotal (10-80)	**$ 177,675,000**	**$ 173,633,000**	**$ 10,349,417**	**$ 183,982,417**	**$ 173,586,300**	**100.0%**	**$ 10,396,117**	**$ 149,368,266**	**$ 33,292,441**	**$ 1,321,710**	**$ 183,982,417**
90	**UNALLOCATED CONTINGENCY**	**$ 14,031,000**	**$ 18,073,000**	**$ (10,349,417)**	**$ 7,723,583**	**-**	**0.0%**	**$ 7,723,583**	**$ -**	**$ -**	**$ 7,723,583**	**$ 7,723,583**
	Subtotal (10-90)	**$ 191,706,000**	**$ 191,706,000**			**173,586,300**	**90.5%**	**$ 18,119,700**	**$ 149,368,266**	**$ 33,292,441**	**$ 9,045,293**	**$ 191,706,000**
100	**FINANCE CHARGES**	**$ -**	**$ -**				**0.0%**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	TOTAL PROJECT COST (10-100)	**$ 191,706,000**	**$ 191,706,000**			**173,586,300**	**90.5%**	**$ 18,119,700**				**$ 191,706,000**

10th to HIGHLAND
PROPOSED COSTS BY SCC

Standard Cost Category (SCC)	Description	YOE w/o Contingency	Allocated Contingency	YOE Total	Estimate at Completion
10	**GUIDEWAY & TRACK ELEMENTS**	**$ 1,610,803**	**$ 241,620**	**$ 1,852,423**	**$ 1,852,423**
10.03	Guideway: At-grade in mixed traffic	$ 1,610,803	$ 241,620	$ 1,852,423	$ 1,852,423
40	**SITEWORK & SPECIAL CONDITIONS**	**$ 1,806,197**	**$ 270,930**	**$ 2,077,127**	**$ 2,077,127**
40.01	Demolition, Clearing, Earthwork	$ 273,175	$ 40,976	$ 314,151	$ 314,151
40.02	Site Utilities, Utility Relocation	$ 974,491	$ 146,174	$ 1,120,665	$ 1,120,665
40.08	Temporary Facilities and other indirect costs during construction	$ 558,531	$ 83,780	$ 642,311	$ 642,311
	Construction Subtotal (10-50)	**$ 3,417,000**	**$ 512,550**	**$ 3,929,550**	**$ 3,929,550**
80	**PROFESSIONAL SERVICES**	**$ 752,500**	**$ -**	**$ 752,500**	**$ 752,500**
80.02	Final Design (In-Kind)	$ 12,500	$ -	$ 12,500	$ 12,500
80.03	Project Management for Design and Construction	$ 420,000	$ -	$ 420,000	$ 420,000
80.04	Construction Administration & Management (In-Kind)	$ 150,000	$ -	$ 150,000	$ 150,000
80.06	Legal; Permits; Review Fees by other agencies, cities, etc.	$ 50,000	$ -	$ 50,000	$ 50,000
80.06	In-Kind Contributions	$ -	$ -	$ -	$ -
80.07	Surveys, Testing, Investigation, Inspection	$ 120,000	$ -	$ 120,000	$ 120,000
	Subtotal (10-80)	**$ 4,169,500**	**$ 512,550**	**$ 4,682,050**	**$ 4,682,050**
90	**UNALLOCATED CONTINGENCY**	**$ -**	**$ -**	**$ -**	**$ -**
	Subtotal (10-90)	**$ 4,169,500**	**$ 512,550**	**$ 4,682,050**	**$ 4,682,050**
100	**FINANCE CHARGES**	**$ -**			**$ -**
	TOTAL PROJECT COST (10-100)	**$ 4,169,500**	**$ 512,550**	**$ 4,682,050**	**$ 4,682,050**

1700 W. Fifth St.
San Bernardino, CA 92411
909-379-7100
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ITEM # E3

DATE: June 11, 2015

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Donald Walker, Director of Finance

SUBJECT: **OMNITRANS' DIRECTOR OF FINANCE REPORT ON FORWARD FUEL PURCHASES FOR MAY 2015**

FORM MOTION

Receive and file the Director of Finance's report on Omnitrans' current Forward Fuel Purchase Program for May 2015. This program was implemented on July 31, 2014, continuing our efforts to increase the predictability of fuel costs and reduce operational uncertainty in the event of dramatic fuel price increases in the open market.

BACKGROUND

This report is submitted in order to comply with the requirements of the Omnitrans Forward Fuel Purchase Policy and Procedure. The Board of Directors authorized staff to continue with the hedge program when the price is at or below $0.92 per gallon. The current hedge fixes the price of approximately 47% of the Agency's natural gas through August 2015 at $0.91 per gallon.

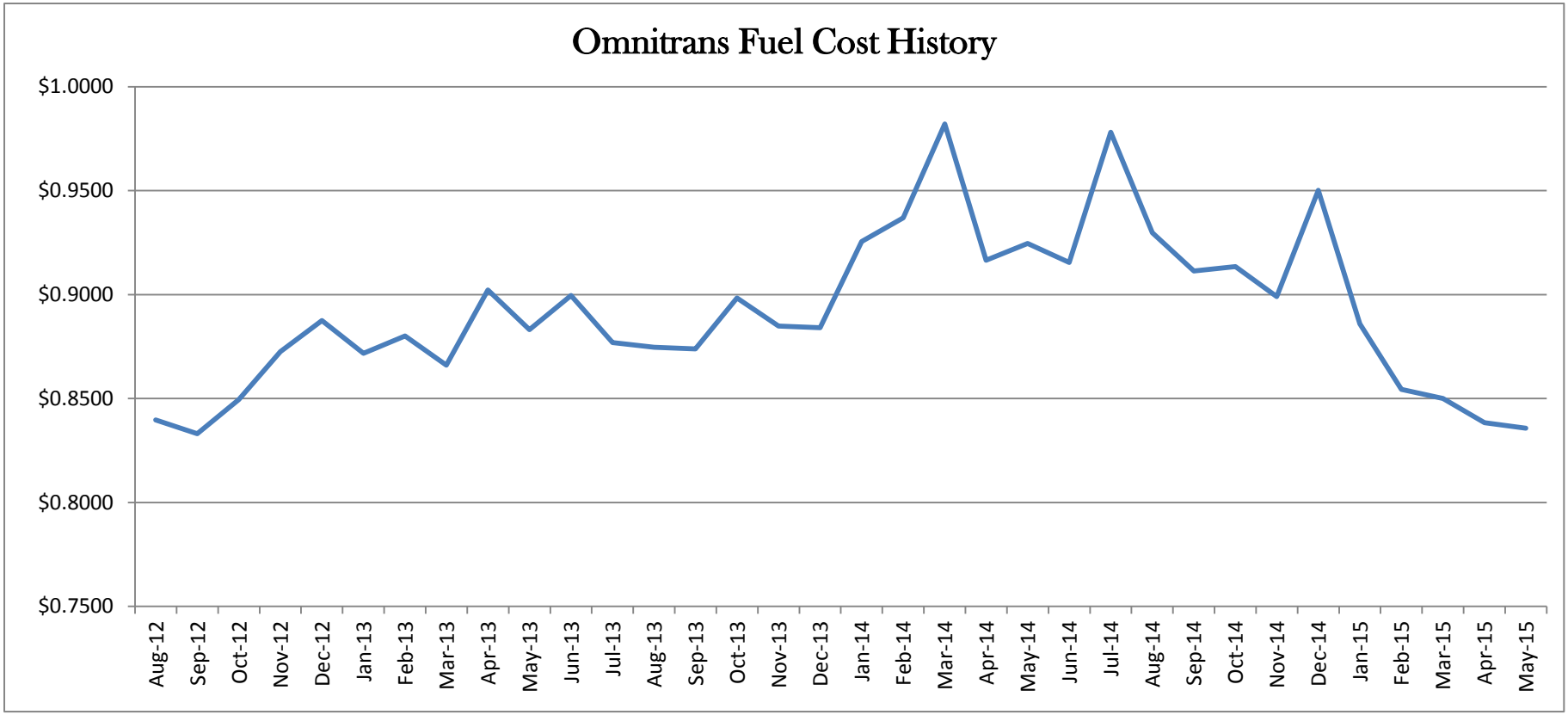
The May 2015 contracts closed $1.403 below the hedge price. When converted into gallons, the cost is $0.12 per gallon ($1.403 divided by 12.1). Omnitrans will record a loss of $21,045 on its futures position for the month of May. This loss will be added to the fuel costs for the month that will be reflected in the Agency's Monthly Expense Summary.

The net price used for Omnitrans' May 2015 fuel purchase is $0.8357 per gallon. This includes CNG at the So Cal Index price, the gain/loss on the hedge position, liquefaction, delivery, and sales tax. (Note: We do not hedge the index differential. The gain on the hedge is based on the Henry Hub index. Clean Energy prices our deliveries off the SoCal index.) This price is after recognition of the monthly loss on the hedge position in the amount of $21,045.

Omnitrans has experienced a total loss of $79,095 since the implementation of the hedge program in September 2014. However the reduced cost of CNG on the spot market has provided

Omnitrans with a $175,316 below budget savings in CNG fuel cost year-to-date. The CNG fuel budget was estimated at $3.91 million as of May 2015. The actual CNG fuel cost as of May 2015 was $3.74 million or 95.5% of budget.

PSG:DW


Omnitrans Fuel Cost History
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San Bernardino, CA 92411
909-379-7100
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ITEM # E4

DATE: June 11, 2015

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Donald Walker, Director of Finance

SUBJECT: **OMNITRANS' FISCAL YEAR ENDED JUNE 30, 2015 FINANCIAL AUDIT ENGAGEMENT AND RESPONSIBILITY LETTERS**

FORM MOTION

Recommend the Board of Directors receive and file Vavrinek, Trine, Day & Co., LLP (VTD) audit responsibility and engagement letters for fiscal year ended June 30, 2015.

SUMMARY

As a recipient of federal, state, and local funding, Omnitrans is required to have an annual audit conducted by independent auditors in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards. The audit also includes fifteen tasks contained in San Bernardino Associated Governments (SANBAG) Transportation Development Act 2005 Compliance Guide.

Generally Accepted Auditing Standards (GAAS) is a set of systematic guidelines used by auditors when conducting audits on entities' finances, ensuring the accuracy, consistency and verifiability of auditors' actions and reports. By relying on GAAS, auditors can minimize the probability of missing material information. The entity must present their financial statements in accordance with Generally Accepted Accounting Principles (GAAP), remain consistent in their reporting, and explicitly disclose all pertinent information.

In short, it is the responsibility of VTD is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, and is in conformity with GAAP.

The audit includes obtaining an understanding of Omnitrans and its environment, including internal control, and risk of material misstatements. Material misstatements may result from:

1. Errors
2. Fraudulent financial reporting
3. Misappropriation of assets
4. Violation of laws or governmental regulations

If any member of the Administrative and Finance Committee or the Board of Directors is aware of matters that have a material bearing on the financial statements taken as a whole (such as those listed above in items 1 – 4), please contact Roger Alfaro at (909) 466-4410 or email at ralfaro@vtdcpa.com by September 1, 2015.

PSG:dw

Attachments: VTD Engagement Letter
VTD Responsibility Letter

May 5, 2015

To the Board of Directors
Omnitrans
San Bernardino, California

We are engaged to audit the financial statements of Omnitrans for the year ended June 30, 2015. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards*, and OMB Circular A-133

As stated in our engagement letter dated May 5, 2015, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider Omnitrans' internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether Omnitrans' financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with OMB Circular A-133, we will examine, on a test basis, evidence about Omnitrans' compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on Omnitrans' compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on Omnitrans' compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the RSI listed below, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI. The RSI consists of the following:

1) Management's discussion and analysis
2) Schedule of changes in the net pension liability and related ratios
3) Schedule of contributions

We have been engaged to report on the schedule of expenditures of federal awards and the Proposition 1B Schedule of Unspent Funds and Cash Disbursements which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the introductory section or statistical section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

If any member of the Board is aware of matters that have a material bearing on the financial statements taken as a whole (such as those described in items 1-4), please contact me at (909) 466-4410 or by email at ralfaro@vtdcpa.com by September 1, 2015.

We expect to begin our audit on approximately May 1, 2015 and issue our report on approximately November 27, 2015.

This information is intended solely for the use of the Board of Directors and management of Omnitrans and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Roger Alfaro
Vavrinek, Trine, Day & Co., LLP.

May 5, 2015

Omnitrans
San Bernardino, California

We are pleased to confirm our understanding of the services we are to provide Omnitrans for the year ended June 30, 2105. We will audit the financial statements, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Omnitrans as of and for the year ended June 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Omnitrans' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Omnitrans' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis
2) Schedule of changes in the net pension liability and related ratios
3) Schedule of contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Omnitrans' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements:

1) Schedule of expenditures of federal awards
2) Schedule of Proposition 1B Unspent Funds and Cash Disbursements

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1) Introductory Section
2) Statistical Section

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors of Omnitrans. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Omnitrans' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Omnitrans' major programs. The purpose of these procedures will be to express an opinion on Omnitrans' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Omnitrans in conformity with U.S. generally accepted accounting principles and OMB Circular A-133 based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and as such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary scheduled of prior audit findings should be available on the first day of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to Omnitrans; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Vavrinek, Trine, Day & Co., LLP (VTD) and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to San Bernardino Associated Governments (SANBAG) or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of VTD personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by a Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately May 1, 2015 and to issue our reports no later than November 27, 2015. Roger Alfaro is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2011 peer review accompanies this letter.

Vavrinek, Trine, Day & Co., LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business and Professions Code. It is not anticipated that any of the non-licensee owners will be performing audit services for Omnitrans. With respect to the preparation of the State Controller's Report, it is anticipated that non-licensee owners would be involved in these services.

We appreciate the opportunity to be of service to Omnitrans and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Respectfully,

Roger E. Alfaro, Partner
of Vavrinek, Trine, Day & Co., LLP

REA:gbl

150355

Attachment

RESPONSE:

This letter correctly sets forth the understanding of Omnitrans.

Management signature: _____

Title: _____

Date: _____

YANARI WATSON MCGAUGHEY P.C.

DALE M. YANARI (1947-2004) ◆ RANDY S. WATSON ◆ G. LANCE MCGAUGHEY
FINANCIAL CONSULTANTS/CERTIFIED PUBLIC ACCOUNTANTS

System Review Report

May 25, 2012

To the Partners of
Vavrinek, Trine, Day & Co., LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP (the firm) applicable to non-SEC issuers in effect for the year ended December 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP applicable to non-SEC issuers in effect for the year ended December 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies)* or *fail*. Vavrinek, Trine, Day & Co., LLP has received a peer review rating of pass.

Yanari Watson McGaughey P.C.

Yanari Watson McGaughey P.C.

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OmniTrans
Connecting Our Community.

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San Bernardino, CA 92411
909-379-7100
www.omnitrans.org

ITEM # E5

DATE: June 11, 2015

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 NEW POSITIONS AND RE-EVALUATION OF EXISTING POSITION**

FORM MOTION

Recommend the Board of Directors approve two new positions: Deputy General Manager, Level 1; Customer Service Representative 2 (Represented Teamster Position), and approve the re-evaluation of Loss Prevention & Security Supervisor from Level VI to Level V, with a new title of Security & Emergency Preparedness Coordinator.

BACKGROUND

The new proposed position of Deputy General Manager supports the Fiscal Year 2016 Management Plan, Strategic Initiative 6 – Consistent Staffing Levels. The Deputy General Manager will assist the CEO/General Manager in oversight of projects and day-to-day management of the Agency. This new position was evaluated in compliance with Omnitrans' Salary Administration Program that was approved by the Board in May 1999.

The new position title Customer Service Representative 2, resides in the Marketing & Planning Department, and is represented by the Teamsters Union, Local #166, and was discussed with the Teamsters as to the duties and rate of pay. Additional discussions will be held with Marketing & Planning staff and the Teamsters representatives. A side letter is pending the Board of Directors approval and would be incorporated into the Memorandum of Understanding (MOU) during the next negotiations.

The re-evaluation process is a critical part of Omnitrans' Salary Administration Program. Based on the completion of the questionnaire and review by the Director of Human Resources & Safety Regulatory Compliance, the Loss Prevention & Security Supervisor (current title) is responsible for loss prevention, security, disaster preparedness and business recovery planning, domestic preparedness, and emergency response programs. A new title of Security & Emergency Preparedness Coordinator better fits the duties of this position, and exists in other transit agencies of similar size. The position has grown with every aspect of security relating to new

projects and the absorption of the new projects into daily security oversight (i.e. sbX, San Bernardino Transit Center, future corridors, etc.) and is involved with every aspect of the State of California Prop 1B and FEMA Grants oversight from start to finish. The Job Description and Position Information Questionnaire indicating the duties and responsibilities are attached.

FUNDING SOURCE

The cost associated with this action is included in salary and benefit budget line items in the Executive, Marketing & Planning, and Human Resources Safety & Regulatory Compliance Departments.

Department: 1300, 1400, and 1630
Expenditure Code: Various

CONCLUSION

Staff requests the Committee recommend the Board of Directors approve the two new positions and the re-evaluation and classification level change of the Loss Prevention & Security Supervisor to Security and Emergency Preparedness Coordinator to the Board of Directors.

PSG: ME

OMNITRANS
Job Description – New Position

Job Title:	Deputy General Manager
Department:	Executive Office
Reports to:	CEO/General Manager
FSLA Status:	Exempt, Level I
Approved By:	Board of Directors
Approved Date:	**pending**

SUMMARY
Assists the Chief Executive Officer/General Manager in coordinating Agency activities to obtain optimum efficiency and economy of operations and maximizing service by performing the following duties.

DUTIES AND RESPONSBILITIES include the following. Other duties may be assigned.

Coordinates and prepares for Board and committee meetings.

Oversees the assurance of accurate and timely analysis and reporting of information; the establishment of goals, objectives, strategies, timetables, and priorities.

Provides guidance and support to Agency senior staff as needed. Confers with departmental directors and reviews activity, operating plans, and budget reports to determine changes in program or operations required.

Assists the CEO/General Manager in special project management as assigned.

Assists the CEO/General Manager in working with state and national transit associations, keeping informed on transit issues and promoting Agency goals. Communicates with outside agencies and government organizations.

Assists the CEO/General Manager in monitoring system performance for operations, maintenance and contract services. Reviews procurement contracts.

Assists the CEO/General Manager in addressing board and staff information requests and in developing policy for the Board.

SUPERVISORY RESPONSIBILITES
Provides work direction to others, but does not have direct performance appraisal responsibility.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LEADERSHIP An experienced leader with proven leadership qualities, strong commitment to employees, and focused on mission accomplishment. Skilled in team building, possesses well developed oral and written communication skills, ability to solve unforeseen problems, outstanding decision making ability, positive attitude, common sense, and the highest integrity. Demonstrated ability to establish and maintain effective working relationships within and outside Agency.

EDUCATION and/or EXPERIENCE
Bachelor's degree (B.A.) from a four-year college or university in government/public administration, business, transportation or a related field and 5 - 7 years of middle to upper management experience in the public transportation industry or a related field are required. Position requires an individual with experience managing people, budgets and objectives.

LANGUAGE SKILLS
Ability to read, analyzes, and interprets 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.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and the basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS
Must be familiar with current business operating systems, software and programs.

REASONING ABILITY
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.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRAFT

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually moderate.

DRAFT

OMNITRANS
Job Description – New Position

Job Title:	Customer Service Representative 2
Department:	Marketing/Planning
Reports to:	Sales Supervisor
FSLA Status:	Non-Exempt
Approved By:	Board of Directors
Approved Date:	**pending**

SUMMARY
Under general direction, provides information and assistance to customers about transit services, the sale and selection of fare media, and lost and found items. Answers customer inquiries via phone and in person; sells various fare media.

DUTIES AND RESPONSBILITIES include the following. Other duties may be assigned.

Provides assistance to customers in the selection of fare media and other inquiries.

Processes cash/credit/check/wire transactions through a point of sale system.

Provides refunds and maintains petty cash fund.

Maintains accurate inventories of fare media and balances working fund daily. Safeguards monies/media at all times.

Processes online/passes by mail orders; bulk orders from organizations.

Performs daily reconciliation of sales activity and receipts; follows opening/closing procedures.

Follows the Lost and Found policy and procedures for receipt, storage, destruction, and disbursement of lost articles.

Provides information regarding the location of bus stops, routes, service updates, fares, transfers, and policies.

Provides relief to Customer Service Representative 1 and Customer Service Representative/Administration as needed.

Receives records and compiles compliments and complaints; conducts follow-up as necessary.

Recommends corrective actions to address customer complaints. Answers questions about service.

Assists in marketing and promotional activities as required, including community outreach events.

Provides clerical support including filing and data; prepares and mails literature and applications

Performs other duties as required

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Requires high school diploma or equivalent, and one or more years of experience in dealing with the public and phone contacts/information referral. Cash handling and/or sales experience is required.

LANGUAGE SKILLS
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.

COMPUTER SKILLS
Must be familiar with current business operating systems, software, and programs.

REASONING ABILITY
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.

MATHEMATICAL SKILLS
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.

OTHER SKILLS AND ABILITIES
Knowledge of:

Telephone techniques and public relations skills.

Basic office procedures and practices.

Some knowledge of Agency routes, schedules, and fares is desirable.

Ability to:

Type 30-40 words per minute.

Communicate effectively in Spanish and English, verbally and in writing in a positive and effective manner with a wide variety of individuals.

Demonstrate patience, courtesy, and excellent interpersonal skills with customers.

Conflict resolution skills to defuse and resolve customer complaints.

Furnish information quickly and accurately.

Refer to and quickly use a combination of appropriate maps and schedules to plan transportation routes for callers.

Identify and communicate geographical information such as streets, intersections, locations, directions and destinations. Estimate distances and commute times.

Maintain detailed records and prepare reports.

Perform basic arithmetical calculations.

Read and understand policies, procedures and Agency regulations.

Establish and maintain effective working relationships.

Computer data input experience in desirable.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, or hear, and use hands to finger, handle or feel. The employee is regularly required to reach with hands and arms. The employee is occasionally required to stand or walk. The employee may occasionally be required to lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in in the work environment is usually moderate.

OMNITRANS

POSITION INFORMATION QUESTIONNAIRE

EMPLOYEE NAME: DATE: 5/18/15

POSITION TITLE: Customer Service Representative 2

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

Customer Service Representative

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 Misty Tshilonda Date 5/18/15

Reviewed by Date

SECTION 1: -- WORK HISTORY

Please answer each of the following questions.

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

Marketing/Planning

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.

   Provides information and assistance to customers about transit services, the sale and selection of fare media, and lost and found items. Answers customer inquiries via phone and in person; sells various fare media.

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. Provides assistance to customers in the selection of fare media and other inquiries.	_____
b. Processes cash/credit/check/wire transactions through a point of sale system.	_____
c. Provides refunds and maintains petty cash fund.	_____
d. Maintains accurate inventories of fare media and balances working fund daily. Safeguards monies/media at all times.	_____
e. Processes online/passes by mail orders; bulk orders from organizations	_____
f. Performs daily reconciliation of sales activity and receipts; follows opening/closing procedures.	_____
g. Follows the Lost and Found policy and procedures for receipt, storage, destruction, and disbursement of lost articles.	_____
h. Provides information regarding the location of bus stops, routes, service updates, fares, transfers, and policies.	_____
i. Provides relief to Customer Service Representative 1 and Customer Service Representative/Administration as needed.	_____
j. Receives records and compiles compliments and complaints; conducts follow-up as necessary.	_____
k. Recommends corrective actions to address customer complaints. Answers questions about service.	_____
l. Assists in marketing and promotional activities as required, including community outreach events.	_____
m. Provides clerical support including filing and data; prepares and mails literature and applications.	_____
n. Performs other duties as required.	_____
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:

_____

_____

_____

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

___X___ 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: _____

_____ 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:

Communicate effectively in Spanish and English, verbally and in writing in a positive and effective manner with a wide variety of individuals. Demonstrate patience, courtesy, and excellent interpersonal skills with customers. Conflict resolution skills to defuse and resolve customer complaints.

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?

Telephone

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
Dealing with the public & phone contacts/information referral	1
Cash handling and/or sales experience	
Total Work Experience:	1+

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?

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

Transportation,

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

Customer Service Representative

SECTION 4: - SUPERVISORY RESPONSIBILITIES

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

   __X__ 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

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

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?

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?

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.

_____ 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.

___X___ I plan my own work load.

_____ 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 (CONTINUIED)

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

__X__ I only plan my work on a day to day basis.

_____ I plan on a weekly basis.

_____ I plan on a monthly basis.

_____ 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.

__X__ 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

__X__ 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.

_____ 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.

__X__ 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.

_____ 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.

__X__ 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.

_____ 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.

__X__ 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.

_____ 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)				
Work near moving mechanical parts				
Work in high, precarious place				
Fumes or airborne particles				
Toxic or caustic chemicals				
Outdoor weather conditions				
Extreme cold (non weather)				
Extreme heat (non weather)				
Risk of electrical shock				
Work with explosive				
Risk of radiation				
Vibration				

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)

__X__ 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.

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

__X__ 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 bums, fractures or similar disablements.

Examples

_____

_____

_____

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				
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				
Up to 25 pounds				
Up to 40 pounds		X		
Up to 100 pounds				
More than 100 pounds				

EXAMPLES

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).

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

_____ 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.

SECTION 15: - ADDITIONAL COMMENTS

Please add any additional comments that you feel are appropriate.

THANK YOU

OMNITRANS
Job Description

Job Title: Security & Emergency Preparedness Coordinator ~~Loss Prevention and Security Supervisor~~
Department: **HR** Safety and Security
Reports To: Safety and Regulatory Compliance Manager
FLSA Status: Exempt Level ~~VI~~ **V**
Approved By: Board of Directors
Approved Date: 7-03-02
Effective Date: 7-01-02
Revised: 7-1-15; 6-01-06; 1-13-04

SUMMARY
Under general administrative direction of the Safety, Security and Regulatory Compliance Manager, performs a variety of progressively more complex duties related to the Agency's Loss Prevention & Security, Disaster Preparedness & Business Recovery Planning, Domestic Preparedness, and Emergency Response Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Oversight responsibility for all Agency loss prevention & security related issues arising at Omnitrans facilities, on bus routes, at transit centers, and onboard Coaches. Primary point of contact for security services contract, electronic surveillance & access control system contract. The position is now involved with every aspect of security relating to new projects and the absorption of the new projects into daily security oversight (i.e. sbX, SBTC, future corridors, etc.) Security is involved in lighting, crime prevention through environmental design, card access, sensitive security information, landscaping, signage, and security officer deployment. The position anticipates future hazards and implements procedures that will ensure safety and security for our transit customers and employees.

Acts as the Agency's security liaison with law enforcement agencies, by developing and nurturing a healthy working relationship with agency representatives.

Under the direction of the Safety and Regulatory Compliance Manager develops, implements, and maintains the Agency's Emergency Management Plan, Emergency/ Disaster Response Programs, coordinates the Emergency Management & Business Recovery Planning process. Reviews, revises, maintains, and/or develops manuals and procedures related to loss prevention and security; compiles information necessary to produce security related reports. Duties require the position must stay informed of new training procedures (i.e. hostage situations, emergency protocols, etc). A high level of communication must occur with staff (newsletter, emergency preparedness at home and work) constantly reviewing how the Agency incorporates emergency preparedness for future events.

Job Title: Security & Emergency Preparedness Coordinator ~~Loss Prevention and Security Supervisor~~
Department: Human Resources Safety Regulatory Compliance ~~Safety and Security~~
Page 2

Develops, implements and ensures the readiness of the Agency's internal facility Emergency Task Force personnel/systems/equipment, and Domestic Preparedness Response Programs.

Evaluates all Omnitrans facilities and operations for security conditions, and acts as the primary point of contact for the agency-wide reporting of security problems and concerns by security officers, employees, and Para Transit contract operators. At a minimum conducts quarterly briefing sessions with Field Supervisors and Para Transit Contractors regarding route, passenger, operator, security problems, including evaluations of transit centers, and bus/van system operations.

The Security & Loss Prevention Supervisor is involved with every aspect of the State of California Prop 1B and FEMA Grants oversight from start to finish. This includes funding, money allocation to projects, development of scope of works, negotiating, project management, and project closeout.

Serves as a member of the Crisis Management Team for workplace violence advising on security aspects of contemplated action or inaction. Develops workplace violence threat notification procedures to ensure timely notification of any threats of violence against any Omnitrans employee.

Develops and/or conducts employee training and awareness programs in the areas of loss prevention, security, violence in the workplace prevention and countermeasures, crime prevention, and emergency response/disaster preparedness

Conducts loss prevention/security inspections/audits of the work environment, activities, and the transit system to detect existing or potential security problems; co-operatively assists departments in identifying solutions and ensures corrective action is implemented.

Participates in committee and attends meetings related to security and safety services issues. The position monitors the activities of security consultants and contractors to the contract's scope of work.

Assigns and redeploys security personnel in order to maintain a proper staffing pattern or to address an emergency or special security situation.

Trains and/or ensures that Security personnel are familiar with their responsibilities and adheres to OMNITRANS standards regarding security, evaluates performance and conducts routine spot checks regarding performance.

Reviews incident and other reports to obtain information used in identifying trends or defects in procedures or breaches in security measures

Develops methodologies for assessing the effectiveness of security operations, methods and training programs.

Enforces and rates on a scale the safety performance including rules and regulations compliance and implements corrective action.

Performs administrative duties as the Agency's functional alternative liaison during emergency operations under the guidelines of the California Standardized Emergency Management System, and in compliance with the Federal Transit Administration and Department of Homeland Security Transit System Security and Emergency Preparedness Program Guidelines.

SUPERVISORY RESPONSIBILITIES
Provides work direction to others but does not have direct performance appraisal responsibilities for them.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may he made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE
~~Any combination of education and experience equivalent to a~~ Bachelor's degree and a minimum of five years of progressively responsible experience in security force administration, law enforcement, or emergency service management. Prior experience in employee training, workplace risk analysis/auditing, and investigation procedures are required. Certified Protection/Security Professional designation or Police Officer Standards of Training Certification is highly desirable.

LANGUAGE SKILLS
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, blue prints / diagrams, 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, regulatory compliance agencies, and the general public.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

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.

OTHER SKILLS AND ABILITIES
Knowledge of Cal/OSHA General Industry Safety Standards and Workplace Security Guidelines, Federal Transit Administration and American Public Transit Association Transit System Security Programs requirements. Knowledge of Crisis Management Techniques. Media Relations protocols, California Standardized Emergency Management System, and the Incident Command System. Knowledge of California Penal Code, California Vehicle Code, Uniform Building Code & Architectural Design Principles for Crime Prevention, life Safety & ADA Code, and the California Code of Regulations, Title 19 Public Safety. First aid and CPR.
Functional knowledge of applicable federal, state, and municipal regulations and codes associated with security and public safety. Functional knowledge of personal computers and electronic surveillance/access control/alarm systems, adult education and training techniques and methods.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear.

The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk: climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to *25* pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet arid/or humid conditions; moving mechanical parts; high, precarious places; vapors, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually loud.

OMNITRANS

POSITION INFORMATION QUESTIONNAIRE

EMPLOYEE NAME: Mark Crosby DATE: May 6, 2015

POSITION TITLE: Loss Prevention & Security Supervisor

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

Security & Loss Prevention Supervisor

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 Mark Crosby DATE: May 6, 2015

Reviewed by [illegible] Ewing Date 5/12/15

SECTION 1: -- WORK HISTORY

Please answer each of the following questions.

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

   Human Resources/SRC

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

   YEARS: ____8_____ MONTHS: _____7____

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

   YEARS: _____8_____ MONTHS: _____7_____

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: _____None_____ YEARS: _____

   TITLE: _____ YEARS: _____

5. WHAT IS YOUR SUPERVISOR'S NAME: Timothy Campbell

6. WHAT IS YOUR SUPERVISOR'S TITLE: Safety & Regulatory Compliance Manager

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.

Security services oversight (includes contract management and personnel deployment) and act as the Agency's security liason with law enforcement. Develop and implement Agency emergency and security plans – including training and awareness programs. Conduct security inspections and investigations. Grant and project management for security projects. Serves as a working member on various committees/teams. Plans for securtiy and emergency preparedness equipment for Omnitrans new projects (sbX, SBTC, etc.)

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

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

Responsibilities Percent of Time **Per Week**

Note: Very few security items can be summed up in a percent of time weekly. Most items are daily, weekly, monthly, quarterly, annually, or as needed (emergency items).
<D> Daily, <W> weekly, <M> Monthly, <Q> Quarterly, <A> annually, <N> As Needed

a. <D> Oversee on-site securtiy force and security contract

b. <D> Oversee facility CCTV/Card Access Systems

c. <D> Other (not to exceed 15% of your time) invoices, administrative, safety back-up, etc.

d. <W> Working team member of the Crisis Response Team, Green Team, Transcenter Infrastructure

e. <W> Write security portion to grants and assist Finance with required updates (Prop 1B, TSGP., etc.)

f. <M> Participate in the Green Team meetings with positive results of starting the agency's recycling efforts

g. <M> Establish security topics for the Safety & Security Newsletters & bulletin board articles

h. <M> Recommends on security issues for the transit project (plans, procedures, etc.) For example, sbX, SBTC, VMF, transcenters, etc.

i. <M> Develops security and emergency preparedness procedures/protocols. In additiion, assist other departments with their procedures.

j. <M> Represent the Agency at outside meetings (i.e. SB County EOC, COAD, TWEG, TSSF, etc.)

k. <M> Co-chair of the Safety & Security Coordinator Program

l. <Q> Conducts facility security inspections

m. <Q> Develop security portion of the M/C Quarterly Management presentation

n. <Q> Presents/develops presentations for the System Security & Emergency Preparedness Committee

o. <Q> Serves on the Transcenter Infrastructure Committee

p. <A> Develop security portion & instruct ATCR-Class for 435 students with co-safety & Fleet Trainers

q. <A> Developing Security Budget (Security Services, WeTip, printing, County Radios, SAT Phones, etc.)

r. <N> Conducts all security incident investigation

s. <N> Conducts security training, CPR, AED & First Aid

t. <N> Develops SOW for all security related RFP's and provides securtiy onput on other departments RFP's

u. <N> Train emergency responders on securtiy features of the bus and emergency response.

v. <N> Serve as a Project Manager for security projects

w. <N> Prepare for audits by TSA, FTA, etc.

x. <N> Attend security training and seminars.

y. <N> Present Security and Emergency Preparedness materials to outside agency/groups (i.e. TEWG, Redlands Disaster Council, etc.).

100% Full Time

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

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

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

   Security incidents, investigations, projects, and other items identified in the Sensitive Security Information Procedure. Crisis Response Team cases and pending HR or other related actions that may need security's attention.

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 _____

   __X____ Professional level of knowledge in a field (usually equivalent to a four-year college degree) in: Criminal Justice/Emergency Management

   _____ 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:

   - CCTV and Card Access (Lenel)
   - Interview and Interrogation Training (Wicklander-Zulawski method)
   - Computer skills in word, excel, and PowerPoint
   - Ham Radio Technician License
   - Working knowledge of NIMS/SEMS
   - Terrorism Liaison Officer
   - Crime Prevention Through Environmental Design
   - Basic First Aid & CPR Certified Trainer
   - Workplace Violence
   - Transit Safety and Security Program
   - Working knowledge of OSHA

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?

   Security & Emergency Preparedness Equipment (i.e. CCTV and Card Access Systems, Ham Radio, Satellite Phones) and computer equipment (i.e. printer, computer, fax, etc.)

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
Security Investigation	8 years
Security Management (Guard Force/physical security program management)	10 years
Emergency Preparedness Programs	7 years
Security Grant/Project Management	3 years
Instructor/Trainer	3 years
Total Work Experience:	8 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?

   2 years to learn Omnitrans Safety & Security Procedures, Emergency Preparedness, and procurement requirements

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

   All industries, transit preferred.

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

   Security Manager/ Emergency Preparedness Coordinator/Disaster Preparedness Mgr.

SECTION 4: - SUPERVISORY RESPONSIBILITIES

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

___ I do not manage the work of others.
_X_ 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.
X Contract employees (security)

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
_____N/A_____	_____
_____	_____
_____	_____
_____	_____

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
_Contract Account Manager_____	_____1_____
_Contract Security Officers_____	_____22_____
_____	_____

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?
Training Manager (Maint.)	Emergency Responder Training	quarterly
TM/ATM's	Ops Security Issues	weekly
Green Team	Recycling Program	monthly
Human Resources	CRT/Policy Enforcement	weekly
IT Director	Program Development/Security Issues	quarterly
Contracts	Contract Management/Development	monthly
Facility Manager	Facility Security Projects/Issues	weekly
Senior Leadership	System Security Committee/Security Issues	quarterly
Treasury Manger	Grants	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?
Security Vendor	Stanley Security	security issues/new install	monthly
Security Officer Vendor	General Security	security force management	daily
Law Enforcement	various	Security Issues	weekly
SBC EOC	SB County Fire	EOC Meetings/HMP	quarterly

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. Contract Workers (Security)

_____ 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 (CONTINUIED)

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.

_____ 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.

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

SECTION 7: - -SKILLS AND ABILITIES

Please cheek 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.

_____x_ 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 ate 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.

___X__ 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.

___X__ 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)

__X___ 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.

_____ 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.

___X___ 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 bums, fractures or similar disablements.

Examples

Conducting facility security inspections which include the maintenance and bus yard area. This position also responds to security/safety incidents.

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

Instructing CPR & AED course (lifting course requirements & student demonstrations).

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).

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

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

___X___ 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.

SECTION 15: - ADDITIONAL COMMENTS

Please add any additional comments that you feel are appropriate.
The Security & Loss Prevention Supervisor position has changed dramatically since the last review.

The position now requires Grant/Project Management oversight. The Security & Loss Prevention Supervisor is intimately involved with every aspect of the State of California Prop 1B and FEMA Grants from start to finish. This includes funding, money allocation to projects, development of scope of works, negotiating, project management, and project closeout.

The position security involvement has also changed. The position is now involved with every aspect of security relating to new projects and the absorption of the new projects into daily security oversight (i.e. sbX, SBTC, etc.). Security is involved in: lighting, Crime Prevention Through Environmental Design, Card Access, Sensitive Security Information, landscaping, signage, and security officer deployment. In addition, the position anticipates future hazards and implements procedures that will ensure safety and security for our transit customers and employees.

The position emergency preparedness duties have expanded. The position must continually stay informed of new training procedures (i.e. hostage situations, emergency preparedness protocols, etc.) and update procedures as required. A high level of communication must occur with staff (newsletter, emergency preparedness at home and work) and constantly reviewing how the Agency incorporates emergency preparedness for future events.

OmniTrans
Connecting Our Community.

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San Bernardino, CA 92411
909-379-7100
www.omnitrans.org

ITEM # E6

DATE: June 11, 2015

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: **PERSONNEL POLICY MANUAL CHANGES**

FORM MOTION

Recommend the Board of Directors adopt the proposed changes to the Personnel Policy Manual; and change the department title from Human Resources Department to Human Resources & Safety Regulatory Compliance Department in all applicable policies in the Personnel Policy Manual, effective July 1, 2015.

BACKGROUND

The Board of Directors originally approved Omnitrans' Personnel Policy Manual in January 1999, with the subsequent changes made to various policies annually. In July 2014, the Board approved the combining of four departments into two; Human Resources & Safety Regulatory Compliance and Marketing & Planning. All policies with recommendations for language changes have been made for clarification and compliance. The policies have been sent electronically to County Counsel for review. The unions have been notified on policies where meet and discuss are necessary.

Policies with proposed language changes:

104 Responsibilities of Public Office
201 Personnel Requisition & Recruitment
204 Pre-Employment Physical
206 Orientation
209 Temporary/Part-Time Employees
210 Appointments to Open Positions
221 Equal Employment Opportunity
402 Salary Ranges – Management Confidential
503 Performance Evaluations
601 Group Health Insurance
602 Voluntary Group Dental Plan
604 Life Insurance
618 Employee Wellness Club
1004 Visitors
1009 Travel/Training Expense Reimbursement

Policies that require only department title changes to Human Resources & Safety Regulatory Compliance are:

202 Employment/Eligibility List
203 Employment Testing
302 Classification Plan Allocation
303 New Positions
304 Reclassification & Emergency Classification
401 Compensation & Salary Administration
405 Payroll Deductions
1010 Parking

CONCLUSION

Staff requests the Committee recommend adoption of the proposed changes to the Board of Directors.

PSG: ME

OmniTrans PERSONNEL POLICY MANUAL	POLICY 104 PAGE 1 OF 1
SUBJECT **Responsibilities of Public Office**	APPROVED BY OMNITRANS BOARD OF DIRECTORS Proposed: July 1, 2015 DATE: ~~January 1, 1999~~

I. Purpose

To state Omnitrans position on the responsibilities employees have while serving in public office.

II. Scope

All Departments.

III. Procedure

A. Employees are agents of the public purpose and serve for the benefit of the public. They uphold the Constitution of the United States, the Constitution of the State of California, rules, regulations, and policies of Omnitrans. In their official acts, they discharge faithfully their duties, recognizing that the public interest is paramount. Employees must demonstrate the highest standards of morality and ethics consistent with the requirements of their position and consistent with law.

B. In the performance of their duties, all employees support governmental objectives interpreted and directed by the Board of Directors and Omnitrans programs developed to attain these objectives. Employees adhere to work rules and performance standards established for their positions by the appointing authority. Omnitrans requires all employees to use good manners, to be considerate, to be accurate in statement and to exercise sound judgment in the performance of their work. During the hours covered by active Omnitrans employment, no employee shall work for any other employer or agency and neither conduct nor pursue any unwarranted activity for remuneration. (See Moonlighting & Outside Employment Policy #215). Employees neither exceed their authority nor breach the law nor ask others to do so. They work in full cooperation with other public officials and employees unless prohibited from doing so by law or by officially recognized confidentiality of work.

C. Employees are prohibited from unlawfully granting any special consideration, treatment, or advantage to any person beyond that which is available to every other person in similar circumstance. No person shall be favored or discriminated against with respect to any appointment in Omnitrans service because of social relationships, race, color, gender identity, ~~ancestry,~~ religion, national origin, sex, age, ~~physical or mental~~ disability status, sexual orientation, or marital status, genetic information and testing, Family & Medical Leave, protected veteran status or any other status protected by federal, state or local law.

SUBJECT

Personnel Requisition and Recruitment

APPROVED BY OMNITRANS BOARD OF DIRECTORS

Proposed: July 1, 2015

DATE: ~~May 5, 2004~~

I. Purpose

To assure complete communications, necessary records, and the employment of competent personnel as replacements or new employees, to provide proper controls on manpower complements and to ensure compliance with applicable laws.

II. Scope

All Departments

III. Procedure

A. GENERAL

The employment function is centralized in the Human Resources, Safety & Regulatory Compliance Department and representatives of that department will originate all employment contacts. This includes direct contact with prospective employees and employment agencies.

B. PERSONNEL REQUISITION

1. When an opening exists, or is contemplated, the Department Director or designee will complete the requisition (Form: "Personnel Requisition") and obtain the approval of the CEO/General Manager, and forward the approved requisition to the Human Resources, Safety & Regulatory Compliance Department. Individual requisitions will be used for each classification opening.

2. For the most part, the requisition is self-explanatory.

   a. In the "remarks and comments" section, any special or unique information should be entered, such as location of the job, or sign on bonus, if applicable. The Sign-On Bonus is paid in two installments one-half to be paid at the first regular pay period after the date of hire; the last installment at the completion of six months of employment in conjunction with a regular pay period. Any special talents required, such as typing speed, computer skills, language, unusual travel requirements, etc., should also be indicated. This space will also be used to provide the name of the person to be replaced.

   b. After CEO/General Manager approval, the requisition will be forwarded to the Human Resources, Safety & Regulatory Compliance Department. Upon receipt, the approved requisition will be reviewed for conformance

to established Omnitrans policy, government regulations, and established salary ranges. If the information is not clearly understood or there is non-conformance, the Human Resources, Safety & Regulatory Compliance Department will contact the originating manager for clarification or revision.

c. The current job description for the position will be reviewed and updated if necessary. The job description must contain all of the essential functions of the job. Revisions to the job description must be made before recruiting for the position occurs.

~~d.~~ Job postings, advertising and agency contacts will be considered and action taken to obtain applications in the most effective manner. ~~Interest cards will be accepted for periodic openings and applicants will be notified when openings occur.~~ Applicants can visit the Omnitrans website www.omnitrans.org and sign up for job notifications—an email is sent to the applicant whenever a new Omnitrans job opening occurs.

3. Under no circumstances will recruiting (i.e., contacting agencies, placing ads, etc.) be allowed by any department other than the Human Resources, Safety & Regulatory Compliance Department.

4. All discussions and employment information (salary or hiring rate, review dates, etc.) will be discussed with the applicant by a Human Resources, Safety & Regulatory Compliance representative only.

5. Should the originating department decide to cancel a requisition, the Human Resources, Safety & Regulatory Compliance Department will be notified immediately.

6. No final action will be taken to hire the employee without the approval of the Department Director and/or CEO/General Manager.

7. References requested from outside sources will be referred to the Human Resources, Safety & Regulatory Compliance Department, and only authorized Human Resources, Safety & Regulatory Compliance staff will handle these requests.

IV. Qualifications

A. It is the policy of Omnitrans to afford employment to the applicant(s) possessing the best qualifications fitting the requirements of the job regardless of inclusion or exclusion from a protected class. However, areas of under utilization will be given consideration during the employment process.

B. The minimum age for most positions is 21 years and there is no maximum age limit.

C. Tests will be conducted by the Human Resources, Safety & Regulatory Compliance Department for the requirements of the position ~~for positions that require the use of office machines and equipment~~, except specialized technical assessments which have been reviewed and approved by the Human Resources, Safety & Regulatory Compliance Department.

D. In all cases, personnel interviews will be conducted by the Human Resources, Safety & Regulatory Compliance Department ~~and the hiring department~~. The exception would be non-represented positions level six and above interviews will be conducted by the Human Resources, Safety & Regulatory Compliance Department and the hiring department.

E. Professional references and background checks will be requested for all applicants. Work references dating back ten (10) years will be investigated by the Human Resources, Safety & Regulatory Compliance Department.

F. Former employees who have left the Agency in good standing may be re-employed. However, previous periods of employment will not be included when determining seniority, but time may be used toward retirement if contributions were not withdrawn or are redeposited with interest.

G. Methods/sources used to announce and fill open positions:

1. Internal Postings.

2. Advertising - newspaper advertisements will be inserted by the Human Resources, Safety & Regulatory Compliance Department in both classified and other business sections of appropriate newspapers. Omnitrans will also post open positions on online job posting sites.

3. Schools - vacancies will be listed with both commercial and academic schools.

4. Agencies - nonprofit and state agencies will be consulted by the Human Resources, Safety & Regulatory Compliance Department and all available openings will be listed with such agencies.

5. Job ~~Hotline~~ Alert Notification (public) – applicants sign up for job notifications on the Omnitrans web site; an email is sent to the applicant whenever a new Omnitrans job opening occurs.

6. Website (public).

7. ~~Kiosks (internal).~~

SUBJECT

Pre-employment Physical Examination

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~May 5, 2004~~

I. Purpose

To state Omnitrans' policy on pre-employment physical examinations.

II. Scope

All Departments

III. Procedure

A. All job offers to applicants will be conditioned upon successful completion of a pre-employment physical examination (including a pre-employment drug screen and in compliance with current ADA requirements) by a physician selected by Omnitrans. The examination will be conducted at the expense of Omnitrans. The Human Resources, Safety & Regulatory Compliance Department will make an appointment for the applicant. If the applicant fails to appear or fails to complete the physical examination, that action will be treated as a rejection of the conditional job offer.

B. Prior to the examination, the applicant will be informed of the physical tests to be conducted. The individual will be given an opportunity to discuss any concerns he or she may have about the examination.

C. All medical information provided to Omnitrans will be maintained in confidence in accordance with the law. All applicants will be required to sign the standard consent and release form permitting the examining physician to disclose the results of the physical examination to Omnitrans.

D. If the applicant questions the results of the physical examination, he or she will be given an opportunity to comment and submit additional information including statements from other physicians. All information will be reviewed by the Agency's contracted clinic, with a final decision by the Director of Human Resources, Safety & Regulatory Compliance. Applicants who test positive for ~~alcohol or~~ prohibited substances will not be hired.

E. The essential functions of the position offered to the applicant shall be identified to the physician. Any recommendation not to hire the individual must specifically state that the individual is not able to perform the essential functions of the position.

SUBJECT

Orientation

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~May 5, 2004~~ July 1, 2015

I. Purpose

To state Omnitrans' policy on employee orientation.

II. Scope

All Departments

III. Procedure

A. The orientation of a new employee is the final step in the hiring process. Without a planned orientation program, employees would be compelled to ask their co-workers for the information they need, and might be misinformed. A well-organized orientation program enables new employees to be sure that they are getting all the facts firsthand, increases morale, and contributes to a more positive attitude toward Omnitrans.

B. Omnitrans has devised a formal Orientation Program for all new employees. It consists of two phases: Phase I: Human Resources Department and Phase II: Supervisor. In Phase I, the Human Resources Department will review agency policies, benefits and may conduct required training (such as Drug and Alcohol training for safety sensitive positions). In Phase II, the new employee's Supervisor/department will train the employee in department procedures and position duties. It is important that each of the two phases of the Orientation Program be completed. The orientation of new employees is very important and should be carried out conscientiously. Every effort should be made to assimilate employees into the workforce and to make them feel welcome.

C. Omnitrans will use a mentor system to assist new employees in making adjustments as a productive member of the workforce. In order to assure a timely orientation and assimilation of new employees into the workforce, Department Directors are required to appoint a "mentor" for each new employee.

SUBJECT

Temporary/Part-Time Employees

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~May 5, 2004~~

I. Purpose

To state Omnitrans' policy on temporary and part-time employment.

II. Scope

All Departments

III. Procedure

A. Occasionally, due to the increased workload, vacation and extended absences in various departments, the need for temporary employees may arise. In this case, only the Human Resources, Safety & Regulatory Compliance Department, upon receipt of the Temporary Personnel Requisition Form, will be allowed to fill or contact a temporary agency to arrange for the needed resources. Individual departments will not contact agencies or make any arrangements ~~with them~~ concerning temporary employment or compensation matters.

B. Part-time employees shall be covered under applicable sections of the Personnel Policies, all other Omnitrans rules and any applicable Memorandum of Understanding, except where specifically exempted.

C. Part-time employees will not work more than 30 hours per week unless due to exceptional circumstances and specifically authorized by the Appointing Authority or designee.

SUBJECT

Appointment to Open Positions

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~May 5, 2004~~

I. Purpose

To state Omnitrans policy on appointments to vacant positions.

II. Scope

All Departments

III. Procedure

A. Appointments: Vacant positions in Omnitrans service are filled in accordance with these Personnel policies. Appointments and promotions are based on merit and fitness to be determined by the selection process.

B. Appointing Authority: Appointment of all Department Directors is made by the CEO/General Manager. Department Directors or their designee are the Appointing Authority for their respective departments.

C. Types of Appointments: All vacancies in Omnitrans are filled either by promotion, re-call, transfer, demotion, or from recruitments conducted by the Human Resources, Safety & Regulatory Compliance Department.

D. Notice to Director of Human Resources, Safety & Regulatory Compliance: Whenever a vacancy in Omnitrans is to be filled, the appointing authority notifies the Director of Human Resources, Safety & Regulatory Compliance. The Director of Human Resources, Safety & Regulatory Compliance advises the appointing authority as to the availability of employees for recall, requested transfers, or demotion, and candidates, if any, on an eligibility list.

E. Order of Certification: Whenever certification is to be made, the eligibility lists, if each exists, are used in the following order: Layoff list, promotional list, open-competitive list. Whenever there are fewer than five names on a promotional list or an open-competitive list the appointing authority may make an appointment from among such eligibles or may request the Human Resources, Safety & Regulatory Compliance Department to hold a new examination and establish a new eligibility list.

F. Regular Appointment: After interview, the appointing authority makes the selection of candidates and immediately notifies the Director of Human Resources, Safety & Regulatory Compliance of the person or persons selected. The Director of Human Resources, Safety & Regulatory Compliance or designated staff member notifies the individual selected and if the applicant

accepts the appointment, successfully completes post-selection exams and reference checks, obtains required permits, and presents themselves for duty within such a prescribed period of time they are considered to be appointed; otherwise, they are considered to have declined the appointment. No appointment to a classification or position results in Regular status until successful completion of the established probationary period for the classification.

G. Temporary Appointment: On the recommendation of the appointing authority, and the Director of Human Resources, Safety & Regulatory Compliance, and upon approval by the CEO/General Manager, an employee may be hired as a temporary appointment. Such appointments are utilized only with consideration to the needs of Omnitrans and its service requirements. Such appointments shall not be for a term greater than a cumulative six (6) month period in any one fiscal year. Employees appointed under this provision will be compensated at the hourly wage established for the position ~~and will not receive any employee benefits~~. Time served under a temporary appointment may not be counted as time served for the purposes of the probationary period unless the full-time appointment becomes effective at the expiration of the temporary appointment.

H. Emergency Appointment: To meet the immediate requirements of an emergency condition, such as extraordinary fire, flood or earthquake, which threatens public life or property, the CEO/General Manager, or their designee may employ such persons as may be needed for the duration of the emergency without regard to the personnel rules affecting appointments. Such appointments will be reported to the Human Resources, Safety & Regulatory Compliance Department.

SUBJECT

Equal Employment Opportunity

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Effective: July 1, 2015
DATE: ~~January 1, 1999~~

I. Purpose

To provide guidelines for the Equal Employment Opportunity Program.

II. Scope

All Departments

III. Procedure

A. It has been the established policy of Omnitrans to utilize our available human resources effectively by selecting the best-qualified person for the job. We have always given appropriate attention to such factors as educational background, previous experience, proven skills, desirable character traits, and growth potential. The personnel hired and promoted in the past, along with those to be hired and promoted in the future, have been, and will continue to be, selected from all applicants on the basis of qualifications deemed essential for an employee to perform well. These include such factors as ability, availability, capability, aptitude, experience, education, health, and a willingness to work and serve.

B. Since the objective of this policy is to use all qualified available human resources to the fullest, it is essential that we administer this policy in such a manner as not to discriminate against any person, employee, or job applicant included in a protected class.

C. It is our policy to offer equal employment opportunity to all persons. No job applicant is to be discriminated against because of inclusion in a protected class.

D. This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination of employment, and all other privileges, terms, and conditions of employment. Our Equal Opportunity Program will communicate the important guidelines and procedures that will be followed in providing equal employment and advancement opportunities on the basis of individual qualifications and job performance.

E. Recruitment will be on the basis of qualifications only. However, all employment sources, including private employment agencies, state employment services, etc., have been advised of our nondiscriminatory policy.

F. Liaison programs with schools have been implemented. All employment

advertisements shall identify our Company as an "Equal Opportunity Employer, (EEO/AA) ~~M/F~~."

G. Advertisements are to be placed in the news media and online job posting sites serving minority and female groups as well as those with broad distribution.

H. Our application form is periodically reviewed to ensure a continued compliance with federal and state laws in regard to interviewing, selection, and testing procedures, and sound business practices.

I. Omnitrans will provide promotional and upgrading opportunities to all employees by basing criteria solely on the employee's ability, physical fitness and qualifications. Employees who fail to qualify for upgrading and promotion are encouraged to improve their development by taking advantage of any training programs made available to them by Omnitrans and/or government and community agencies specifically geared to improving skill level and education.

J. When necessary to reduce our workforce, layoffs or recalls will be made without unlawful discrimination. When it becomes necessary to terminate any non-probationary employee, such determination of employment will be ~~for cause,~~ made without unlawful discrimination.

K. Omnitrans compensates personnel fairly according to their job classification. Omnitrans supported benefit programs for employees will be made available to all personnel without unlawful discrimination.

L. Omnitrans makes any tuition reimbursement and training programs available to those desiring training and shall adequately communicate to all employees and potential employees the availability of this training in a nondiscriminatory manner. Those not qualifying for our training opportunity because of deficiencies in previous training or education shall be encouraged to participate in developmental programs.

M. Omnitrans will take appropriate steps to ensure that all personnel know of our sincere desire to support and take affirmative action toward providing equal employment opportunity by use and distribution of bulletin boards, EEO posters, Agency policy, employee handbooks, supervisor's manuals, and supervisory/ employee meetings.

N. All Omnitrans facilities and sponsored activities shall continue to be available to all employees on a non-segregated, nondiscriminatory basis.

SUBJECT

Salary Ranges
Management Confidential Classifications

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed July 1, 2015
DATE: ~~July 1, 2014~~

I. Purpose

To state Omnitrans' policy on salary ranges for Management and Confidential classifications.

II. Scope

All Departments

III. Procedure

A. The Director of Human Resources, Safety & Regulatory Compliance is responsible for compensation administration and will modify and issue, from time to time, pay ranges and guidelines for salary adjustments as approved by the Board of Directors.

B. The CEO may increase the range to accommodate salary in lieu of providing an agency vehicle when necessary.

Classification	Minimum	Mid-Point	Maximum
Level I Deputy CEO (new position FY16)	8497	10549	12600
Level II Director of Finance Director of HR and Safety & Regulatory Compliance Director of Information Technology Director of Internal Audit Director of Maintenance Director of Marketing & Planning Director of Operations Director of Procurement	7400	9188	10977
Level III Accounting Manager Contracts Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Service Planning Manager Transportation Manager Treasury Manager	6162	7635	9108

SUBJECT

Salary Ranges
Management Confidential Classifications

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed July 1, 2015
DATE: ~~July 1, 2014~~

Level IV	5667	6678	7690
Database Administrator			
Materials Manager			
Network Administrator			
Technical Services Manager			
Safety & Regulatory Compliance Manager			
System Coordinator			
Level V	4824	5825	6711
Application Developer			
Application Specialist			
Executive Assistant to the CEO/GM (title change)			
Assistant Transportation Manager			
Contract Administrator			
Customer Service Manager			
Dispatch Supervisor			
Facility Supervisor			
Fleet Safety & Training Supervisor			
HR Leave Administrator			
Security & Emergency Preparedness Coordinator (Re-evaluation & title change)			
Marketing Manager			
Planner II			
Safety & Regulatory Compliance Specialist			
Senior Financial Analyst			
Shift Supervisor			
Systems Engineer			
Web Designer			
Level VI	4249	5091	5933
Accountant			
Field Supervisor			
Fleet Safety & Training Instructor			
Human Resources Analyst			
Human Resources Specialist			
~~Loss Prevention & Security Supervisor~~ (Re-evaluated to Security & Emergency Preparedness Coord.)			
Network Technician (board approved archived position Help Desk Specialist returned and title changed)			
~~Operations Analyst~~ Scheduling Analyst (position title change)			
Operations Services Supervisor			
Sales Supervisor			
Stops and Stations Supervisor			

Level VII Contract Review Analyst Department Senior Secretary Dispatcher Marketing Specialist Planner I	3953	4738	5523
Level VIII Administrative Secretary Fleet Analyst Human Resources Assistant Payroll Technician Warranty Coordinator	3383	3940	4498
Level IX Human Resources Clerk	2841	3318	3796

When range changes occur every two years, Management & Confidential employees will maintain the same placement (compa ratio) in the new range.

The following classifications are for Capital Projects and are mandated by the FTA:

Level I Program Manager	8497	10549	12600
Level II Construction Manager	7400	9188	10977
Level III Quality Assurance Manager	6162	7635	9108
Level IV Construction Safety Manager Senior Contract Administrator	5667	6678	7690
Level VI Project Analyst	4249	5091	5933
Level VIII Administrative Secretary-Capital Projects	3383	3940	4498

SUBJECT

Performance Evaluations

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~May 5, 2004~~

I. Purpose

To state Omnitrans' policy on the use of performance evaluations.

II. Scope

All Departments

III. Procedure

A. A systematic method of periodic evaluations of employees' performance has been established. Such evaluations will be made at least annually and whenever needed to maintain a record of an employee's work performance. When a promotion takes place, the position the employee is leaving should be closed with a performance evaluation. Absence of negative remarks is not to be construed as a defense against any subsequent disciplinary action. The evaluation process shall include the following elements:

1. A written record to be reviewed and acknowledged in writing by the employee; no change shall be made after final review and acknowledgment.

2. An evaluator and at least one (1) reviewing official. The evaluator shall be the employee's immediate supervisor. In cases where the CEO/General Manager is the evaluator, there will be no reviewer.

3. A discussion between the evaluator and the employee being evaluated on the content of the performance evaluation.

4. A copy for the employee.

5. A provision whereby an employee may submit a written statement or exception to any evaluation or statement made on the evaluation which must be filed with the evaluator and forwarded to the Appointing Authority prior to becoming an official part of the evaluation.

B. Performance evaluations shall be one of the factors when considering employees for promotions, and shall be reviewed for training and other personnel needs.

SUBJECT

Group Health Related Insurance Plans

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~July 10, 2013~~

I. Purpose

To state Omnitrans' policy on group health insurance plans.

II. Scope

All Departments

III. Procedure

A. All regular ~~full-time~~ Omnitrans employees are eligible for the group health plan as provided to the employees of Omnitrans. An eligible employee may include their dependent(s) in all allowable group plans, but the employee will pay the cost in excess of the agreed total contribution provided by Omnitrans. The terms, award, conditions, and group health insurance plans will be specified by Omnitrans agreement with the insuring company or person acting on behalf of the company.

B. Failure to Pay Premiums: The employer's obligation to maintain health insurance coverage terminates if an employee's payment is more than 30 days late while on leave of absence. If coverage lapses due to missed payments, the employee will be restored to coverage upon his/her return to work and premium payments are once again made by automatic deductions in payroll.

C. Plan document summaries will be made available to each employee, and open enrollments will be held annually to provide opportunities to change and/or select a health plan which meet their needs.

D. Management and Confidential Unit employee premiums, including dependent coverage, are paid at 90% by the Agency ~~effective September 2013~~.

E. Upon separation of employment, reduction in work hours, pursuant to MOU, or on an approved leave of absence in excess of twelve (12) weeks (excluding workers compensation or Pregnancy Disability Leave (PDL)), employees and certain family members have the right to continue healthcare coverage through the federal Consolidated Omnibus Budget Reconciliation Act (Cobra), at their expense, under the Agency's group health plans.

F. The Medical Plan offers an Opt Out Provision to Teamsters Local 166 and non-represented employees whose spouses have creditable coverage either through this Plan or any other creditable Plan. Employees also have the right to Opt back into the Plan should such other creditable coverage cease. Such Opt-back-in will become effective the month following notification of such loss of alternative coverage. The employee must provide appropriate documentation to either opt out or opt back into the Plan. Non-represented employees who opt out will receive two-hundred fifty dollars a month into their 457 account. The Teamsters is bansed on their MOU.

SUBJECT

Voluntary Group Dental Plan

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~January 1, 1999~~

I. Purpose

To state Omnitrans' policy on voluntary dental insurance plans.

II. Scope

All Departments

III. Procedure

A. All regular ~~full-time~~ Omnitrans employees are eligible for the group dental plan as provided to the employees of Omnitrans. An eligible employee may include their dependent(s) in all allowable group plans~~, but the employee will pay the cost in excess of the agreed total contribution provided by Omnitrans~~. The terms and conditions of the group dental insurance plans will be specified by Omnitrans agreement with the insuring company or person acting on behalf of the company.

B. Plan Summary documents will be made available to each employee, and open enrollments will be held annually to provide opportunities for employees to change and/or select dental plans which meet their needs.

~~C. Rate paid – highest prepaid rate; balance is the responsibility of the employee.~~

C. Management and Confidential Unit employee prepaid dental premiums, including dependent coverage, are paid at 100% by the employee ~~Agency~~. ~~Indemnity coverage may be elected, but the employee will pay the difference between prepaid and indemnity premiums.~~

SUBJECT

Life Insurance and Long Term Disability Plans

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~April 7, 2010~~

I. Purpose

To state Omnitrans' policy on the life insurance plans.

II. Scope

All Departments

III. Procedure

A. All probationary and regular full-time Omnitrans employees are covered by life insurance made available by Omnitrans. All full-time employees will be issued a life insurance policy. The effective date of coverage is the first of the month following date of hire or promotion to full-time status. Coverage amounts depend upon classifications and premiums are paid by Omnitrans. Coverage includes an Accidental Death and Dismemberment Policy with face values equal to the amount of life insurance provided.

B. Additional life insurance is also available to employees that may be purchased through payroll deduction.

C. Schedule of Life Insurance Coverage

<u>A – Upper Management</u>
Upper Management consists of Policy 402 positions in Levels 1,2,3,4,& 5, ~~and 5A~~.
Full-paid Life Insurance - $60,000 including AD&D plus Long Term Disability

<u>B – Middle Management</u>
Middle Management consists of Policy 402 positions in Level 6.
Full-paid Life Insurance - $40,000 including AD&D plus Long Term Disability

<u>C – Technical/Clerical</u>
Technical/Clerical consists of Policy 402 positions in Levels 7, 8, and 9.
Full-paid Life Insurance - $30,000 including AD&D plus Long Term Disability

The Director of Human Resources, Safety & Regulatory Compliance will allocate newly established classifications belonging to the Management and Confidential Unit to the proper tier. Refer to Policy 402 for a list of classifications and corresponding levels.

<u>D – Represented Employees</u>

ATU full paid Life Insurance $25,000 Effective January 1, 2009 including AD&D

Teamsters Full-paid Life Insurance – ~~$10,000~~ 25,000 including AD&D. Effective ~~January 1, 2001~~ October 1, 2010.

The terms, award, conditions, and group insurance plans will be specified by the Omnitrans agreement with the insuring company or person acting on behalf of the company. The MOU(s) define the amount available and the extent of how the comprehensive benefit allowance is applied for life insurance. Plan document summaries will be made available to each employee, and open enrollments will be held annually to provide opportunities to change or elect the voluntary life election as indicated in the MOU if applicable.

E. Non Represented Employees

Long Term Disability (LTD) coverage is available to all regular Management and Confidential Unit employees on the first day of the calendar month following the date of hire. Employees are considered disabled if unable, as a result of sickness, accidental bodily injury or pregnancy, to perform the essential job function of their occupation. All Management and Confidential Unit employees will be issued a LTD policy that will explain the benefits and requirements of the program.

Optional term life insurance is extended or made available to each employee, and open enrollments will be held annually to provide opportunities to change or elect the voluntary life insurance.

SUBJECT

Employee Wellness Club

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~May 5, 2004~~

I. Purpose

To state Omnitrans' policy on participation in the Wellness Club.

II. Scope

All Departments

III. Procedure

A. All employees are eligible to enroll and participate in Omnitrans' Wellness Club.

B. Enrollment is contingent upon a physical examination by the employee's personal physician, with results of the exam recorded on a Medical Clearance form, which is available in the Human Resources, Safety & Regulatory Compliance Department.

C. Physical examination results for new hires will be reviewed for sufficiency for up to six months after hire, without the completion of a medical clearance form. If work restrictions or medications indicate a possibility of health concerns related to vigorous exercise, a medical clearance form, completed by the employee's personal physician will be required.

D. After review of physical examination or medical clearance form, eligible employees will be required to review a video on the operation and proper use of fitness room equipment prior to being added to the log of employees who are permitted to use the equipment ~~issued a membership card~~.

E. ~~Upon issuance of a membership card~~, Once added to the log of those permitted to use the fitness equipment, employees are eligible to use the exercise equipment in accordance with approved medical certification. Only authorized users ~~with membership cards~~ are ~~authorized~~ allowed to use the facility.

F. Exercise Room rules are as follows:

1. Permitted Users – With the exception of the ~~Back Machine~~ Stretching Machine which is available to all employees, use of equipment in the Exercise Room is strictly limited to members of the Omnitrans Wellness Club. Contact Human Resources, Safety & Regulatory Compliance for membership requirements. No guests are permitted.

2. Lockers/Gym Bags – Lockers are available in the rest rooms on a per visit basis only and are not to be kept overnight. ~~Gym bags are to be stored in a~~

~~locker and are not permitted in the Exercise Room.~~

3. Dress Code – Shirts/tops with sleeves, shoes and appropriate undergarments are required at all times. Uniform clothing cannot be worn while exercising, except on the ~~Back~~ Stretching Machine. Clothing with profanity printed on it is not allowed.

4. Workout Towel – All members are required to keep a workout towel in their possession throughout their workout. Use the towel to wipe perspiration from yourself and every station you use.

5. Food and Drinks – Food and drinks are not permitted in the Exercise Room. Plastic spill proof water bottles are permitted.

6. Behavior – All members are expected to follow the golden rule: "Do unto others as you would have them do unto you." Foul language and horseplay are not allowed.

~~7.~~ Equipment Use – You must permit others to work through when performing multiple sets. Do not stand on exercise benches. Members may not bring their own exercise equipment into the Exercise Room. Use of chalk is not allowed. ~~The safety key must be clipped to your clothing while using the treadmill.~~ After use, you must put portable equipment (free weights, ping pond paddles and balls, and exercise mats) back in their proper storage area so as to not create safety hazards.

~~8. Departure Time~~ Hours of Operation– The Exercise Room is open daily between the hours of 3:00 a.m. and 10:30 p.m. ~~The Exercise Room is not to be used after 10:30 p.m. and members need to leave the building before Dispatch closes at 11:00 p.m.~~

SUBJECT

Disciplinary Actions

APPROVED BY OMNITRANS BOARD OF DIRECTORS

Proposed: July 1, 2015

DATE: ~~Jan 5, 2011~~

I. Purpose

To state Omnitrans policy on all suspensions, demotions, reductions in salary step for a specified time period and dismissals of persons with regular status in their classification.

II. Scope

All Departments

III. Procedure

A. An employee with regular status level I through level IX in their classification may be demoted, suspended, reduced in salary step, or dismissed. Level I through Level IV classifications are considered at will employees. The following are declared to be causes for such action, although charges may be based upon causes other than those listed below:

1. Failure to meet reasonable work performance standards and requirements.
2. Discourteous treatment of the public or other employees.
3. Willful or negligent disobedience of any law, ordinance, Omnitrans rule, departmental regulation, or superior's lawful order.
4. Misappropriation or damage of public property or waste of public funds or property through negligent or willful misconduct.
5. Conduct unbecoming an employee of Omnitrans.
6. Absence without approved leave.
7. Tardiness or absenteeism.
8. Practicing deception or fraud in the securing of a job appointment or promotion.
9. Failure to supply full information as to character, reputation, medical history, or acts which, if known at the time of appointment, might have resulted in a disqualification of the employee for the job to which appointment was made.
10. Falsification of an official statement, document or Agency record.
11. Incapacity to perform job duties.

12. Neglect of duties.

14. Possessing, or using narcotics or alcohol on Omnitrans property or reporting to work under the influence of same.

15. Improper withdrawal or limitation of service or any action which interferes with or is disruptive of Omnitrans mission or the public service.

16. Insubordination.

17. Any action inconsistent with or in violation of these rules or officially promulgated department or Omnitrans Personnel Policies, Codes of Performance, policies and practices.

18. Involvement in a preventable accident while operating an Agency vehicle or while on Agency business.

19. Committing any act of violence, i.e., fighting, brawling, or improper conduct on Agency property.

20. Sleeping during working hours.

21. Excessive use of Agency communication equipment or other equipment for personal use.

B. Probationary employees can be dismissed, demoted, reduced in step, or suspended without right of review or appeal.

C. A written copy of these rules and policies will be available to employees and constitutes presumptive proof of the employee's knowledge of said rules and policies.

D. Informal Steps

1. ~~Initially~~ The employee having ~~a disciplinary matter~~ an alleged misconduct shall request a ~~personal~~ meeting within seven (7) calendar days to discuss the ~~complaint~~ isues(s) with the immediate supervisor informally. ~~; OR the supervisor shall set a meeting with the employee to discuss the issues that may lead to discipline.~~

2. Within seven (7) calendar ~~working~~ days the immediate supervisor shall ~~give the decision to the employee orally.~~ schedule a meeting with the employee.

3. The Supervisor shall issue an oral decision to the employee within seven (7) calendar days of the Informal Meeting.

E. Formal Steps

Step I. If the ~~matter~~ alleged misconduct has not been resolved ~~remains unresolved~~ after the informal steps above, the employee shall reduce to writing and submit ~~the disciplinary~~ a formal grievance form to the ~~Employee's immediate supervisor~~ Department Director or designee and Employee Relations Manager for a Step 1 meeting.

1. The Step 1 meeting shall be scheduled within seven (7) calendar days of receipt of the employee's request.

2. The Step 1 written decision shall be issued to the employee within seven (7) calendar days of the Step 1 meeting date.

~~within seven (7) working days of receipt of the supervisor's informal response. The supervisor shall then respond in writing to the employee within seven (7) working days. Formal Step 1 may be skipped at the employee's request and move to Step II or go directly to Step III.~~

Step II. If the alleged misconduct ~~disciplinary grievance~~ has not been resolved at Step 1, the employee may appeal the Step 1 decision in writing ~~by the employee to the Department Director~~ to the CEO/GM or their designee.
~~it may then be presented in writing by the employee to the Department Director within seven (7) working days after the supervisor's response is received~~

~~1. The Director/General Manager will set a meeting time and date and advise the employee of such in writing within seven (7) working days.~~
~~2. The Director/General Manager will respond in writing to the employee regarding the grievance within seven (7) working days after the grievance meeting is held.~~
~~Formal Step II may be skipped at the employ's request and move to Step III.~~

1. The CEO/GM or their designee shall schedule a meeting within seven (7) calendar days of receipt of the employee's request.

2. The Step 2 written decision shall be issued to the employee within seven (7) calendar days of the Step 2 meeting date.

~~Step 3 III. If the disciplinary grievance has not been resolved in Step II, it shall be presented by the employee to the CEO/General Manager in writing within~~

~~seven (7) working days after the response of the Department Director is received. The CEO/General Manager or designee shall then discuss the disciplinary grievance with the employee and respond in writing to the employee within seven (7) working days.~~

Step III ~~IV.~~ If the alleged misconduct ~~disciplinary grievance~~ remains unresolved at Step II ~~III~~, within seven (7) working days of receipt of said decision, the employee may appeal the decision, by requesting, in writing to the Director of Human Resources and Safety Regulatory Compliance. The issue ~~what~~ will be submitted ~~the issue be submitted~~ to a Disciplinary Grievance Committee for the purpose of mediating the dispute in an attempt to reach a resolution.

A Disciplinary Grievance Committee made up of a representative appointed by the Agency, a representative appointed by the employee, and a third party mutually selected by the parties.

The third party shall be selected from a list of not more than seven (7) names mutually agreed to by the Parties. Each party shall alternately strike one name from the list until only one name remains. The first party to strike a name shall be determined by lot. Fees and expenses incurred as a result of requesting an impartial third party to resolve an issue are to be shared equally by both parties.

The Disciplinary Grievance Committee shall, within thirty (30) days from receipt of the appeal unless the hearing cannot be held in that time period, hold a hearing to receive testimony and submit its decision to the CEO/General Manager for implementation or further appeal.

In considering recommendations for modification or reversal of a disciplinary action, the Committee should consider the following:

1. The weight of evidence supporting or denying the need for disciplinary action.

2. Whether or not substantive violations or omissions of procedure for disciplinary action was made.

3. Whether the action taken was unreasonable, capricious or arbitrary in view of the offense.

F. Disciplinary Action Procedures. Prior to the issuance of a written order to either suspend for more than five (5) working days, demote, reduce in step, or dismiss an employee with regular status in their classification, written notice of at least two (2) working days of the proposed disciplinary action shall be given before

such action is to be taken and must include:

1. Notice of proposed action.

2. Reasons for proposed action (see paragraph A).

3. A copy of charges stating specific incidents or specific courses of conduct, and a copy of the written materials pertaining to those incidents or course of conduct; and,

4. A notice to the employee of the right to respond in writing and/or orally to the proposed disciplinary action before said discipline is imposed. The notice to the employee of the right to respond must specify at least a two (2) working day period except as provided in Section I below. A longer notice might be warranted in specific cases because of the volume of material or complexity of the issues involved.

G. The notice of proposed disciplinary action must be in writing and be signed by the appointing authority or the appointing authority's designee. Upon receipt of the employee's response, the appointing authority or the appointing authority's designee shall review the response and determine the appropriate course of action. This may include imposing the same level of disciplinary action, modifying with less severe disciplinary action, or rescinding the notice of proposed action. A copy of the notice of proposed disciplinary action shall be provided to the Human Resources, Safety & Regulatory Compliance Department.

H. Oral notice is insufficient as full notice to an employee and may be given only as the initial notice in extraordinary circumstances which call for immediate action or as provided in paragraph I.

I. Employees may be suspended without prior written notice in extraordinary circumstances when it is essential to avert harm to the public, other employees, or to avert serious disruption of governmental business. Extraordinary circumstances include, but are not limited to, situations involving, misappropriation of public funds or property; working while under the influence of alcohol or drugs; open insubordination; commission of a crime involving moral turpitude punishable by imprisonment for six (6) months or more; and disruption of Omnitrans business through willful misconduct (altercations, etc.).

J. After completing the requirement of "notice of proposed action" (paragraph F & G) any employee response will be considered and a determination made of appropriate action. The imposition of disciplinary action to suspend, demote, reduce in step, or dismiss is constituted by the written order. Said order is

similar to the notice of proposed disciplinary action in that it contains the effective date of disciplinary action, the right to appeal, and specific charges upon which the disciplinary action is based. The effective date may be prior to the order, provided the circumstances warranted such immediate action. The order shall be signed by the appointing authority or the appointing authority's designee. Notice of the time allowed for appeal and answer shall be stated in the order. A copy of the order shall be personally served on the employee or sent by mail with a proof of service, the order will be deemed received (5) five days after mailing to the employee's last known address. A copy of the original order shall be filed with the Human Resources, Safety & Regulatory Compliance Department and shall be accompanied by information showing that the employee has been served either personally or by proof of mail service.

K. After filing with the Director of Human Resources, Safety & Regulatory Compliance, the order of suspension, demotion, reduction in salary step, or dismissal may be withdrawn by the appointing authority at any time prior to a final decision on the discipline. An order may be amended by the appointing authority filing the order at any time prior to or during the commencement of the review proceedings. If an amended order presents new causes for discipline, the employee shall be afforded all of the procedural safeguards enumerated in paragraph D & E prior to the discipline becoming effective. In addition, the employee shall be afforded a reasonable opportunity to prepare the defense thereto and must file an amended answer within seven (7) working days of receipt of the order and all provisions of Section E of this Policy relating to answers shall apply to the amended answer.

L. If the employee is a member of a represented unit, the grievance process in the MOU will be followed. The following process will apply to management and confidential employees.

M. An employee with regular status may appeal from an order of suspension, demotion, reduction in salary step, or dismissal as provided in the review procedure. The notice of appeal must be in writing and must be filed with the employee's immediate supervisor within seven (7) working days of receipt of the order.

N. If the employee appeals, a written answer to the charges must be filed with the employee's immediate supervisor within seven (7) working days of the receipt of the order. The answer to the charges must be attached to the notice of appeal.

The answer must admit or deny each cause for discipline set forth in the order and may state specific facts or reasons as grounds for appeal. The answer may be ruled insufficient if, in the opinion of the appropriate individual(s) stipulated in the review procedure, the facts and reasons stated, even if true,

would not entitle the appellant to prevail. If an answer denying the causes for discipline set forth in an order is not filed, said causes for discipline will be deemed admitted.

O. Any employee, served with an order of discipline, who wishes to have said action reviewed shall have their case proceed in the following manner. The procedures outlined herein constitute and formal steps necessary to resolve an employee's disciplinary grievance. The attempt of settlement of disciplinary grievances filed on behalf of an individual employee(s) in the informal step at the employee supervisor level is discretionary (Reference Section D). The presentation of the informal disciplinary grievance is an absolute prerequisite to the institution of a formal disciplinary grievance.

P. General Provisions

1. No retribution or prejudice shall be suffered by employees making use of the disciplinary grievance procedure by reason of such use.

2. Failure at any step of this procedure to communicate the decision on the disciplinary grievance by the Agency within specified time limits, shall permit the aggrieved employee to proceed to the next step.

3. Failure at any step of this procedure to appeal a decision on the disciplinary grievance by the aggrieved employee within specified time limits shall be deemed acceptance of the decision rendered.

4. Time limits and/or step(s) in the grievance procedure may be waived or extended by mutual agreement of the parties.

5. Applicable Memorandums of Understanding will apply in disciplinary cases involving represented employees.

SUBJECT

Visitors

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~December 3, 2008~~

I. Purpose

To state Omnitrans' policy on security related to visitors.

II. Scope

All Departments

III. Procedure

A. All employees have photo identification and are required to display it when at one of our facilities.

B. No person is allowed to enter any Omnitrans facility without proper identification and official authorization. Non-employees are admitted only after signing the Visitor's Register/Log and proper issuance of an authorized ~~temporary~~ visitor pass. A ~~temporary~~ visitor pass is valid only for the date indicated. Business guests, contractors, applicants, service repair representatives, and non-employee Union representatives may receive authorization from the appropriate department director or approved designee. ~~Temporary~~ Visitor Passes must be worn and displayed at all times when at one of our facilities. Children will not be allowed in any work area for safety reasons. Sponsored Agency events for families are the exception. Children/minors may not be left unattended in the lobby or outdoor break/waiting areas.

~~C. Off-duty employees are not allowed entry to any Omnitrans facility without appropriate department director or designee approval.~~

C. Former employees are not allowed access to the non public areas without approval by the Human Resources, Safety & Regulatory Compliance Department or other department directors.

D. All visitors will be escorted at all times by a designated employee except for authorized consultants, contractors, auditors, and repair representatives who have received ~~special passes~~ an identification badge from ~~Reception~~ the Human Resources, Safety & Regulatory Compliance Department.

E. You can not bring unauthorized persons beyond the main lobby into the work areas. When an emergency dictates an individual requesting to speak with an employee during work hours, the individual must check in with the receptionist and remain in the lobby until time can be arranged with the appropriate Omnitrans employee. Note: See security after core business hours.

F. A receptionist, security officer, or any other designated person assigned the responsibility of security surveillance will make certain that no one is admitted except in accordance with this policy.

G. Any employee noticing a person in the facility without an authorized badge or visitors badge during regular business hours may escort that person to the Reception area for proper clearance and issuance of a ~~temporary~~ visitor badge or report the presence to their immediate supervisor. During non-business hours the employee will escort that person to security or call for security assistance.

H. All directors, managers, and supervisors are responsible for ensuring that employees observe the provisions of this policy.

SUBJECT

Travel/Training Authorization and Expense Reimbursement Policy

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~Jan 5, 2011~~

I. Purpose

To outline Omnitrans' policy on authorization and reimbursement of expenses for travel, training and conferences.

II. Scope

Individuals covered by this policy are members of the Board of Directors, Omnitrans' employees and others as designated by the Board of Directors and CEO/General Manager.

III. Procedure

A. Definitions

For the purpose of this policy, the following definition will apply:

1. Local area — within the State of California

2. Out-of-area — out of the State of California

3. Travel Expenses — travel expenses include:

   a. Meals and lodging

   b. Transportation charges, including commercial carrier fares, baggage fees, rental car charges, private car mileage, parking fees, bridge and road tolls, taxis, public transit fees, and other miscellaneous charges as outlined below:

   c. For emergency repairs to agency vehicle(s) contact the on-duty maintenance shift supervisor for direction.

B. Miscellaneous Expenses:

1. Purchase of necessary materials and supplies while traveling when normal purchasing procedures cannot be followed, and reasonable cost for phone calls and business expenses in connection with the preparation of official reports and correspondence.

2. Registration fees for attending conferences, seminars, conventions or meetings of professional societies or community organizations.

3. Petty cash expenditures may be approved, up to $100.00, for any individual trip or training session by Department Directors or CEO/General Manager. (Petty cash does not apply to tuition reimbursement.)

4. Unforeseen or unusual expenses must be justified.

C. Travel and Training Authorization

1. Travel and training monies are included in the departments' annual budgets and will not be expended unless budgeted or specifically approved by Department Directors or CEO/General Manager.

2. Department Directors may authorize travel and training requests that are included in approved annual budgets. Travel Authorization forms must be completed and approved by the Department Directors, and the CEO/General Manager. Requests should be made a minimum of 10 days in advance of travel or as appropriate to take advantage of lowest possible rates. Travel Authorization Forms will not be required for a one (1) day meeting or seminar which does not involve hotel, food or travel less than $100.00.

3. Out of area and local travel expenses by the CEO/General Manager, Chairman of the Board, and Board Members must be approved by the Board of Directors, including expense reimbursement.

4. Other Travel and Training Requirements

   Unanticipated travel and training requirements may be approved by the CEO/General Manager, if sufficient monies are available in the approved budget to cover expenses. If funds are not available, approval by the Board of Directors is required.

D. Mode of Travel and Payment of Expenses

Travel is to be accomplished by utilization of the most cost-effective and direct mode(s) of travel. Pre-payment of expenses will be used to take advantage of applicable discounts, except in emergency situations.

E. Reimbursable Expenditures

1. Omnitrans will reimburse individuals covered by this policy for actual, reasonable, and necessary expenses incurred during travel on approved Omnitrans business. Requests for reimbursements for all reasonable

expenses are to be made to the Department Director or designee to ensure that all employees are treated consistently, all information necessary to evaluate a claim and comply with tax requirements is provided by all employees, and reimbursements are sought in a timely manner so that necessary and reliable information is available and travel budgets can be effectively monitored.

F. Automobile Use

1. Legally required licenses and insurance must be current before any automobile is permitted to be used for Agency business travel. Employees must report any change in insurance; failure to disclose is subject to discipline up to and including discharge. It will be the employees' responsibility to maintain current acceptable license and insurance in accordance with minimum requirements for the State of California (recommended limits are 300/500 for liability). If use is frequent, the employee must supply proof to their Department Director and in the case of Department Directors, the CEO/General Manager, of appropriate license and insurance requirements.

2. Use of Agency automobiles is required for single day travel within Southern California, when available. Operations administrative staff is available to release vehicles in the early a.m. hours and will request to see a valid driver's license.

3. Assignment of Agency automobiles for designated classifications prohibits personal use by the employee, and requires the employee to commute to and/or from work in the vehicle. The employee may not use the vehicle for personal purposes, other than commuting or de minimis personal use. The vehicle must be owned or leased by the Agency. The Agency must account for the commuting use by including an appropriate amount in the employee's gross income. The taxation of employees assigned a government owned/leased vehicle is set by the Internal Revenue Service (IRS). The Agency may require, from the employee, annual documentation as to the approximate usage.

4. When an Agency automobile is not available, business use of a personal auto shall be reimbursable for the driver only at the same rate-per-mile as allowed by the Internal Revenue Service. Business use for reimbursement purposes is defined as transportation expense incurred in the performance of their jobs (not for commuting purposes).

5. Automobile rentals, when other convenient forms of ground transportation

are not available, shall be reimbursed at actual cost. Compact or mid-size cars will be used unless space requirement or availability makes them unavailable or impractical. **Purchase of rental insurance is not necessary due to Agency liability insurance and will not be reimbursed.**

6. Automobile parking fees, bridge and highway tolls, and fuel for Agency automobiles shall be reimbursed at actual cost if supported by receipts.

G. Travel on Common Carriers

~~1.~~ All reservations for inter-city travel by common carriers (airplane, inter-city bus, and rail) will be made through travel web sites ~~authorized travel agency as designated by Omnitrans~~. Omnitrans' employees are ~~authorized travel agency has been~~ instructed to find the lowest rate available. ~~Individuals may not designate personal preference of carrier unless the fare on the carrier of their choice is not higher than the lowest fare found by Omnitrans' travel agency.~~

2. If individuals elect to extend their stay one or two weekend days in order to secure a lower airfare, they will be entitled to reimbursement for food and lodging costs during the weekend, before or after, only if the difference in airfare between the lowest weekly rate and the lower weekend rate is more than the additional food and lodging costs, and extending their stay would not invalidate the preferred government lodging rate. Advanced approval is required by Department Directors or CEO/General Manager, and employees will not receive additional compensation for weekend days.

H. Ground Transportation

Costs of taxicab and airport limousine services necessary to reach designations required for Omnitrans business shall be reimbursed if supported by receipts. Receipts will not be required for travel on public transit unless readily available, (i.e. Metrolink or similar ticket that can be retained by the employee).

I. Lodging

1. When location of lodging is not pre-determined by meeting site, travelers on Omnitrans business will be expected to secure lodging that is safe, clean and comfortable, but moderately priced.

2. Lodging shall be reimbursed at the single occupancy rate. It is the responsibility of the individual to obtain the lodging rate for both single and double occupancy and indicate only the single rate on their expense report

claim, if applicable (e.g., if spouse accompanies authorized traveler). If there is only one room rate for the conference or seminar for single or double, then the entire amount may be claimed.

3. Omnitrans' representatives ~~and/or authorized travel agency~~ will request government rates for lodging and rental cars, where available.

J. Meals

Meals shall be reimbursed when it is necessary for an individual authorized to travel on Omnitrans' business, or to conduct official business during a meal in accordance with the following guidelines:

1. The meal involves Omnitrans' business under circumstances that the employee's usual meal arrangements are disrupted; and,

2. The circumstances are such that it is impractical to complete the business during normal working hours, or the meal expense is incurred while the employee is away from the service area on Omnitrans' business; or,

3. When a business conference is held during the normal meal period regarding matters of direct interest to Omnitrans.

4. Meals will not be reimbursed if available on a complimentary basis or included in registration or conference fees.

5. Meals purchased for individuals other than employees approved for reimbursement will be included on entertainment line of expense report. Names, dates and purpose of meals will be included in the "notes" column of the expense report.

6. Reimbursement for meals, including tips, will be made based on per diem rates per city, state, or zip code as published by GSA (US General Services Administration) on the website: http://www.gsa.gov/portal/content/101518 (see example from website attached).

K. Other Business Expenses

1. The CEO/General Manager, employees at the position of Manager or higher, or employees designated by the CEO/General Manager, are authorized to be reimbursed for the costs of their meal and the meal of officials or employees of transit agencies, or agencies or companies which transact business with Omnitrans, if the purpose of the meal was business related.

2. Communications costs, including telephone, telegraph, postage, and facsimile charges in connection with Omnitrans business will be reimbursed on a "per cost" basis.

3. During extended travel (one night or more away from home), personal telephone calls billed to your hotel room will be reimbursed up to maximum amount of seven ($7.00) dollars per day when out of state and five ($5.00) dollars per day for calls within California. Documentation of personal calls is required.

L. Training and Conference Registration Fees

The full cost of properly authorized training and conference registration fees can be prepaid by the Agency by means of normal purchasing, or be paid at the site in either one of two ways:

1. If individuals pay with a credit card for previously approved travel, their expenses will be reimbursed in accordance with this policy when submitting an expense report.

2. Training or conference registration fee can be paid by the employee and included on the "Employee Expense Report" after completion of the trip. Those employees wanting their trip pre-paid and cash advanced for travel must use a Requisition and Purchase Order form as defined in the Agency Purchasing Manual.

M. Non-reimbursable Expenses

All costs not specifically identified in this document as reimbursable are to be disallowed, including but not limited to, the following:

1. Flowers and gifts given for non-business purposes or reasons.

2. Initiation fees and membership dues for airline "high mileage" clubs, or other similar organizations.

3. Travel expenses for a spouse or child.

4. Discretionary personal expenditures not incidental to Omnitrans business. Examples would include: personal entertainment, newspapers, magazines, haircuts, laundry, etc.

5. Extra expenses at home while traveling, such as care of dependents or pets, or a residence caretaker service.

6. Personal travel and accident insurance.

7. Personal medical costs incurred while traveling on Omnitrans business.

8. Alcoholic beverages whether or not they accompany a meal.

9. Any other cost not directly incidental to Omnitrans business.

N. Receipts, Travel Advances and Expense Reports

Receipts

1. Receipts must be submitted for each item of expense, except fares when utilizing local public transit, unless they are readily available, such as a Metrolink ticket.

2. If receipts are lost or cannot be obtained, a statement to that effect shall be made under penalty of perjury and the reason given to the Department Director or CEO/General Manager if applicable. In the absence of a satisfactory explanation, the amount will not be allowed.

3. Receipts shall be the original copies only, except for personal credit card receipts. Credit card copies without account numbers may be used.

Travel Advances

1. Travel advances are intended to cover expenses while on approved Agency travel, except airline and registration fees for those persons who do not wish to use their personal credit card.

2. A travel advance may be requested for projected costs. The request should be submitted a minimum of ten (10) working days, but no more than thirty (30) days, prior to the beginning of travel. Travel advances may be requested to cover seventy-five percent (75%) of projected living expenses for food and local transportation, and miscellaneous costs.

3. Only one outstanding travel advance shall be allowed per employee at any one time. Additional requests will be denied until prior advances have been cleared through submission of an Employee Expense Report and repayment

of excess monies paid in advance, if appropriate, but in no cases later than five (5) working days after completing the trip.

Expense Reports

1. No travel expense shall be paid unless submitted on an Employee Expense Report, or Petty Cash Voucher ($100.00 maximum). (Attachments 1 and 2).
2. The purpose or objective of each trip for which reimbursement is claimed must be shown on the Employee Expense Report or Petty Cash Voucher.
3. Inclusive dates of each trip must be shown.
4. Each expense must be itemized.
5. Mileage reimbursement will be at the current IRS approved rate. Total mileage cost cannot exceed the least expensive mode of transportation (i.e. airline ticket is $100.00, maximum mileage would be $100.00).
6. Contract employees will report expenses to their employer and bill Omnitrans under terms and conditions specified in their contract.
7. Expense Reports for the Directors shall be approved by the CEO/General Manager. The CEO/General Manager's Expense Reports shall be approved by the Chairman of the Board. Expense Reports for Board members shall be approved by the CEO/General Manager.
8. It is the responsibility of the approving authority to ascertain the necessity and appropriateness of the expense(s) for which reimbursement is being sought. Employee Expense Reports and Petty Cash Vouchers will also be reviewed by the Finance Department prior to payment to insure that all expenses submitted are allowable under this policy.
9. Expense Reports are due to the Department Director within five (5) working days of the last day of travel. The CEO/General Manager may approve Employee Expense Reports filed after five (5) working days if the individual was unable to file a timely report due to extreme and unusual circumstances.
10. If an individual has received a travel advance and does not submit an Employee Expense Report on a timely basis to settle the advance, the advance shall be deducted from any other monies owed to that individual.

FY16 Personnel Policy Manual Changes proposed

The following policies have position title changes or department title changes only:

202 Employment/Eligibility List

203 Employment Testing

302 Classification Plan Allocation

303 New Positions

304 Reclassification & Emergency Classification

401 Compensation & Salary Administration

405 Payroll Deductions

1010 Employee & Visitor Parking

SUBJECT

Employment/Eligibility List

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~May 5, 2004~~

I. Purpose

To state Omnitrans policy on the use of employment/eligibility lists.

II. Scope

All Departments

III. Procedure

A. Employment Lists: As soon as possible after completion of a selection process, the Director of Human Resources, Safety & Regulatory Compliance prepares and keeps available an employment list consisting of the names of applicants who qualified during the selection process. The qualified applicants will be listed according to the ranking established at the completion of the selection process. Whenever identical ratings are achieved, names are arranged in order of the application date.

B. Duration of Lists: Promotional employment lists remain in effect for up to one year, unless exhausted, and may be extended or terminated prior to their expiration date, by action of the Director of Human Resources, Safety & Regulatory Compliance, but in no event does such a list remain in effect for more than one (1) year. Open employment lists created as a result of the selection process remain in effect for not more than one year. Employment lists may be declared null and void by the Director of Human Resources, Safety & Regulatory Compliance when deemed necessary in the best interest of Omnitrans.

C. Layoff Re-employment List: The names of regular employees who have been laid off are placed on appropriate re-employment lists in the order of their classification seniority. Such names remain thereon for a period of one year unless such persons are re-employed sooner. When a layoff re-employment list is to be used to fill vacancies, the Director of Human Resources, Safety & Regulatory Compliance certifies from the top of such list the number of names equal to the number of vacancies to be filled, and the appointing authority may appoint such qualified persons to fill the vacancies.

D. Removal of Names: Names are removed from any eligible list after appointment, or at the end of the eligibility period. Names are removed from the promotional eligible lists upon termination of the employee's services or upon granting a leave of absence without right to return to the job. The Director of Human Resources, Safety & Regulatory Compliance may remove names of any person:

1. Who is not offered an appointment after two (2) selection interviews;

2. Who fails to appear for any job interview;

3. Who has failed to answer an availability inquiry or keep the Human Resources, Safety & Regulatory Compliance Department informed of a current address;

4. Whose reasons for waiving interview or appointment are not satisfactory;

5. Who has demonstrated unsatisfactory work performance in a similar position while employed with Omnitrans;

6. For whom valid departmental objection has been filed by the Appointing Authority;

7. Who has demonstrated loss of skill or ability;

8. Who fails to meet minimum requirements, or who has falsified the application or for any valid cause relating to an applicant's character and ability to perform satisfactorily on the job;

9. Who has failed to comply with conditions of employment as an Omnitrans employee; or

10. Who has violated Omnitrans Code of Ethics or other provisions of these Rules; All persons whose names are removed from the eligible list for cause shall be so notified in writing except for persons removed pursuant to paragraph 1, 2, or 3.

E. Restoration to Eligible Lists: The Director of Human Resources, Safety & Regulatory Compliance at his/her discretion may restore the names of persons to the eligible list by renewing or reactivating their eligibility.

F. Inactive Status: Applicants whose names are on the eligible list may request inactive status and their names shall be removed from the active eligible list. Upon notification, such names may be restored by the Director of Human Resources, Safety & Regulatory Compliance to the active eligible list for the remaining period of eligibility. Eligibility shall not be extended by reason of such inactivity.

SUBJECT

Employment Testing

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~May 5, 2004~~

I. Purpose

To state Omnitrans' policy on the use of testing in the employment process.

II. Scope

All Departments

III. Procedure

A. General Nature and Types of Examinations: The selection techniques used in the examination process are impartial, of a practical nature, and relate to those subjects which reasonably measure the relative capacities of the persons examined to execute the duties and responsibilities of the class to which they seek to be appointed. Examinations may consist of, but not be limited to, such recognized personnel selection techniques as written tests, interviews, performance tests, evaluation of work performance, work samples, or any combination of the above as determined by the Director of Human Resources, Safety & Regulatory Compliance.

B. Promotional Examinations: Promotional examinations may be conducted to meet the needs of Omnitrans. Promotional examinations may include any of the selection techniques mentioned in the policy manual. Only employees who meet the requirements set forth in the promotional examination announcements may compete in promotional examinations.

C. Open-Competitive Examinations: Examinations for a particular class which are open to all persons meeting the qualifications for the class are conducted as required. Names are placed on an employment list, in order of final score, for a period of not more than twelve (12) months.

D. Conduct of Examination: The Director of Human Resources, Safety & Regulatory Compliance determines the manner and methods and by whom examinations are prepared and administered. The Director of Human Resources, Safety & Regulatory Compliance may arrange with any competent agency or individual for the performance of and responsibility for preparing and administering examinations or personally perform such duties.

E. Notification of Examination Results: Each applicant taking an examination is given written notice of their eligibility status.

SUBJECT

Classification Plan Allocation

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~May 5, 2004~~

I. Purpose

To state Omnitrans policy on classification plan allocation.

II. Scope

All Departments

III. Procedure

A. All positions are assigned to a classification (class) based upon, but not limited to, an analysis of the typical duties performed, responsibilities, supervision received or exercised, organizational considerations, and the qualifications necessary to perform those duties. A class may include one or more positions. New classifications and appropriate salaries are recommended by the Director of Human Resources, Safety & Regulatory Compliance and approved by the CEO/General Manager and Board of Directors.

B. Class specifications are the official description of representative duties, responsibilities and supervisory relationships of a class.

1. Class specifications shall be written and maintained by the Human Resources, Safety & Regulatory Compliance Department for all positions in Omnitrans' service. The specifications shall include an appropriate title and description of typical duties and responsibilities.

2. Until a specification is written, the examination announcement shall serve as the written classification specification.

SUBJECT

New Positions

APPROVED BY OMNITRANS BOARD OF DIRECTORS

Proposed: July 1, 2015

DATE: ~~May 5, 2004~~

I. Purpose

To state Omnitrans' policy on new positions in the classification plan.

II. Scope

All Departments

III. Procedure

When a new position is created, before it may be filled, the appointing authority shall notify the Director of Human Resources, Safety & Regulatory Compliance and, except as otherwise provided by these rules or policies, no person is appointed or employed to fill any such position until the classification plan is amended and an appropriate recruitment has been conducted.

SUBJECT

Reclassification & Emergency Classification

APPROVED BY OMNITRANS BOARD OF DIRECTORS

Proposed: July 1, 2015

DATE: ~~May 5, 2004~~

I. Purpose

To state Omnitrans' policy on reclassification & emergency classification.

II. Scope

All Departments

III. Procedure

A. When the duties of positions have changed materially so as to necessitate reclassification, they shall be allocated to a more appropriate class, whether new or already created, by recommendation of the Director of Human Resources, Safety & Regulatory Compliance and upon approval of the CEO/General Manager and Board of Directors.

B. If classification action on a position is urgent, the CEO/General Manager may allocate the position to a proper classification and salary range. The temporary allocation shall become policy upon approval of a classification action by the Board of Directors.

SUBJECT

Compensation & Salary Administration

APPROVED BY OMNITRANS BOARD OF DIRECTORS

Proposed July 1, 2015

DATE: ~~May 5, 2004~~

I. Purpose

To state Omnitrans' policy on compensation and salary administration.

II. Scope

All Departments

III. Procedure

A. The Director of Human Resources, Safety & Regulatory Compliance prepares and maintains a compensation plan covering all classes of positions in Omnitrans showing the minimum and maximum rates of pay. The Director of Human Resources, Safety & Regulatory Compliance makes any additional studies of the compensation plan as may be requested by the CEO/General Manager or Board of Directors.

B. Rates of pay for represented classes will be the subject of negotiation, and will not take effect until approved by the Board of Directors.

SUBJECT

Payroll Deductions

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: ~~November 7, 2007~~

I. Purpose

Revised policy and corresponding procedures to state Omnitrans' (the "Agency") policy concerning payroll deductions. This policy has been revised to reduce the number of outstanding balances owed the Agency due to the processing of payroll adjustments.

II. Scope

All Departments

III. Procedures

A. The Director of Finance is authorized to make established deductions from an employee's gross pay to cover Federal and State income taxes, contributions for the retirement system, employee group life, health and related insurance programs and any such program that may be available to and authorized by the employee or authorized legal entities.

In situations involving underpayment to an employee by the Agency, the employee shall receive the balance due within the next pay period for which the adjustment can be made, following timely submission of appropriate documentation to Payroll, including necessary approval of the authorized department and the Director of Human Resources, Safety & Regulatory Compliance. When the employee has been underpaid by $130 or ten percent (10%) or more of their base pay in the immediate preceding pay period, through no fault of their own, the employee may request an on-demand warrant to correct the error. The responsible department will provide Payroll with the necessary information for the payroll adjustment within one (1) working day of the employee's request. Payroll shall pay the employee the amount due within two (2) working days of receipt of the request from the requesting department. For this section, base pay shall be determined by multiplying the employee's base rate of pay by the number of hours in their usual work schedule.

In situations involving overpayment to an employee by the Agency, said employee shall be obligated to repay by payroll recovery the amount of overpayment within the time frame the overpayment was received by the employee. The originating department, Human Resources, Safety & Regulatory Compliance, or Payroll, shall provide documentation showing the calculations of the overpayment to the employee. A meeting may be requested by the employee with Payroll to review the documentation and recovery schedule. Extensions of the period for repayment of the overage may be requested by the employee, subject to the approval of the Finance Director. Extensions will be

approved only in the case of extreme hardship, and the extended period for repayment will not be longer than one and one-half times as long as the overpayment period.

B. All Agency property, including but not limited to, keys, transit passes, identification cards and uniforms, if applicable, will be collected upon separation.

C. Upon separation of employment and receipt of the Clothing and Equipment Check Sheet, the Director of Finance deducts and withholds from the final paycheck of any employee any amount owed the Agency in payment for group insurance premiums, unreturned equipment, or any other indebtedness to the Agency. If it is determined that the employee will not have sufficient income to deduct the amount owed the Agency, continue with the steps below.

1. Contact the employee about the amount owed the Agency and ask for a personal reimbursement of the amount owed.
2. If the amount is collected, forward the payment to the Finance department with the appropriate documentation.
3. If the amount owed is not collected, provide the Finance department with proper documentation confirming that all attempts to recover the amount owed the Agency was unsuccessful.
4. If the amount owed was partially collected from the employee, please contact Payroll to assist in determining the final check adjustment or the amount to be written off.

D. Employee payroll files and payment history are reviewed on a continuous basis. If it is determined that an error in compensation has occurred, or there is an outstanding debt, the Agency will contact the employee to resolve the issue. Any amounts owed the Agency will be recovered through payroll deduction or personal reimbursement.

SUBJECT

Employee and Visitor Parking

APPROVED BY OMNITRANS BOARD OF DIRECTORS
Proposed: July 1, 2015
DATE: Jan-5,-2011

I. Purpose

To state Omnitrans' policy on Employee and Visitor Parking at Omnitrans' facilities.

II. Scope

All Departments

III. Enforcement

Omnitrans Safety and Security Office's contract security force is responsible for enforcement of Omnitrans Personnel Policy 1010 and California Vehicle Code Parking Enforcement Laws on Agency owned property.

The Human Resources, Safety & Regulatory Compliance Department will issue parking placards and track violations. The department authority will take action on violations.

IV. Procedure

A. Employees who park their personal vehicles on Omnitrans' property do so at their own risk. The Agency is not responsible for damage, theft or loss of vehicles, or the contents of the vehicle while it is parked or moving on Agency property.

B. Designated visitors' areas are identified by appropriate signage and are reserved for visitors only during specified times. Employees must park in other designated areas.

C. Employees meeting the criteria for carpool, disabled parking, motorcycles, etc., will be permitted to park in clearly marked designated areas. All other parking is "open" on a first come, first serve, basis. Employees utilizing disability placards must register with the Human Resources, Safety & Regulatory Compliance Department annually or when their status has changed.

D. Temporary "reserved" parking will be provided for members of the Omnitrans Board of Directors on Board meeting days, regularly scheduled the first Wednesday of every month, as well as any other committee meeting day as directed by the Senior Leadership.

E. Applicants for testing/orientation or interviews will park in visitor parking or at the Medical Center overflow parking lot.

F. Employees who are specifically assigned designated parking spaces will be exempt from parking citations as long as they are parked in their assigned

parking spaces.

G. Violators of this policy will be issued parking citations by the contract security force. Subsequent violations based on a one year rolling backward method by the same employee may result in the termination of parking privileges or disciplinary action, as follows or in accordance with the provisions of their respective MOU:
Disciplinary Action
1st occurrence - Verbal warning with written confirmation
2nd occurrence – Final Written warning
3rd occurrence – 30 day suspension of parking privileges
4th occurrence – Termination of parking privileges.
Continued use of the parking lot after the termination of parking privileges would be subject to Policy 705 Disciplinary Actions, up to and including discharge.

H. Parking placards must be clearly visible and properly displayed to be valid (hanging from the rear-view mirror or in the lower left hand side of dashboard with the placard number visible). Vehicles/motorcycles which do not have a valid parking placard displayed will be considered a violation of this policy and may result in a citation.

Lost and stolen placards must be reported to the Human Resources, Safety & Regulatory Compliance Department immediately. Parking placards are not transferable between parties and can only used by employees to whom they were assigned.

Employees are responsible for updating their agency records when purchasing or replacing vehicles. Employees changing vehicle status must submit an updated Employee Parking Registration Form within seven (7) calendar days. The replacement cost for lost or stolen parking placards is $5.00. Parking placards are Agency property and must be surrendered upon separation or at the request of the Human Resources, Safety & Regulatory Compliance Director.

Motorcycle parking placards will not be issued. Motorcycle license plates will be utilized in identifying motorcycles on Agency property. Motorcycle license plates must be registered with the Human Resources, Safety & Regulatory Compliance Department.

I. General Parking Provisions
1. Unidentified vehicles remaining in parking lots will be ticketed with a 24 hour warning and towed at the owners' expense after a 7 day period.

2. Vehicles parked in Omnitrans parking lots must be in operable condition and currently registered with the Department of Motor Vehicles.

3. Yellow zones are for loading and unloading of passengers and supplies only. Cars may not stay longer than 15 minutes in these areas.

4. No vehicles shall be parked or left standing in designated fire lanes.

5. Motorcycles are prohibited from parking in regular parking stalls and must be parked at the designated motorcycle pads in the parking lots. Motorcycles parked in any other area will be subjected to being towed at the owner's expense.

6. Sleeping overnight in vehicles is prohibited.

7. No vehicle repairs or maintenance will be made on Agency property except under emergency conditions with approval of the Loss Prevention & Security Supervisor or their designee.

8. Personal vehicles are not allowed to be left on the property overnight without prior approval from Security.

9. Oversize vehicles occupying more than one parking spot, vehicles that are in tow or that are towing a trailer, boat, or another vehicle must park in the Medical Center overflow parking lot or street.

10. The parking lot speed limit is 5 mph. Employees must drive with extreme caution, stop at stop signs, and watch for pedestrians as they have the right of way at all times.

11. The position of any vehicle when parked must be located within the boundaries of the parking space. The fact that other vehicles are parked improperly is not an excuse for parking any part of the vehicle over any line.

12. No person shall distribute or cause to be distributed printed material or literature by placing it on vehicles parked at Agency parking lots. This excludes parking tickets issued by the contract security force or other Agency materials that have been approved by the Human Resources, Safety & Regulatory Compliance Director.

OmniTrans

Employee Parking Registration Form

Name _____

Department _____ **Employee Number** _____

Vehicle 1

Make _____ **Model** _____ **Year** _____

Color _____ **License Plate Number & State** _____

Vehicle 2

Make _____ **Model** _____ **Year** _____

Color _____ **License Plate Number & State** _____

Motorcycle

Make _____ **Model** _____ **Year** _____

Color _____ **License Plate Number & State** _____

By signing this receipt I acknowledge that I have received a maximum of two Omnitrans employee parking placards (Numbers _____and _____). I understand that I am required to visibly display a placard in my vehicle whenever it is parked in an Omnitrans parking lot.

I am aware of Omnitrans' parking regulations, and agree to abide by these rules or be subject to discipline. I also understand that, should my parking placard(s) get lost or stolen, I am required to replace it at a cost of $5.00 per placard.

Employee's Signature _____ Date _____