



Connecting Our Community.

## ADMINISTRATIVE & FINANCE COMMITTEE

THURSDAY, APRIL 17, 2014 – 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 services are needed in order to participate in the public meeting, requests should be made through the Recording Secretary at least three (3) business days prior to the Committee Meeting. The Recording Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY), located at 1700 West Fifth Street, San Bernardino, California. If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to [BoardSecretary@omnitrans.org](mailto:BoardSecretary@omnitrans.org).

### A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

### B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, May 15, 2014, 8:00 a.m.  
Omnitrans Metro Facility Board Room

### C. COMMUNICATIONS FROM THE PUBLIC

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

### D. POSSIBLE CONFLICT OF INTEREST ISSUES

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

### E. DISCUSSION ITEMS

- |  |     |
|--|-----|
| 1. Approve Administrative & Finance Committee Minutes – March 13, 2014   | 2   |
| 2. Receive & File Forward Fuel Purchase Program Update for April 2014  | 6   |
| 3. Recommend to Board of Directors, Receive and File Construction Progress Report No. 27 through March 19 2014 – sbX E Street Corridor BRT Project | 10  |
| 4. Recommend to Board of Directors, Forward Fuel Purchase Program Fiscal Year 2015   | 23  |
| 5. Recommend to Board of Directors, Revisions to Personnel Policy #402, Management Confidential Classifications                                    | 29  |
| 6. Recommend to Board of Directors, Adoption of Fiscal Year 2014-15 Annual Budget  | 139 |

### F. REMARKS AND ANNOUNCEMENTS

### G. ADJOURNMENT

N/A

ITEM #           E1          

**ADMINISTRATIVE & FINANCE COMMITTEE  
MINUTES OF MARCH 13, 2014**

**A. CALL TO ORDER**

The Administrative & Finance Committee meeting was called to order by Committee Chair Ed Graham at 8:00 a.m., Thursday, March 13, 2014.

**Committee Members Present**

Mayor Ed Graham, City of Chino Hills – Committee Chair  
Mayor Carey Davis, City of San Bernardino  
Council Member Frank Gonzales, City of Colton  
Mayor Ray Musser, City of Upland  
Mayor Pro Tem John Roberts, City of Fontana  
Mayor Walt Stanckiewicz, City of Grand Terrace  
Mayor Pro Tem Alan Wapner, City of Ontario

**Committee Members Not Present**

Mayor Paul Eaton, City of Montclair

**OmniTrans Administrative Staff Present**

Diane Caldera, Director of Operations  
Marge Ewing, Director of Human Resources  
Sam Gibbs, Director of Internal Audit Services  
Anna Rahtz, Acting Director of Planning & Development Services  
Jennifer Sims, Director of Procurement  
Don Walker, Director of Finance  
Wendy Williams, Director of Marketing  
Andres Ramirez, sbX Construction Manager  
Jim Deskus, sbX Project Analyst  
Maurice Mansion, Treasury Manager  
Oscar Tostado, Maintenance Manager  
Mark Crosby, Loss Prevention and Security Supervisor

**B. ANNOUNCEMENTS/PRESENTATIONS**

The next Committee Meeting is scheduled Thursday, April 17, 2014, at 8:00 a.m.

**C. COMMUNICATIONS FROM THE PUBLIC**

There were no comments from the public.

**D. POSSIBLE CONFLICTS OF INTEREST ISSUES**

There were no conflicts of interest issues identified.

**E. DISCUSSION ITEMS**

1. Approve Administrative & Finance Committee Minutes – February 10, 2014

M/S (Stanckiewicz/Roberts) that approved the Committee Minutes of February 10, 2014. Members Wapner and Davis abstained. Motion was unanimous by remaining Members present.

2. Receive & File Forward Fuel Purchase Program Update for March 2014

Director of Finance Donald Walker presented the Forward Fuel Purchase Update, reporting that the gain on the hedge position for March is \$18,825, the total gain on settled hedge positions for the period of February 2012 through March 2014 is \$24,805, and the unrecognized gain for the positions that remain open for the remaining contract period of April 2014 through June 2014 is \$46,000.

Mr. Walker stated that Omnitrans would bring forth a recommendation for the Committee's consideration to extend or terminate the program in June and that a recent conversation with Morgan Stanley, the Agency's broker for the fuel hedge program, estimated the cost would be 40 cents per gallon, compared to the current cost is 27 cents per gallon. This increase would result in an additional cost of \$216,000 per year.

The Committee requested that Omnitrans not wait until June to bring forward a recommendation and to bring back parameters for consideration at the next Committee meeting.

This item was received and filed.

3. Receive & Forward to Board of Directors, Construction Progress Report No. 26 through February 20, 2014 – sbX E Street Corridor BRT Project

sbX Construction Manager Ramirez provided the update on the progress of the sbX Corridor and the Vehicle Maintenance Facility (VMF). The VMF is 42 percent complete, with completion projected for September 2014. Potentially contaminated soil was found which halted excavation work for a short time; fortunately soil testing found no contamination and work is scheduled to resume March 17. The sbX corridor is 99

percent complete, with a negotiated final completion date of March 31, 2014. The project remains within the projected budget of \$191.7M, with \$151M expended to date, and a \$191.1M estimated cost at completion. Lost time remains at zero, with nearly 400,000 combined hours logged.

The main focus in the last month has been signal priority testing and Level 2, 3 and 4 readiness testing. The contractor is working on repairing items on the punch list, which includes minor repairs such as cracks and chips in sidewalks, rust on columns at the stations, and several ADA (Americans With Disabilities Act) accessibility-related issues such as the slopes not at the correct grade or inches of concrete on the sidewalk are missing for clearance. Most of the issues are being addressed by the contractor, with a few in dispute as to who is responsible for corrective action.

The Committee was notified about the additional pavement work required on E Street between 10<sup>th</sup> Street and Highland that was not included in the original bid documents when the contract was awarded. Omnitrans worked closely with the City of San Bernardino to develop a Rough Order of Magnitude cost estimate and conceptual scope work for the additional work on E Street. This information was presented to the Federal Transit Administration (FTA) and the Project Management Oversight Consultant (PMOC) seeking permission to use available project funding this additional roadwork. If approval is received from the FTA, CEO/General Manager Graham said the approval of this expenditure will be presented to the Board of Directors for approval in the near future.

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

4. Recommend to Board of Directors, Adoption of Risk Policy for Incurred But Not Reported (IBNR) Workers' Compensation and Liability Claims

Director of Finance Donald Walker reported that the adoption of a risk policy for Incurred But Not Reported Workers' Compensation and Liability Claims was recommended by the financial auditors Vavrinek Trine Day & Company during the FY 2013 annual audit. At the end of each fiscal year, an actuarial study is conducted to determine the costs of outstanding claims in excess of the workers' compensation limit of \$1M per occurrence and liability limit of \$50,000 per occurrence. The actuarial study provides a range of recommended confidence levels (50% to 95%) for which Omnitrans to choose to book on the financial statements, as required by the Governmental Accounting Standards Board (GASB) No. 10. In prior years, surplus revenue was sufficient to record the outstanding claims at a high confidence level. For example, Fiscal Year 2013 was recorded at an 80% confidence level, which required a \$13.1M reserve. However, with a projected operating deficit of \$12.1M from 2015-2020, Omnitrans does not have the revenue to continue to record IBNR claims at that level moving forward. The recommended policy gives the CEO/General Manager the authority to set the confidence level and to book the IBNR at the Expected Confidence Level of 50%, which is the minimum required by GASB. This means that instead of requiring a \$13.1M claims reserve for Fiscal Year 2013, Omnitrans would only be required to book a \$10.3M reserve to cover outstanding claims.

Mayor Ray Musser arrived at 8:17 a.m., and Council Member Frank Gonzales arrived at 8:18 a.m.

Committee Chair Graham directed that the background of the memo be simplified and moved forward to the Board of Directors for adoption.

5. Recommend to Board of Directors, Amend Board Stipend Policy

CEO/General Manager Graham discussed the current Board adopted policy whereby Board Members are paid a stipend for up to four Board/Policy Committee meetings per month. As the number of standing policy committees has increased and several Board Members sit on more than one committee, an instance recently occurred where a Board Member attended five Board/Policy Committees meetings in one month, but was only paid the stipend for four meetings in accordance with the policy. With support of the Board Chair, staff is recommending that the Board Chair be authorized to approve payment to Board Members, on a case by case basis, should the four meeting cap be exceeded.

Upon discussion by the Committee Members, the following motion was carried forward:

M/S (Roberts/Musser) to recommend to Board of Directors, amendment of the Board Stipend Policy to remove the four meeting per month cap. Member Davis abstained. Motion was unanimous by remaining Members present.

**F. REMARKS AND ANNOUNCEMENTS**

CEO/General Manager announced that the sbX Completion Ceremony is scheduled for April 22, with revenue service scheduled to begin April 28.

**G. ADJOURNMENT**

The Administrative & Finance Committee meeting adjourned at 8:27 a.m. The next Administrative & Finance Committee Meeting is scheduled Thursday, April 17, 2014, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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Vicki Dennett, Assistant to CEO/General Manager

ITEM # E2

**DATE:** April 17, 2014

**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: DIRECTOR OF FINANCE'S REPORT ON FORWARD FUEL  
PURCHASES FOR APRIL 2014**

### **FORM MOTION**

Receive and file Director of Finance's report on forward fuel purchases for April 2014. This program was implemented on May 6, 2009, to increase the predictability of Omnitrans costs and reduce operational uncertainty in the event of dramatic fuel price increases in the open market.

### **BACKGROUND**

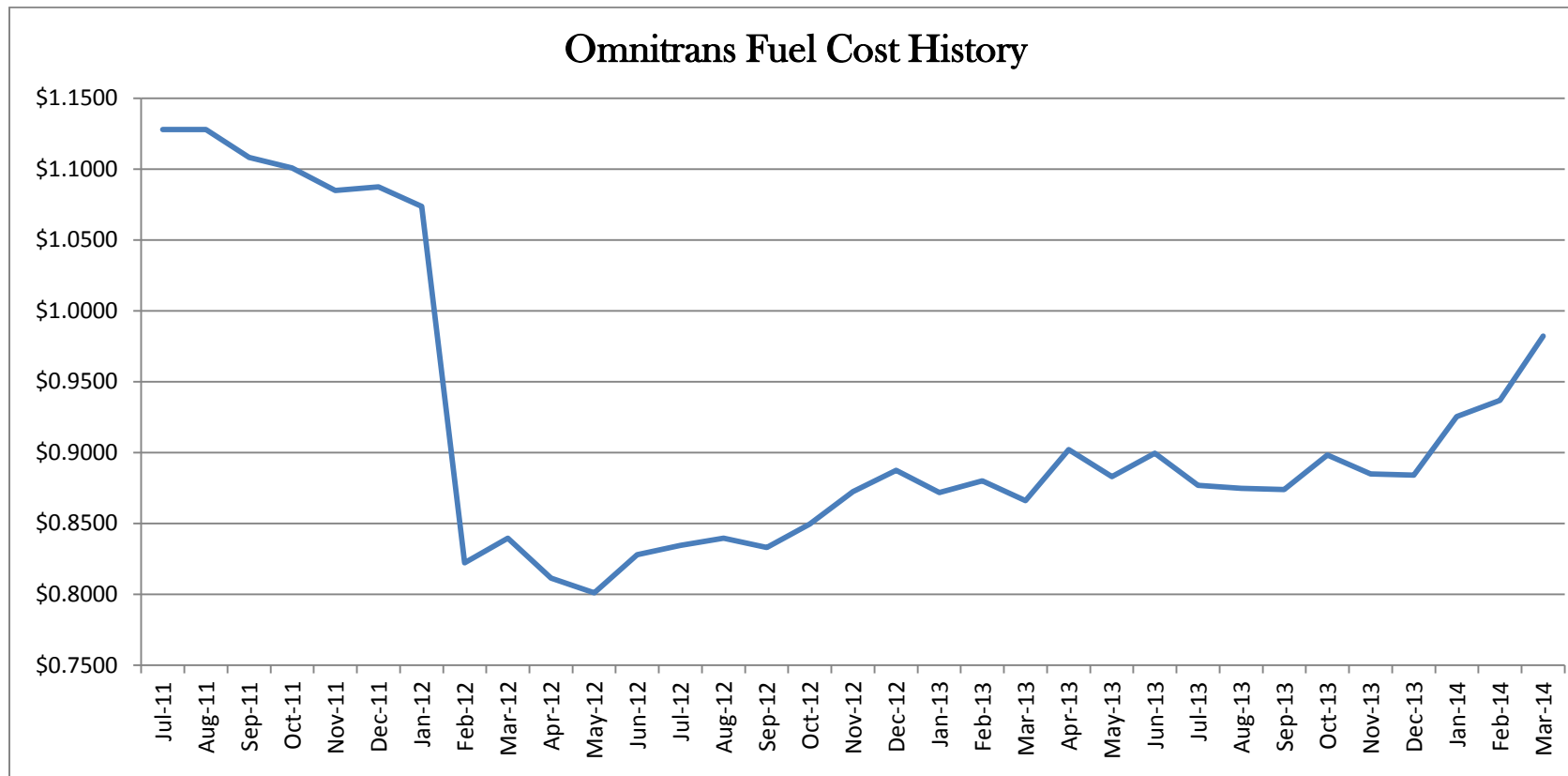
This report is submitted in order to comply with the requirements of the Omnitrans Forward Fuel Purchase Policy and Procedure. The report highlights activities taken under the Board action of November 2011 authorizing staff to hedge up to 150,000 gallons per month of CNG on the NYMEX exchange through Morgan Stanley. The report includes a summary of the hedge that has been established, an estimate of the monthly variance to be recognized in the Agency's financials, and may include articles on significant matters that have impacted the market for CNG. The current hedge fixes the price of approximately 45% of the Agency's natural gas through June 2014.

Omnitrans has increased its fuel budget from \$.88 to \$.92 for FY2014, as CNG prices in the market have increased. The April 2014 contract closed above the hedge price. The Agency will record a profit on our futures position for the month of April and that gain will offset a portion of the fuel costs that will be reflected in the Agency's Expense Summary for March 2014.

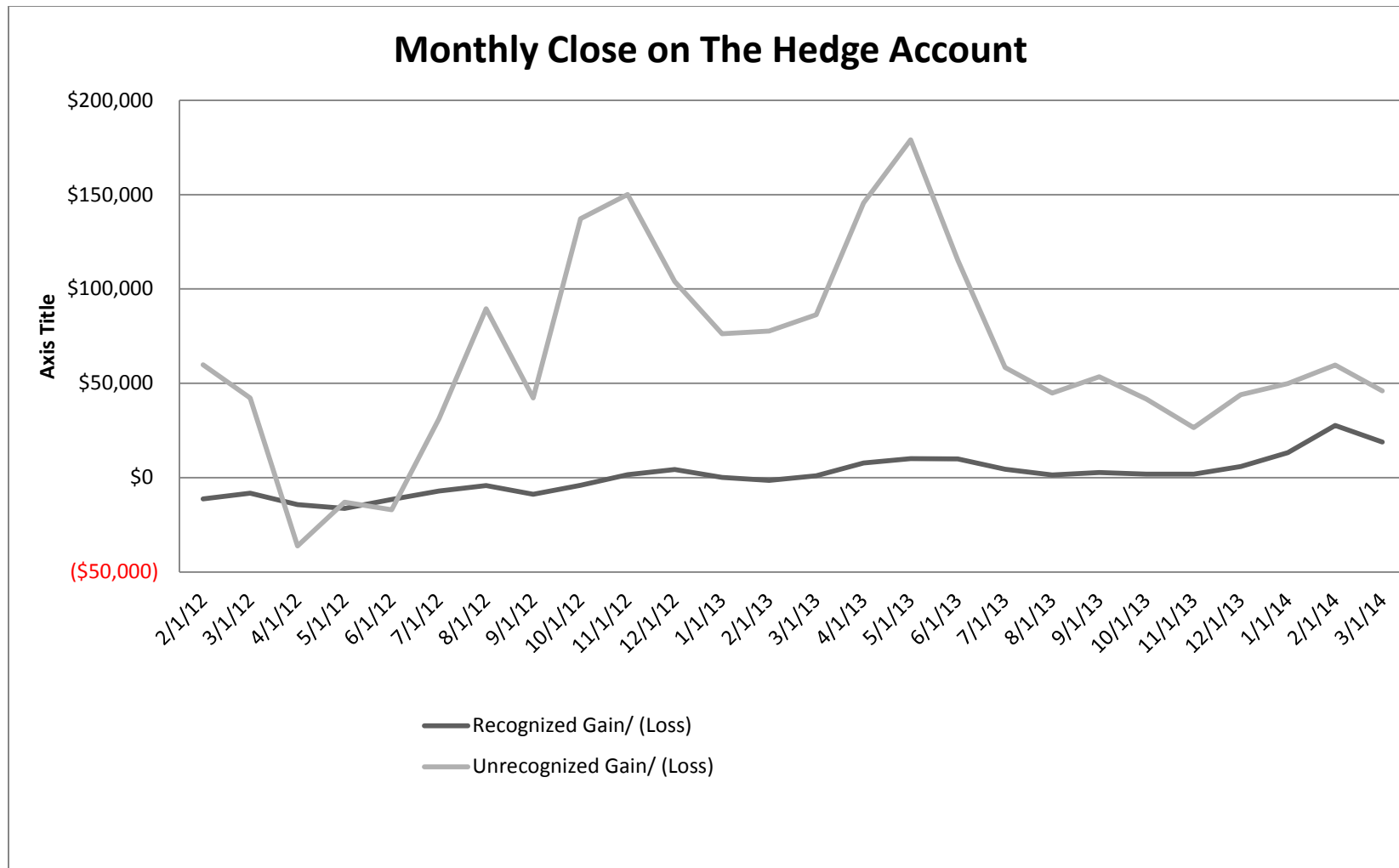
The net price that will be used for Omnitrans' April 2014 fuel purchase is \$0.9166 per gallon. This includes CNG at the So Cal Index price, the gain on the hedge position, liquefaction, delivery, and sales tax. (Note: We do not hedge the index differential. The gain on the hedge is based on the Henry Hub index. Clean Energy prices our deliveries off the SoCal index. In April, the SoCal Index settled below Henry Hub.) This price is after recognition of the monthly gain on the hedge position in the amount of \$15,438.

Omnitrans will recognize a gain in the CNG account of approximately \$1,168 in the month of April 2014. Omnitrans has recognized a total gain of \$40,243 on settled hedge positions; February 2012 through April 2014. The Agency has an unrecognized gain of \$25,963 on positions that remain open; May 2014 through June 2014.

PSG:dw







ITEM #           E3          

**DATE:** April 17, 2014

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

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

**FROM:** Andres Ramirez, sbX Construction Manager

**SUBJECT:** **CONSTRUCTION PROGRESS REPORT NO. 27 THROUGH  
MARCH 19, 2014 - sbX E STREET CORRIDOR BRT PROJECT**

**FORM MOTION**

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No. 27 for the sbX E Street Corridor BRT Project through March 19, 2014.

**BACKGROUND**

This is Construction Progress Report No. 27 for the sbX E Street Corridor Project.

**CONCLUSION**

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No.27 for the sbX E Street Corridor BRT Project through March 19, 2014.

PSG:AR

Attachment



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

### **Construction Progress Report No. 27**

**As of March 19, 2014**

**Submitted By:**

**JACOBS**

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

Contractor Contract No.: IPMO11-5

Project Manager: Roger Hatton, P.E.

Resident Engineer Karim Varshochi, P.E.  
(Corridor)  
Anni Larkins, P.E.  
(VMF)

Omnitrans Construction  
Manager: Andres Ramirez  
Construction Manager

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## **I. PROJECT STATUS SUMMARY**

### **A. Project Description – sbX Corridor**

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 Refined LPA includes:

- 15.7 mile corridor
- 5.4 miles of exclusive center-running BRT lanes
- 10.3 miles of mixed flow BRT operation
- 16 BRT station locations, 6 center stations and 10 curb stations
- 23 station boarding structures
- 4 park-and-ride facilities with a total of 610 parking spaces
- Transit signal priority (TSP) applications at select key intersections

### **B. Summary Status Update (Accomplishments) – sbX Corridor**

- Working on correcting Punch List items
- Continued completion of remaining change order work.
- Completed Level I and II testing.
- Continued Level III testing/certification.

### **C. Projected April Work – sbX Corridor**

- Complete Punch List corrections.
- Completing Level III testing and certification.
- Commence Level IV testing (mock runs).
- Conduct final punch walk and prepare final Punch List.
- Complete the As-Built turnover.
- Complete turnover of stations and corridor.
- Start Revenue Service.

### **D. Project Description – Vehicle Maintenance Facility (VMF)**

The Omnitrans' 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 building, 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.

#### **E. Summary Status Update (Accomplishments) – Vehicle Maintenance Facility (VMF)**

- Verbal clearances issued for all eight (8) UST's removed (final report pending).
- Completed fabrication of the booster pump enclosure; installation planned for late March 2014.
- Completed concrete demolition for the installation for tire equipment in Building A.
- Started plastering the outside of the new Battery Room.
- Resumed earthwork operations on March 19, 2014.

#### **F. Projected April Work – Vehicle Maintenance Facility (VMF)**

- Complete concrete placement for the new bus lift pits in Maintenance Building A.
- Complete over-excavation for the new Bus Wash Facility (Building B), construction on the new buffer tank pad, relocation of the buffer tanks, and start grading and excavation for the new Fuel Facility (Building C).
- Complete construction/installation of the new booster pump and enclosure, and the water point of connection at the compressor room.
- Finish rough-in for the new compressors and continue work at the new battery room.

## **II. PROJECT SCHEDULE**

The CM team and Contractors are using the latest scheduling tools (Primavera V. P6), available to manage the project schedule.

Due to the actual field conditions (E Street Corridor and the VMF), many construction activities needed re-sequencing, resulting in several revisions in the baseline schedules submitted. As a proactive approach, the CM team has created an internal schedule as a guiding tool used to monitor and manage the construction progress.

#### **A. Summary of Project Schedule – sbX Corridor**

A contract extension has been approved and formally issued to the Contractor extending the completion date to March 31, 2014. Any additional work required into April 2014 will be addressed on a case by case basis. However, progress on the project has reached a point where Revenue Service will not be impacted.

#### **B. Summary of Project Schedule – Vehicle Maintenance Facility (VMF)**

Based on the analysis and response to the Time Impact Evaluation (TIE) #1, the contract completion date is extended to May 26, 2014. A portion of that time extension is compensable while the remainder is not. The compensable daily rate is currently being negotiated with the Contractor.

Subsequent to these efforts, the Contractor has submitted TIE #2 requesting an additional 41 days of extension due impacts associated with the removal of the underground storage tanks. This request is currently being analyzed for response.

In addition, the Contractor has submitted its December 2013 Monthly Schedule Update (UP05), with a data date of December 15, 2013. This schedule is also being evaluated.

### **III. REQUESTS FOR INFORMATION (RFIs), SUBMITTALS, AND NON-CONFORMANCE REPORTS (NCRs)**

#### **A. sbX Corridor**

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 – 1011	Total Submittals – 883	Total NCRs - 26
Total Open – 9	Total Open – 5	Total Open - 2

Weekly RFI meetings are held every Tuesday morning.  
Weekly NCR meetings are held every Thursday morning.

#### **B. 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 – 178	Total Submittals – 322	Total NCRs – 12
Total Open – 0	Total Open – 11	Total Open – 1

### **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.

SbX Corridor - As of March 19, 2014 there are 411,195 “no-lost time” hours.  
VMF - As of February 7, 2014 there are 18,243 “no-lost time” hours.

### **V. PROJECT BUDGET AND COST**

#### **TOTAL PROGRAM BUDGET BUDGET AS OF FEBRUARY 28, 2014**

Approved Budget	\$191,706,000
Cost to Date	\$153,623,114
Estimate to Complete	\$ 36,295,575
Estimate at Completion	\$189,918,689

**SBX CORRIDOR PROJECT COSTS - AS OF FEBRUARY 28, 2014**

	CURRENT AUTHORIZED	CURRENT INVOICES PAID	REMAINING CONTRACT BALANCE
<b>JACOBS</b>	\$11,852,647	\$9,503,428	\$2,349,219
<b>PARSONS</b>	\$18,097,876	\$16,841,587	\$1,256,289
<b>GRIFFITH/COMET</b>	\$83,782,780	\$74,036,775	\$9,746,005
<b>TOTAL</b>	\$113,733,303	\$100,381,790	\$13,351,513

**VMF CORRIDOR PROJECT COSTS - AS OF FEBRUARY 28, 2014**

	CURRENT AUTHORIZED	CURRENT INVOICES PAID	REMAINING CONTRACT BALANCE
<b>STV Inc.</b>	\$1,418,132	\$1,273,435	\$144,697
<b>USS Cal Builders</b>	\$11,685,598	\$5,148,133	\$6,537,465
<b>Total</b>	\$13,103,730	\$6,421,568	\$6,682,162



**SBX CORRIDOR CONTRACT TIME**

<b>Activity</b>	<b>Days</b>	<b>Date</b>
Notice to Proceed		11/21/11
Calendar Days per Original Contract	730	
Original Completion Date		12/21/13
Calendar Days Completed as of March 19, 2014	818	
CCO Time Extension to Date	100	03/31/14
Required Completion Days/Date as of March 19, 2014	12	12/21/13
Forecasted Completion Date as of March 19, 2014		TBD*
Percent Time Elapsed	99%	

**VMF CONTRACT TIME**

<b>Activity</b>	<b>Days</b>	<b>Date</b>
Notice to Proceed		12/10/12
Calendar Days per Original Contract	425	
Original Completion Date		02/08/14
Calendar Days Completed as of March 19, 2014	464	
CCO Time Extension to Date	0	
Required Completion Days/Date as of March 19, 2014	-39	02/08/14
Forecasted Revenue Start Date as of March 19, 2014		04/30/14
Percent Time Elapsed	109%	

**\* CONSTRUCTION COMPLETION DATE WILL BE AVAILABLE UPON COMPLETION OF THE SCHEDULE UPDATE.**

**CHANGE ORDERS****SBX CORRIDOR CONTRACT CHANGE ORDERS - As of March 19, 2014**

<b>Change Order Status</b>	<b>Amount Approved</b>
Approved Change Orders	\$18,960,867
Pending Change Orders	\$928,188
Potential Change Orders	\$1,560,000
<b>Total</b>	<b>21,449,055</b>

**VMF CONTRACT CHANGE ORDERS - As of March 19, 2014**

<b>Change Order Status</b>	<b>Amount</b>
Approved Change Orders	\$1,235,299
Pending Change Orders	\$20,141
Potential Change Orders	\$1,762,406
<b>Total</b>	<b>\$1,255,440</b>

**Note:** Currently, pricing for Potential Change Orders are estimated based on Rough Order of Magnitude pending designer plans or final submittal of pricing by the Contractor.

Upon the approval of the final to date schedule, an analysis will be completed to determine the effect of the change orders on the scheduled completion date.

## VI. Project Photographs

### SBX CORRIDOR PROGRESS PHOTOS



1. Inventory of spare parts.



2. Inventory of spare parts.

**VMF PROGRESS PHOTOS**

1. Inside Maintenance Facility (Building A) – Contractor is trenching for underground compressed air and electrical lines for the Bus Lift Equipment.



2. Formwork and rebar is placed and ready for concrete pour at the bus lift pits in Maintenance Facility (Building A).

**IPMO/sbX Project Cost Report**  
**Period Ended 2/28/14**

Description	Current Budget	Expenditures \$	%	Remaining Budget	Estimate to Complete	Estimate at Completion	Budget Forecast Variance
BRT Construction	84,637,000	74,153,176	87.6%	10,483,824	15,682,639	89,835,815	(5,198,815)
Vehicle Maintenance Facility (VMF) Construction	8,131,000	5,148,133		2,982,867	10,158,417	15,306,550	(7,175,550)
Vehicles - Design & Manufacturing	16,628,000	14,879,541	89.5%	1,748,459	1,286,174	16,165,715	462,285
ROW Acquisition Services	10,357,000	10,940,793	105.6%	(583,793)	949,177	11,889,970	(1,532,970)
3rd Party Utilities Design & Relocation	1,003,000	1,054,434	105.1%	(51,434)	51,683	1,106,117	(103,117)
BRT Design	17,849,400	16,841,587	94.4%	1,007,813	9,495	16,851,082	998,318
VMF Design	1,007,600	1,287,835	127.8%	(280,235)	408,097	1,695,932	(688,332)
Other Professional, Technical & Management Services	34,020,000	29,317,615	86.2%	4,702,385	7,749,893	37,067,508	(3,047,508)
<b>SUB-TOTAL</b>	<b>173,633,000</b>	<b>153,623,114</b>		<b>20,009,886</b>	<b>36,295,575</b>	<b>189,918,689</b>	<b>(16,285,689)</b>
Unallocated Contingency	18,073,000	-		18,073,000	1,787,311	1,787,311	16,285,689
<b>TOTAL</b>	<b>191,706,000</b>	<b>153,623,114</b>	<b>80.1%</b>	<b>38,082,886</b>	<b>38,082,886</b>	<b>191,706,000</b>	<b>-</b>

**IPMO/sbX Project  
Through 2/28/14**

Standard Cost Category (SCC)	Description	Approved Current Budget	Expenditures \$ %	Remaining Budget	Estimate to Complete	Estimate at Completion	Budget Forecast Variance
<b>10</b>	<b>GUIDEWAY &amp; TRACK ELEMENTS</b>	<b>19,725,000</b>	<b>16,944,313 85.9%</b>	<b>\$ 2,780,687</b>	<b>\$ 2,648,382</b>	<b>\$ 19,592,695</b>	<b>\$ 132,305</b>
10.02	Guideway: At-grade semi-exclusive (allows cross-traffic)	\$ 18,353,000	15,017,433 81.8%	\$ 3,335,567	\$ 2,311,789	\$ 17,329,222	\$ 1,023,778
10.03	Guideway: At-grade in mixed traffic	\$ 1,372,000	1,926,880 140.4%	\$ (554,880)	\$ 336,593	\$ 2,263,473	\$ (891,473)
<b>20</b>	<b>STATIONS, STOPS, TERMINALS, INTERMODAL</b>	<b>14,917,000</b>	<b>13,080,774 87.7%</b>	<b>\$ 1,836,226</b>	<b>\$ 1,295,363</b>	<b>\$ 14,376,137</b>	<b>\$ 540,863</b>
20.01	At-grade station, stop, shelter, mall, terminal, platform	14,917,000	13,080,774 87.7%	\$ 1,836,226	\$ 1,295,363	\$ 14,376,137	\$ -
<b>30</b>	<b>SUPPORT FACILITIES: YARDS, SHOPS, ADMIN. BLDGS</b>	<b>\$ 8,131,000</b>	<b>5,148,133 63.3%</b>	<b>\$ 2,982,867</b>	<b>\$ 10,158,418</b>	<b>\$ 15,306,551</b>	<b>\$ (7,175,551)</b>
30.02	Light Maintenance Facility	\$ 4,265,000	4,000,099 93.8%	\$ 264,901	\$ 7,785,945	\$ 11,786,044	\$ (7,521,044)
30.05	Yard and Yard Track	\$ 3,866,000	1,148,034 0.0%	\$ 2,717,966	\$ 2,372,473	\$ 3,520,507	\$ 345,493
<b>40</b>	<b>SITEWORK &amp; SPECIAL CONDITIONS</b>	<b>34,271,000</b>	<b>25,622,007 74.8%</b>	<b>\$ 8,648,993</b>	<b>\$ 4,888,156</b>	<b>\$ 30,510,163</b>	<b>\$ 3,760,837</b>
40.01	Demolition, Clearing, Earthwork	\$ 4,741,000	337,221 7.1%	\$ 4,403,779	\$ (247,211)	\$ 90,010	\$ 4,650,990
40.02	Site Utilities, Utility Relocation	\$ 4,993,000	9,311,113 186.5%	\$ (4,318,113)	\$ 2,190,482	\$ 11,501,595	\$ (6,508,595)
40.05	Site structures including retaining walls, sound walls	\$ 90,000	365,308 405.9%	\$ (275,308)	\$ 278,558	\$ 643,866	\$ (553,866)
40.06	Pedestrian / bike access and accommodation, landscaping	\$ 6,925,000	3,421,344 49.4%	\$ 3,503,656	\$ 1,498,646	\$ 4,919,990	\$ 2,005,010
40.07	Automobile, bus, van accessways including roads, parking lots	\$ 3,601,000	4,096,485 113.8%	\$ (495,485)	\$ 150,864	\$ 4,247,349	\$ (646,349)
40.08	Temporary Facilities and other indirect costs during construction	\$ 13,921,000	8,090,536 58.1%	\$ 5,830,464	\$ 1,016,817	\$ 9,107,353	\$ 4,813,647
<b>50</b>	<b>SYSTEMS</b>	<b>\$ 16,727,000</b>	<b>19,560,516 116.9%</b>	<b>\$ (2,833,516)</b>	<b>\$ 965,787</b>	<b>\$ 20,526,303</b>	<b>\$ (3,799,303)</b>
50.02	Traffic signals and crossing protection	\$ 10,810,000	6,340,220 58.7%	\$ 4,469,780	\$ 157,816	\$ 6,498,036	\$ 4,311,964
50.05	Communications	\$ 4,210,000	8,246,371 195.9%	\$ (4,036,371)	\$ 181,896	\$ 8,428,267	\$ (4,218,267)
50.06	Fare collection system and equipment	\$ 1,707,000	4,973,925 291.4%	\$ (3,266,925)	\$ 626,075	\$ 5,600,000	\$ (3,893,000)
	Pending Change Orders				\$ 2,733,249	\$ 2,733,249	\$ (2,733,249)
	Risk				\$ 3,203,385	\$ 3,203,385	\$ (3,203,385)
	<b>Construction Subtotal (10-50)</b>	<b>93,771,000</b>	<b>80,355,743 85.7%</b>	<b>\$ 13,415,257</b>	<b>\$ 25,892,740</b>	<b>\$ 106,248,483</b>	<b>\$ (12,477,483)</b>
<b>60</b>	<b>ROW, LAND, EXISTING IMPROVEMENTS</b>	<b>\$ 6,532,000</b>	<b>\$ 6,006,388 92.0%</b>	<b>\$ 525,612</b>	<b>\$ 944,447</b>	<b>\$ 6,950,835</b>	<b>\$ (418,835)</b>
60.01	Purchase or lease of real estate	\$ 6,327,000	5,841,458 92.3%	\$ 485,542	\$ 904,377	\$ 6,745,835	\$ (418,835)
60.02	Relocation of existing households and businesses	\$ 205,000	164,930 80.5%	\$ 40,070	\$ 40,070	\$ 205,000	\$ -
<b>70</b>	<b>VEHICLES</b>	<b>\$ 16,628,000</b>	<b>\$ 14,879,541 89.5%</b>	<b>\$ 1,748,459</b>	<b>\$ 1,286,174</b>	<b>\$ 16,165,715</b>	<b>\$ 462,285</b>
70.04	Bus	\$ 15,448,000	14,879,541 96.3%	\$ 568,459	\$ 379,126	\$ 15,258,667	\$ 189,333
70.06	Non-revenue vehicles	\$ 250,000	- 0.0%	\$ 250,000	\$ -	\$ -	\$ 250,000
70.07	Spare parts	\$ 930,000	- 0.0%	\$ 930,000	\$ 907,048	\$ 907,048	\$ 22,952
<b>80</b>	<b>PROFESSIONAL SERVICES</b>	<b>56,702,000</b>	<b>52,381,442 92.4%</b>	<b>\$ 4,320,558</b>	<b>\$ 8,172,214</b>	<b>\$ 60,553,656</b>	<b>\$ (3,851,656)</b>
80.01	Preliminary Engineering	\$ 12,921,000	12,876,525 99.7%	\$ 44,475	\$ 17,502	\$ 12,894,027	\$ 26,973
80.02	Final Design	\$ 7,261,000	7,034,421 96.9%	\$ 226,579	\$ 407,701	\$ 7,442,122	\$ (181,122)
80.03	Project Management for Design and Construction	\$ 15,997,000	11,457,041 71.6%	\$ 4,539,959	\$ 2,994,262	\$ 14,451,303	\$ 1,545,697
80.04	Construction Administration & Management	\$ 6,632,000	9,503,428 143.3%	\$ (2,871,428)	\$ 3,349,219	\$ 12,852,647	\$ (6,220,647)
80.05	Professional Liability and other Non-Construction Insurance	\$ 1,112,000	- 0.0%	\$ 1,112,000	\$ -	\$ -	\$ 1,112,000
80.06	Legal; Permits; Review Fees by other agencies, cities, etc.	\$ 10,596,000	11,510,027 108.6%	\$ (914,027)	\$ 678,530	\$ 12,188,557	\$ (1,592,557)
80.07	Surveys, Testing, Investigation, Inspection	\$ 1,463,000	- 0.0%	\$ 1,463,000	\$ 25,000	\$ 25,000	\$ 1,438,000
80.08	Start up	\$ 720,000	- 0.0%	\$ 720,000	\$ 700,000	\$ 700,000	\$ 20,000
	<b>Subtotal (10-80)</b>	<b>\$ 173,633,000</b>	<b>\$ 153,623,114 88.5%</b>	<b>\$ 20,009,886</b>	<b>\$ 36,295,575</b>	<b>\$ 189,918,689</b>	<b>\$ (16,285,689)</b>
<b>90</b>	<b>UNALLOCATED CONTINGENCY</b>	<b>18,073,000</b>	<b>- 0.0%</b>	<b>\$ 18,073,000</b>	<b>\$ 1,787,311</b>	<b>\$ 1,787,311</b>	<b>\$ 16,285,689</b>
	<b>Subtotal (10-90)</b>	<b>191,706,000</b>	<b>153,623,114 80.1%</b>	<b>\$ 38,082,886</b>	<b>\$ 38,082,886</b>	<b>\$ 191,706,000</b>	<b>\$ -</b>
<b>100</b>	<b>FINANCE CHARGES</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL PROJECT COST (10-100)</b>	<b>191,706,000</b>	<b>153,623,114 80.1%</b>	<b>\$ 38,082,886</b>	<b>\$ 38,082,886</b>	<b>\$ 191,706,000</b>	<b>\$ -</b>

ITEM # E4

**DATE:** April 17, 2014

**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: RECOMMENDATION - FORWARD FUEL PURCHASE PROGRAM  
FISCAL YEAR 2015**

**FORM MOTION**

Recommend to Board of Directors, approval to continue the Forward Fuel Purchase Program in FY2015 for twelve (12) months when the price per gallon is equal to or less than the \$0.92 budgeted per gallon for FY2015.

**BACKGROUND**

The Forward Fuel Purchase Program was implemented in May 2009 to increase the predictability of Omnitrans Compressed Natural Gas (CNG) costs and reduce operational uncertainty in the event of dramatic fuel price increases in the open market. The current program was established in February 2012, and fixes the price of approximately 150,000 or 45% of Omnitrans' monthly CNG usage through the end June 30, 2014. This recommendation is presented in order to comply with the requirements of the Omnitrans Forward Fuel Purchase Policy and Procedure.

Table I below provides the history of the total price per gallon since the implementation of the current hedge program (February 2012 through April 2014), along with the definitions used in the hedge program. May 2014 and June 2014 are also included based on the projections from Morgan Stanley's monthly statement. The price per gallon ranges from a low of \$0.80 in May 2012 to a high of \$0.98 in March 2014.

The total cost per gallon is determined by the weighted average of the spot market and the hedge price, plus additional costs. Most notable of the additional cost is Clean Energy's fixed cost of \$0.51 cents per gallon. The fixed cost includes liquefaction, delivery, and administrative overhead.



**Table I – Hedge History**

*Hedge Gallons*      *150,000*      *43.5%*  
*Spot Gallons*      *195,000*      *56.5%*  
*Monthly Usage*      *345,000*      *100.0%*

	<u>Description</u>	<u>Jul-11</u>	<u>Aug-11</u>	<u>Sep-11</u>	<u>Oct-11</u>	<u>Nov-11</u>	<u>Dec-11</u>	<u>Jan-12</u>	<u>Feb-12</u>	<u>Mar-12</u>	<u>Apr-12</u>	<u>May-12</u>	<u>Jun-12</u>
1.	Spot								\$0.2021	\$0.2213	\$0.1811	\$0.1683	\$0.2007
2.	Hedge								\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768
3.	SoCal Differential								\$0.0120	\$0.0174	\$0.0140	\$0.0116	\$0.0182
4.	<i>Effective Price</i>								<i>\$0.2466</i>	<i>\$0.2628</i>	<i>\$0.2368</i>	<i>\$0.2270</i>	<i>\$0.2520</i>
5.	Hedge Administration								\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007
6.	Clean Energy Fixed Cost								\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140
7.	Sales Tax								\$0.0609	\$0.0622	\$0.0601	\$0.0593	\$0.0613
8.	<b><i>Total Price</i></b>								<b><i>\$0.8222</i></b>	<b><i>\$0.8397</i></b>	<b><i>\$0.8116</i></b>	<b><i>\$0.8011</i></b>	<b><i>\$0.8280</i></b>



Committee Chair Ed Graham and Members of the Administrative and Finance Committee  
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	<u>Description</u>	<u>Jul-12</u>	<u>Aug-12</u>	<u>Sep-12</u>	<u>Oct-12</u>	<u>Nov-12</u>	<u>Dec-12</u>	<u>Jan-13</u>	<u>Feb-13</u>	<u>Mar-13</u>	<u>Apr-13</u>	<u>May-13</u>	<u>Jun-13</u>
1.	Spot	\$0.2293	\$0.2488	\$0.2177	\$0.2498	\$0.2869	\$0.3055	\$0.2772	\$0.2666	\$0.2832	\$0.3286	\$0.3431	\$0.3428
2.	Hedge	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768
3.	SoCal Differential	\$0.0081	\$0.0019	\$0.0132	\$0.0103	\$0.0107	\$0.0140	\$0.0136	\$0.0273	\$0.0050	\$0.0126	(\$0.0132)	\$0.0021
4.	Effective Price	\$0.2580	\$0.2628	\$0.2566	\$0.2719	\$0.2931	\$0.3070	\$0.2907	\$0.2983	\$0.2854	\$0.3187	\$0.3011	\$0.3163
5.	Hedge Administration	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007
6.	Clean Energy Fixed Cost	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140
7.	Sales Tax	\$0.0618	\$0.0622	\$0.0617	\$0.0629	\$0.0646	\$0.0657	\$0.0664	\$0.0671	\$0.0660	\$0.0688	\$0.0673	\$0.0686
8.	<b>Total Price</b>	<b>\$0.8345</b>	<b>\$0.8397</b>	<b>\$0.8330</b>	<b>\$0.8495</b>	<b>\$0.8725</b>	<b>\$0.8875</b>	<b>\$0.8718</b>	<b>\$0.8801</b>	<b>\$0.8661</b>	<b>\$0.9022</b>	<b>\$0.8831</b>	<b>\$0.8995</b>

	<u>Description</u>	<u>Jul-13</u>	<u>Aug-13</u>	<u>Sep-13</u>	<u>Oct-13</u>	<u>Nov-13</u>	<u>Dec-13</u>	<u>Jan-14</u>	<u>Feb-14</u>	<u>Mar-14</u>	<u>Apr-14</u>	<u>May-14</u>	<u>Jun-14</u>
1.	Spot	\$0.3064	\$0.2859	\$0.2948	\$0.2891	\$0.2889	\$0.3155	\$0.3642	\$0.4593	\$0.4012	\$0.3788	\$0.3612	\$0.3640
2.	Hedge	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768	\$0.2768
3.	SoCal Differential	\$0.0019	\$0.0114	\$0.0056	\$0.0031	\$0.0191	\$0.0033	\$0.0140	(\$0.0291)	\$0.0455	(\$0.0025)	0.0072	0.0072
4.	Effective Price	\$0.2954	\$0.2933	\$0.2926	\$0.2869	\$0.3027	\$0.3020	\$0.3403	\$0.3508	\$0.3926	\$0.3320	\$0.3317	\$0.3333
5.	Hedge Administration	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007
6.	Clean Energy Fixed Cost	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140
7.	Sales Tax	\$0.0668	\$0.0667	\$0.0666	\$0.0661	\$0.0674	\$0.0674	\$0.0705	\$0.0714	\$0.0749	\$0.0699	\$0.0698	\$0.0700
8.	<b>Total Price</b>	<b>\$0.8769</b>	<b>\$0.8747</b>	<b>\$0.8739</b>	<b>\$0.8677</b>	<b>\$0.8849</b>	<b>\$0.8841</b>	<b>\$0.9255</b>	<b>\$0.9369</b>	<b>\$0.9821</b>	<b>\$0.9165</b>	<b>\$0.9162</b>	<b>\$0.9179</b>

1. *Spot Price – the price of fuel on the open market.*
2. *Hedge Price – the fixed price of fuel through Morgan Stanley.*
3. *SoCal Differential – the difference between the Henry Hub index price and the SoCal index price.*
4. *Effective Price – the price of fuel calculated as follows: (43.5% x Hedge price) + (56.5% x Spot Price) + SoCal Differential*
5. *Clean Energy Fixed Cost – liquefaction, delivery, and administrative costs per delivery.*
6. *Sales Tax – San Bernardino County current sales tax rate per delivery.*
7. *Total Price – the all-inclusive price per gallon of fuel.*

Below is the most recent quote obtained in March 2014 from the Morgan Stanley's Futures Specialist. The Specialist quoted a hedge price of \$0.3686 for twelve months beginning July 1, 2014, and ending June 30, 2015. If Omnitrans were to hedge at \$0.3686, with the current market at \$0.3851, we would exceed our price per gallon budget by \$0.0579. When multiplied by the usage and a conversion factor of 1.6 for converting LNG to CNG, the resultant \$0.0579 equates to a potential loss of \$35,800 monthly, or \$429,700 for one year. Based on the current market condition of \$0.3851 per gallon, Omnitrans should hedge at or below \$0.2308 as not to exceed the budgeted price of \$0.92 per gallon.

<i>Hedge Gallons</i>	<i>150,000</i>	<i>38.8%</i>
<i>Spot Gallons</i>	<i>236,500</i>	<i>61.2%</i>
<i>Monthly Usage</i>	<i>386,500</i>	<i>100.0%</i>

<u>Description</u>	<u>Current Market</u>	<u>Recommended</u>
Spot Price	\$0.3851	\$0.3851
Hedge Price	\$0.3686	\$0.2308
SoCal Differential	\$0.0100	\$0.0100
Effective Price	\$0.3887	\$0.3352
Hedge Administration	\$0.0007	\$0.0007
Clean Energy Fixed Cost	\$0.5140	\$0.5140
Sales Tax	\$0.0745	\$0.0701
<b>Total Price</b>	<b>\$0.9779</b>	<b>\$0.9200</b>

Given the current market conditions, Table II below, presented for informational purposes, gives the price at which Omnitrans should hedge based on different spot market prices. No one, not even the experts, can accurately predict fuel prices. However, a prudent approach to hedging can reduce Omnitrans' exposure to dramatic fuel price increases. Staff will continue to monitor the spot market and hedge price of fuel to continue the hedging program if the budget criteria is met.

**Table II – Hedging Levels**

<i>Hedge Gallons</i>	<i>150,000</i>	<i>38.8%</i>
<i>Spot Gallons</i>	<u><i>236,500</i></u>	<i>61.2%</i>
<i>Monthly Usage</i>	<u><u><i>386,500</i></u></u>	<i>100.0%</i>

	<u>Description</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>
1.	Spot Price	\$0.3851	\$0.3751	\$0.3651	\$0.3551	\$0.3451	\$0.3351	\$0.3251	\$0.3151	\$0.3051	\$0.2951	\$0.2851	\$0.2751
2.	Hedge Price	\$0.2308	\$0.2466	\$0.2622	\$0.2779	\$0.2937	\$0.3095	\$0.3253	\$0.3411	\$0.3568	\$0.3725	\$0.3883	\$0.4041
3.	SoCal Differential	\$0.0100	\$0.0100	\$0.0100	\$0.0100	\$0.0100	\$0.0100	\$0.0100	\$0.0100	\$0.0100	\$0.0100	\$0.0100	\$0.0100
4.	<i>Effective Price</i>	<i>\$0.3352</i>	<i>\$0.3352</i>	<i>\$0.3352</i>	<i>\$0.3351</i>	<i>\$0.3352</i>	<i>\$0.3352</i>	<i>\$0.3352</i>	<i>\$0.3352</i>	<i>\$0.3352</i>	<i>\$0.3351</i>	<i>\$0.3352</i>	<i>\$0.3352</i>
5.	Hedge Administration	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007	\$0.0007
6.	Clean Energy Fixed Cost	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140	\$0.5140
7.	Sales Tax	\$0.0701	\$0.0701	\$0.0701	\$0.0701	\$0.0701	\$0.0701	\$0.0701	\$0.0701	\$0.0701	\$0.0701	\$0.0701	\$0.0701
8.	<b><i>Total Price</i></b>	<b><i>\$0.9200</i></b>	<b><i>\$0.9200</i></b>	<b><i>\$0.9200</i></b>	<b><i>\$0.9200</i></b>	<b><i>\$0.9200</i></b>	<b><i>\$0.9200</i></b>	<b><i>\$0.9200</i></b>	<b><i>\$0.9200</i></b>	<b><i>\$0.9200</i></b>	<b><i>\$0.9200</i></b>	<b><i>\$0.9200</i></b>	<b><i>\$0.9200</i></b>

## **CONCLUSION**

With approval of this item, it would establish specific requirements necessary before implementing/continuing Omnitrans' Forward Fuel Purchase Program.

PSG:djw

ITEM # E5

**DATE:** April 17, 2014

**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

**SUBJECT:** **SALARY RANGES – PERSONNEL POLICY #402**  
**MANAGEMENT CONFIDENTIAL CLASSIFICATIONS**

**FORM MOTION**

Recommend to the Board of Directors, the adoption of revisions to Personnel Policy 402 – Salary Ranges, Management Confidential Classifications for non-represented employees.

1. The revisions under Classifications - Two (2) new positions, three (3) re-evaluated positions to be effective July 1, 2014. Elimination of seven (7) staff positions.
2. Under Salary Ranges - adjust the compa ratio of levels VI (6) thru IX (9) to 2014 market with a financial impact of \$85,048.00 for Fiscal Year 2015.

**BACKGROUND**

Background for Motion 1: Omnitrans Personnel Policy 402 – Salary Ranges, Management Confidential Classifications for non-represented employees was last updated in July 10, 2013, for title changes.

A contract agreement between Capital Partnerships, Inc., and Omnitrans was created in September 2013 to conduct a structural assessment and comparison of Omnitrans to mid-sized transit agencies using the same modes. The structural assessment was to analyze the current senior management organization structure, functions, and reporting relationships. The next step was to conduct an analysis of other mid-sized transit agencies nationwide. The final report provided recommendations, alternatives to structures not under a constrained service plan. This report was presented to the Executive Board in January 2014. The Agency is under a constrained service plan and is implementing the best practices recommended, where possible. Staff is proposing the blending of four departments into two, and has reduced the direct reports for the CEO/GM by two directors. The creation of two (2) new positions and the re-evaluation of three (3) existing positions will facilitate opportunities for succession planning of middle managers and supervisors, and facilitate opportunities to offset personnel expense by sharing Agency personnel resources with other transit agencies in the San Bernardino Valley.

The two (2) new positions are Customer Services Manager, Level V and Materials Manager, Level IV. These new positions need to be recruited. The three (3) re-evaluated positions have increased in supervisory, planning, and accountability. The positions are Development Planning Manager, Level III (previously Planning Project Manager, Level V); Safety & Regulatory Compliance Manager, Level III (previously Director of Safety and Regulatory Compliance Level II) is vacant. The third re-evaluated position of Department Senior Secretary, level VII (previously level VIII) is market driven. The Position Information Questionnaires and Job Descriptions are attached detailing the changes.

Background for Motion 2: The last market adjustment for the compa ratio was in 2012. Omnitrans policy requires surveying every two years. Every year the transit industry and third party survey look at the market to address the salary ranges. This year, Fox Lawson completed their study for Riverside Transit Agency (RTA), and other Southern California Agencies for which Omnitrans has been an active participant. As a participant, Fox Lawson offered survey results tailored to Omnitrans positions utilizing the transit database. Upon thorough review, evaluation and comparison to the market, staff proposes adjustments to the level ranges VI through IX that are the highest percentage below market, proposing a three percent (3%) increase to the ranges narrowing the below market percentages. As a whole, the non-represented employees, after this adjustment to levels VI thru IX, are 4.11% below market.

### **FUNDING SOURCE**

Motion 1: Savings of eliminated staff positions \$809,075; added or re-evaluated positions cost \$300,305; Net savings \$508,770.

Motion 2: The impact to Fiscal Year 2015 is \$85,048.00 and will be included in the proposed budget scheduled for adoption in May 2014.

*Note: Overall impact of Policy 402 on the budget for FY15 is a savings of \$423,722.*

Department: All

Account: Salaries and Benefits

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

### **CONCLUSION**

With the Committee's recommendation, this item will be forwarded to the Board of Directors for approval of adopting the revisions to Personnel Policy 402 – Salary Ranges, Management Confidential Classifications for non-represented employees will facilitate opportunities for succession planning of middle managers and supervisors and opportunities to offset personnel expense by sharing agency personnel resources with other transit in the San Bernardino Valley.

PSG/me



## PERSONNEL POLICY MANUAL

POLICY 402 PAGE 1 OF 4

### SUBJECT

### Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

Proposed: July 1, 2014

DATE: July 10, 2013

### 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 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
<u>Level I</u>	8497	10549	12600
<u>Level II</u>	7400	9188	10977
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			
<del>Director of Planning</del> (Position combined with Director of Marketing)			
Director of Operations			
Director of Procurement			
<del>Director of Safety &amp; Regulatory Compliance</del> (Position combined with Director of HR)			
<u>Level III</u>	6162	7635	9108
Accounting Manager			
Contracts Manager			
Development Planning Manager (Reclassified from Planning Project Manager)			
Employee Relations Manager			
Facility Manager			
Maintenance Manager			
Service Planning & Scheduling Manager (Technical title change)			
Transportation Manager			
Treasury Manager			



# PERSONNEL POLICY MANUAL

POLICY 402 PAGE 2 OF 4

## SUBJECT

### Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

Proposed: July 1, 2014

DATE: July 10, 2013

Level IV 5667 6678 7690

Database Administrator

Materials Manager (Replaces Materials Supervisor)

Network Administrator (Archived position reinstated)

Technical Services Manager

Safety & Regulatory Compliance Manager (Archived position reinstated)

System Coordinator

Level V 4824 5825 6711

Application Developer

Application Specialist

Assistant to the CEO/GM

Assistant Transportation Manager

~~Community Outreach Specialist~~ (Title change to Marketing Manager)

Contract Administrator

Customer Service Manager (Replaces Customer Service Supervisor)

Dispatch Supervisor

Facility Supervisor

Fleet Safety & Training Supervisor

HR Leave Administrator

Marketing Manager (Title change from Community Outreach Specialist)

Planner II (Technical title change – position moves to Finance Dept.)

~~Planning Project Manager~~ (position reclass to Development Planning Mgr)

Safety & Regulatory Compliance Specialist

Senior Financial Analyst

Shift Supervisor

Systems Engineer (Archived position reinstated)

Web Designer

Level VI 4125 4943 5760

Accountant

4249

5091

5933

~~Customer Service Supervisor~~ (Replaced by Customer Service Manager)

Field Supervisor

Fleet Safety & Training Instructor

Human Resources Analyst

Human Resources Specialist

Loss Prevention & Security Supervisor

~~Materials Supervisor~~ (Replaced by Materials Manager)

Operations Analyst

Operations Services Supervisor

Sales Supervisor

Stops and Stations Supervisor





# PERSONNEL POLICY MANUAL

POLICY 402 PAGE 3 OF 4

## SUBJECT

### Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

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DATE: July 10, 2013

<u>Level VII</u>	<del>3838</del>	<del>4600</del>	<del>5362</del>
Contract Review Analyst	<del>3953</del>	<del>4738</del>	<del>5523</del>
<del>Department Senior Secretary</del> (market-based level change from Level VIII)			
Dispatcher			
Marketing Specialist			
Planner I			

<u>Level VIII</u>	<del>3284</del>	<del>3825</del>	<del>4367</del>
Administrative Secretary	<del>3383</del>	<del>3940</del>	<del>4498</del>
<del>Department Senior Secretary</del> (moved to level VII)			
Fleet Analyst			
Human Resources Assistant			
Payroll Technician			
Warranty Coordinator			

<u>Level IX</u>	<del>2758</del>	<del>3221</del>	<del>3685</del>
Human Resources Clerk	<del>2841</del>	<del>3318</del>	<del>3796</del>

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:

<u>Level I</u>	8497	10549	12600
<del>Program Manager</del>			

<u>Level II</u>	7400	9188	10977
Construction Manager			

<u>Level III</u>	6162	7635	9108
<del>Design Manager</del>			
<del>Engineering Services Manager</del>			
<del>Project Control Manager</del>			
<del>Public Relations Manager</del>			
Quality Assurance Manager			

<u>Level IV</u>	5667	6678	7690
Construction Safety Manager			
<del>Construction Safety &amp; QA Specialist</del>			
<del>Public Relations Specialist</del>			
<del>Right-of-Way &amp; Utilities Manager</del>			
Senior Contract Administrator			



## PERSONNEL POLICY MANUAL

POLICY 402 PAGE 4 OF 4

### SUBJECT

### Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

Proposed: July 1, 2014

DATE: July 10, 2013

<u>Level VI</u>	4125	4943	5760
Project Analyst	4249	5091	5933
<u>Level VII</u>	3838	4600	5362
Document Control Analyst			
<u>Level VIII</u>	3284	3825	4367
Administrative Secretary-Capital Projects	3383	3940	4498

**Omnitrans Management Confidential**  
**2014 Policy 402 Current and Proposed**

	Current Ranges			%
	Min	Mid	Max	below market
Level 1	\$ 101,964	\$ 126,588	\$ 151,200	5.62%
Level 2	\$ 88,800	\$ 110,256	\$ 131,724	4.62%
Level 3	\$ 73,944	\$ 91,620	\$ 109,296	2.96%
Level 4	\$ 68,004	\$ 80,136	\$ 92,280	1.52%
Level 5	\$ 57,888	\$ 69,900	\$ 80,532	3.52%
Level 6	\$ 49,500	\$ 59,316	\$ 69,120	7.56%
Level 7	\$ 46,056	\$ 55,200	\$ 64,344	3.84%
Level 8	\$ 39,408	\$ 45,900	\$ 52,404	9.36%
Level 9	\$ 33,096	\$ 38,652	\$ 44,220	9.06%
			Average	5.34%
<b>Advantages of keeping these ranges:</b>				
No going to Board with Policy 402				
No issues with Unions				
No increase in cost				
<b>Disadvantages of keeping these ranges:</b>				
May lose MC ee's leaving for other jobs				
Ranges will fall further behind market				
Won't re-visit ranges until 2016				
Problems recruiting for open positions				

	Proposed			%
	Min	Mid	Max	below market
<b>Adjust Levels 6 - 9 Only</b>				
Level 1	\$ 101,964	\$ 126,588	\$ 151,200	0%
Level 2	\$ 88,800	\$ 110,256	\$ 131,724	0%
Level 3	\$ 73,944	\$ 91,620	\$ 109,296	0%
Level 4	\$ 68,004	\$ 80,136	\$ 92,280	0%
Level 5	\$ 57,888	\$ 69,900	\$ 80,532	0%
Level 6	\$ 50,985	\$ 61,095	\$ 71,194	3%
Level 7	\$ 47,438	\$ 56,856	\$ 66,274	3%
Level 8	\$ 40,590	\$ 47,277	\$ 53,976	3%
Level 9	\$ 34,089	\$ 39,812	\$ 45,547	3%
			Average	4.11%

**Advantages of this scenario:**

No adjustments to highest level positions

Least costly scenario

Adjustment given only to levels that are furthest from the market

Annual increased cost: \$ 85,048

**Disadvantages of this scenario:**

Morale for Levels 2 through 5

Pay compression issues?

**OMNITRANS**  
**Job Description – New Position**

**Job Title:** Customer Service ~~Supervisor~~ **Manager**  
**Department:** Marketing  
**Reports to:** Director of Marketing  
**FSLA Status:** Exempt, Level V  
**Approved By:** Board of Directors  
**Approved Date:** ~~June 1, 1999~~ July 1, 2014

**SUMMARY**

~~Supervises and coordinates activities of marketing department clerk(s) engaged in handling telephone complaints or supplying information to customers~~ Responsible for the oversight and operation of Agency call center and supervision of information clerks and Sales Supervisor. Tracks, measures, and responds to customer concerns.

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

Monitors information calls to observe employee's demeanor, technical accuracy, and conformity to company policies.

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

Manages the computer database to compile contact information and responses to customer service requests and complaints.

~~Oversees application process for certification in compliance with Americans with Disability Act (ADA).~~ Oversees pass sales programs, providing guidance and input.

Recognizes sensitive issues and consults with other marketing staff regarding the appropriate action.

Monitors customer contact productivity to ensure compliance with Agency policy. Prepares customer contact reports.

Determines work procedures, prepares work schedules, and expedites workflow.

Issues written and oral instructions.

Studies and standardizes procedures to improve efficiency of subordinates.

Maintains harmony among workers and resolves grievances.

Assists with special Marketing projects.

**Job Title:** Customer Service Manager  
**Department:** Marketing  
**Page 2**

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

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises Customer Service employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**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**

Associate's degree (A.A. or A.S.) Bachelor's degree (B.A.) from a two four-year college or university technical school; and two three to five years of related experience and/or training; or an equivalent combination of education and supervisory experience. Demonstrated skills in: conflict management, leadership, business writing, call management; public speaking, bilingual (Spanish).

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write routine reports and business correspondences, and procedure manuals. Ability to speak effectively to present information and respond to questions from groups of managers, clients, customers, and the general public or employees of the organization.

### **MATHEMATICAL SKILLS**

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.

### **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.

**Job Title:** Customer Service Manager  
**Department:** Marketing  
**Page 3**

### **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.

While performing the duties of this job, the employee is ~~regularly~~ frequently required to sit, use hands to finger, handle or feel, and talk or hear. The employee is regularly required to reach with hands and arms. ~~The employee is occasionally required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms.~~ The employee must occasionally lift and/or move up to 10 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 may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## OMNITRANS

### POSITION INFORMATION QUESTIONNAIRE

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

POSITION TITLE: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

### PURPOSE

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

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

### INSTRUCTIONS

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

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

Completed by \_\_\_\_\_ Date \_\_\_\_\_

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?

---

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.

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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.	_____	_____
	_____	_____
b.	_____	_____
	_____	_____
c.	_____	_____
	_____	_____
d.	_____	_____
	_____	_____
e.	_____	_____
	_____	_____
f.	_____	_____
	_____	_____
g.	_____	_____
	_____	_____
h.	_____	_____
	_____	_____
i.	_____	_____
	_____	_____
j.	Other (not to exceed 15% of your time)_____	_____
	_____	_____

FULL TIME TOTAL PERCENT 100%

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

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

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

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**SECTION 3: - EDUCATION AND EXPERIENCE**

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

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

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

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

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

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

\_\_\_\_\_ 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:

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

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

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4. EXPERIENCE REQUIREMENTS:

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

Type of Experience	Length of Time
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Total Work Experience: 

---

- 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?

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

---

#### **SECTION 4: - SUPERVISORY RESPONSIBILITIES**

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

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

I have this responsibility for:

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

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

TITLES(S)	NUMBER OF PEOPLE
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

## **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.

\_\_\_\_\_ 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 (CONTINUED)**

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

- \_\_\_\_\_ I only plan my work on a day to day basis.
- \_\_\_\_\_ I plan on a weekly basis.
- \_\_\_\_\_ I plan on a monthly basis.
- \_\_\_\_\_ I plan projects with a month to six month timespan.
- \_\_\_\_\_ I plan projects with a six month to one year timespan.
- \_\_\_\_\_ I plan for annual budgets and up to 2 years in advance.
- \_\_\_\_\_ I am involved in strategic planning for the organization and plan on a 3 to 5 year basis.

## **SECTION 7: - -SKILLS AND ABILITIES**

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

### **LANGUAGE SKILLS**

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

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

### MATHEMATICAL ABILITY

- \_\_\_\_\_ Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- \_\_\_\_\_ Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ I am generally managed; My activities are governed by general department and of company rules and procedures or schedules and are sometimes monitored; moderate flexibility to determine method, high flexibility to determine scheduling.
- \_\_\_\_\_ I have occasional oversight; My activities are governed by general organizational roles and procedures, I have considerable autonomy within established timeframes.
- \_\_\_\_\_ I work independently on a major function, guided by company policies. I exercise a high degree of initiative involving major programs and commitment. My work is monitored by exception and management information reports. I am almost autonomous in my work.
- \_\_\_\_\_ My work is entirely self-directed; I answer only to the Board of Directors.

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

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

- \_\_\_\_\_ I perform routine and generally repetitive duties involving little or no variety. I follow simple and easily understood procedures that do not require independent judgment and analysis.
- \_\_\_\_\_ I work on a limited variety of routine tasks which are relatively simple tasks of a clerical or manual nature; I may make minor decisions involving accuracy, quality, method of operation or set-ups.
- \_\_\_\_\_ I work on a wide variety of routine tasks that involve some choice of action within limits.
- \_\_\_\_\_ I work on diversified tasks that involve a wide range of complex but standardized procedures, semi-routine duties may involve solving frequent problems. I work according to assigned objectives and may work independently on special projects.
- \_\_\_\_\_ I work on non-routine tasks within general procedures or guidelines, and that involve the analysis and solution of complex problems based on facts, within broad policies and objective guidelines.
- \_\_\_\_\_ I do specialized or technical work with unclear guidelines. My work is analytical and involved, and requires judgment where policies and methods are not well established, problem solving requires innovation, ingenuity, planning, and coordination of effort.
- \_\_\_\_\_ I do creative work of a research or development nature with few precedents or examples.

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

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

- \_\_\_\_\_ Position duties involve little or no decision making activities.
- \_\_\_\_\_ Position duties involve providing counsel and information used in the decision making process, but do not involve making decisions or recommendations.
- \_\_\_\_\_ Position duties involve providing counsel and information, and also involve making some recommendations.
- \_\_\_\_\_ Position duties involve making some decisions and making many recommendations.
- \_\_\_\_\_ Position duties involve making frequent decisions and frequent recommendations. I make decisions and take actions that are later subject to review.
- \_\_\_\_\_ Position duties involve making constant decisions and providing the authorization of recommended courses of action.
- \_\_\_\_\_ Position duties involve decision making having international impact on the Company. I make decisions and take actions independently without anyone's review.

## **SECTION 10: - IMPACT OF ERRORS**

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

- \_\_\_\_\_ My errors cause little difficulty or loss of time to correct. Most of my errors are detected through routine checking procedures.
- \_\_\_\_\_ My errors do not result in overall embarrassment to the Company or in monetary losses but (may) waste supplies and require expenditure of time to track and correct.
- \_\_\_\_\_ 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)
- \_\_\_\_\_ 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.
- \_\_\_\_\_ While performing my normal work activities, I have relatively high exposure to hazards which are likely to produce temporary cuts, bruises or sprains.
- \_\_\_\_\_ While performing my normal work activities, I have occasional exposure to serious potential injury or health hazard such as severe burns, fractures or similar disablements.
- \_\_\_\_\_ While performing my normal work activities, I am frequently exposed to serious potential injury or health hazard such as severe burns, fractures or similar disablements.

Examples

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### **SECTION 13: - PHYSICAL DEMAND**

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

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

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 50 pounds				
Up to 100 pounds				
More than 100 pounds				

EXAMPLES

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#### **SECTION 14: - VISION REQUIREMENTS**

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

- \_\_\_\_\_ 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.

[illegible]

THANK YOU

**OMNITRANS**  
**Position Description**  
New Position

**Job Title:** Materials Manager  
**Department:** Procurement  
**Reports To:** Director of Procurement  
**FLSA Status:** Exempt, Level IV  
**Approved By:** Board of Directors  
**Approved Date:** July 1, 2014

**SUMMARY**

Directs material management and inventory controls; manages the inventorying, ordering, receiving, storing and issuing of parts, supplies and equipment, and accomplishes special projects by performing the following duties.

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

Manages, maintains and operates the storerooms in the Procurement Department.

Drafts and coordinates schedules, vacation bids, and division bids; Assists in creating standard operating instructions.

Maintains appropriate inventory levels to support Maintenance & Operations with minimal impact on the inventory valuation.

Creates, receives, examines and processes Purchase Requisitions to procure parts, supplies and materials for receipt into inventory and non-stock items (Maintenance, Repair & Operations (MRO)) in accordance with Agency requirements and delegation of authority.

Reviews SAP-MRP generated requisitions and adjusts them according to inventory cycles and trends; Adjusts reorder points/safety stock levels based on economic order quantities, carrying costs, space constraints, and lead times.

Consults with appropriate vendors; analyze quotations for relative prices and consistency with specifications.

Works with the Procurement and Finance teams, and vendor representatives to resolve invoice discrepancies; coordinates return material authorizations and credits.

Maintains records and prepares a variety of reports.

Oversees the cycle-count program and physical inventory activities; reconciles variances and investigates breakdowns to prevent recurrence.

**Job Title:** Materials Manager

**Department:** Procurement

**Page 2**

Conducts organized follow up and expediting for materials that are future, currently due, and past due.

Supervises daily, monthly, annual and special inventories of stock, MRO, and fuel levels.

Develop and maintain data on vendors for the installation, repair, or replacement of equipment and services.

Assists in the planning and preparation of the department's annual capital and operating budget.

Assists Contract Administrator(s) in drafting bids and proposals for the development of capital and operating purchases of professional services, supplies or equipment as needed.

Provides vacation and temporary relief as required.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises Parts Clerks. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**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**

Bachelor's degree (B.A.) in Business or Public Administration with approximately three to six years of material or supply chain management, preferable in the public sector, including at least two years of supervisory experience or any equivalent combination of education and experience.

### **LICENSE/CERTIFICATE**

Possession of a valid Class C California driver's license; Possession of or the ability to obtain, within three (3) months of date of hire, a forklift operator certificate.

### **LANGUAGE SKILLS**

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 employees of the organization.

**Job Title:** Materials Manager

**Department:** Procurement

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### **MATHEMATICAL SKILLS**

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

### **COMPUTER SKILLS**

Must be familiar with or have the ability to learn the 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.

### **OTHER SKILLS AND ABILITIES**

Knowledge of transit operations (desirable). Ability to gather and analyze facts and arrive at sound conclusions. Ability to establish and maintain effective working relationships with others. Ability to write clear and concise reports. Ability to communicate effectively both orally and in writing. Requires the ability to use spreadsheet, database, scheduling and word-processing software.

### **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 talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 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 may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## OMNITRANS

### POSITION INFORMATION QUESTIONNAIRE

EMPLOYEE NAME:     New Position     DATE: October 8, 2013

POSITION TITLE: ~~Materials Supervisor~~—Materials Manager

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

Materials Manager, Supply Chain Manager, Sourcing Manager, Inventory & Distribution Manager, Inventory & Logistics Manager, Strategic Sourcing Manager

### 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:     Frank Flores    

Date:   10/8/2013  

Reviewed by     Jennifer M. Sims    

Date   10/8/2013



## **SECTION 1: -- WORK HISTORY**

Please answer each of the following questions.

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

PROCUREMENT

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

YEARS: 6 MONTHS: 4

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

YEARS: \_\_\_\_\_ MONTHS: \*3

\*Frank is Interim

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: Warranty Coordinator YEARS: 1

TITLE: Parts Clerk YEARS: 5 years 2 months

5. WHAT IS YOUR SUPERVISOR'S NAME: Jennifer M. Sims

6. WHAT IS YOUR SUPERVISOR'S TITLE: Director of Procurement

## **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.

Manages, maintains and operates the storerooms in the Procurement Department.  
Supervise and direct the activities of 11 Parts Clerks.

Analyze inventory and supply operations; select the right product mix and inventory levels to meet demands; develop plans, procedures, and effect changes to implement effective space utilization; maximize stock turn over and minimize stock-outs.

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. Analyze MRP data and makes incremental changes to material management software system to operate efficiently; calculates carrying costs and inventory cycles to set inventory levels to meet demands (develop plans, procedures, and effect changes to implement effective space utilization and security requirements; maximize stock turn over and minimize stock-outs).	60%
b. Coordinate with Procurement on the preparation of bids, requests for proposals and evaluation of bids and proposals; Prepare Independent Cost Estimates and collaborate with the Maintenance Supervisors, Managers, and Director to develop scopes of work to develop standardization of supplies and materials to avoid duplication.	20%
c. Directs through subordinates, the inventorying, ordering, receiving, storing, issuing of supplies and materials; carries out supervisory responsibly in accordance with the Agency policies and applicable laws and collective bargaining agreements. Corrective action.	15%
d. Responsibilities include interviewing, hiring and training employees; planning, Assigning, and directing work; appraising performance; rewarding and disciplining employees; address complaints and resolving problems.	5%
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:

Maintaining effective inventory levels to support Maintenance & Operations with minimal impact to the inventory valuations.

Direct part clerks' daily work in the most efficient manner.

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

Managing personnel matters. Balancing the needs of departments with policy and procedure requirements.

## **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 Business Administration

\_\_\_\_\_ BA or BS from a regionally accredited university, preferred

\_\_\_X\_\_\_ Professional level of knowledge in a field (usually equivalent to a four-year college degree) in: Materials Management, Contracts Management, Business Administration or related fields.

\_\_\_\_\_ 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:

Seminars, membership in APICS, or continuing professional education related to inventory management, public transit experience, or course work related to inventory management or related professional certification.

Desired:

CPSM - Certified Professional in Supply Management, Institute for Supply Management

CPIM - Certified in Production and Inventory Management, American Production and Inventory Control Society (APICS)

CSCP - Certified Supply Chain Professional (APICS)

**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?

Computer, Microsoft Office (Word, Excel, Outlook, PowerPoint), SAP, copy machine, ten-key, fax machine, printer, telephone. Forklift Operator, certified.

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
Stock or storekeeping work in large warehouse operation, which included computerized inventory management and order systems, preferably in a public agency. At least three years of this experience must have been in a supervisory capacity.	5
Auto/Bus/Transit Parts	3

Total Work Experience: 7

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?

Since this is a management level position, the only training they should require is institutional knowledge (policies, procedures, etc.). If they lack public agency or transit experience the training could be one to two years.

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

Transit, Auto Parts, Public Sector,

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

Warehouse Manager, Auto Parts Store Manager, Materials Manager, Supply Chain Manager, Sourcing Manager, Inventory & Distribution Manager, Inventory & Logistics Manager, Strategic Sourcing Manager

#### **SECTION 4: - SUPERVISORY RESPONSIBILITIES**

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

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

I have this responsibility for:

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

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

TITLES(S)	NUMBER OF PEOPLE
Parts Clerks _____	<u>11</u>

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
Warranty Coordinator	1

#### **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?
Contracts Manager	Discuss various solicitations and/or contracts	Daily

Director of Procurement	Discuss work assignments	Weekly
Maintenance Supervisors	Discuss parts requirements	Daily
Contracts Review Analyst	Discuss parts solicitations/awards	Daily
Procurement Clerk	Status of POs/ETA	Daily
Warranty Coordinator	Discuss warranty, repair, rebuild, Quality Control	Daily
Safety & Security Personnel	Compliance Issues/regulatory requirements	Daily
Information Technology	Develop reports/tools for spend analysis	Monthly

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.

<b>Title</b>	<b>Organization</b>	<b>Reason for Contact</b>	<b>How Often?</b>
Vendors	Bus Manufacturers	Obtaining status of parts, performance, order fulfillment, returns, new technology, industry trends	Daily
Vendors		Prospective Bidders	Daily
Other Transit Properties	RTA, Metro, San Diego, OCTA	Assistance in securing parts, vendors, references, SOWs, benchmarking	Daily
Delivery Personnel	Common Carriers	Delivery, returns, damages	Daily



## **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.
- X  \_\_\_\_\_ 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.

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

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

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

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

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

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

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

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

- \_\_\_\_\_ I only plan my work on a day to day basis.
- \_\_\_\_\_ I plan on a weekly basis.
- \_\_\_\_\_ I plan on a monthly basis.
- \_\_\_\_\_ I plan projects with a month to six month timespan.
- X   I plan projects with a six month to one year timespan.
- \_\_\_\_\_ I plan for annual budgets and up to 2 years in advance.
- \_\_\_\_\_ I am involved in strategic planning for the organization and plan on a 3 to 5 year basis.

## **SECTION 7: - -SKILLS AND ABILITIES**

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

### **LANGUAGE SKILLS**

- \_\_\_\_\_ Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- \_\_\_\_\_ Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- \_\_\_\_\_ Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- \_\_\_ **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: - -SKILLS 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.
- \_\_\_\_\_ 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.
- X  \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- X  \_\_\_\_\_ 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.
- X   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.

  X   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.
- ☐ While performing my normal work activities, I have relatively high exposure to hazards which are likely to produce temporary cuts, bruises or sprains.
- ☐ While performing my normal work activities, I have occasional exposure to serious potential injury or health hazard such as severe burns, fractures or similar disablements.
- ☐ While performing my normal work activities, I am frequently exposed to serious potential injury or health hazard such as severe burns, fractures or similar disablements.

Examples

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### **SECTION 13: - PHYSICAL DEMAND**

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

	Amount of time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand		X		
Walks		X		
Sit				X
Talk or hear				X
Use hands to finger, handle or feel				X
Climb or balance				
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

Assist parts clerks when the item is too heavy for 1 person to move the item safely.

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#### **SECTION 14: - VISION REQUIREMENTS**

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

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

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).

\_\_\_\_\_ 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.

It is vital in this position to have good communication skills and organization. These skills are necessary because there are times you need to act very quickly to locate parts to minimize the time a bus is out of service. You must build good relationships with the departments you interact with and with vendors whom supply parts or supplies.

This position requires extensive knowledge of principles related to Inventory Management and Materials Management. Omnitrans' inventory asset has been arbitrarily setup to run on a 25% safety stock. This only works for a very few number of items. This position requires someone who knows how to calculate carrying costs and inventory turns and capture industry/market trends; they need to capture pertinent data and analyze it to determine economic order quantities to eliminate risk of stockouts without arbitrarily inflating inventory valuation.

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THANK YOU.

**OMNITRANS**  
**Position Description Re-evaluated & Title Change**

**Job Title:** ~~Planning Project Manager~~ Development Planning Manager  
**Department:** Planning  
**Reports To:** Director of Marketing & Planning & Development Services  
**FLSA Status:** Exempt, Level III  
**Approved By:** B.O.D.  
**Approved Date:** March 27, 2008  
**Revised:** July 1, 2014

**SUMMARY**

Under the direction of the Director of Marketing & Planning ~~Planning & Development Services~~, responsible for managing all non-service planning aspects of planning for the agency, including managing design or capital projects. Serves as a liaison to member cities, regional planning agencies, and other partners in order to improve the built environment to better serve current and potential public transit riders. ~~aspects of transportation infrastructure design, development and construction, environmental clearance, capital projects, tracking of budgets and schedules, regulatory compliance, progress reports and ensuring timely communication of project status and issues.~~

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (Other duties may be assigned)

Develops concepts for new projects based on need and on industry best practices; integrates new project concepts into the Short Range Transit Plan (SRTP).

Researches and applies for new grant funds for projects.

Manages all project planning activities including the design and implementation of project plans. Responsible for project planning and formulation, including developing project objectives, budgets, resource requirements, time estimates and deliverables.

Oversees the solicitation, evaluation and selection of external consultants and contractors relating to assigned projects.

Participates in negotiations and establishes contract agreements with contractors/consultants and other external entities (e.g. municipalities, developers, etc.) relating to the project.

Works with teams of technical experts in engineering design, land use and transportation planning, and environmental disciplines. Reviews architectural and engineering plans and specifications for transit centers, transfer centers, bus stop improvement projects, and provides comments.

## **Job Title: Development Planning Manager**

### **Page 2**

Reviews external plans and projects from external agencies and provides comments. Communicates with developers and member cities and conveys Omnitrans' needs such as stops, bus turnarounds, etc.

Monitors project budgets and takes action to correct variances. Engages in regular project budget and schedule reviews.

Gives presentations about projects to Board of Directors, Board committees, Agency staff and external groups to garner support and obtain input on projects.

Facilitates project committees for major projects, including internal staff and external stakeholders.

Provides support for interns such as mentoring, assisting with professional development, performance evaluations, and other supervisory responsibilities.

Monitors daily activities of project teams. Oversees all external contractor and consultant activity and administers contracts and agreements.

Researches best practices in the industry by attending webinars and conferences, and by reading industry research reports.

Acts as liaison between Omnitrans and public/private agencies, regional governments, other external organizations, funding agencies and the general public on projects.

~~Develops and implements cost and schedule control procedures and provides quality assurance.~~

Develops agreements with cities, developers, and external organizations and monitors plans and construction.

Answers questions and provides information to cities, consultants, and developers regarding Omnitrans' Transit Design Guidelines for the design of bus turnouts and requirements for bus stops.

~~Monitors new developments and participates in planning for future transit service with external entities. Fosters and promotes transit-oriented developments (TOD).~~

~~Makes formal presentations to staff, outside agencies, the public, and other interested parties on project progress and performance.~~

## **SUPERVISORY RESPONSIBILITIES**

Supervises members of the project team on a project-by-project basis, including external consultants and contractors.



**Job Title: Development Planning Manager****Page 3****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**

Bachelor's degree from a four-year college or university in business administration, public administration, urban planning, transportation planning, engineering, construction management or a closely related field. ~~Four~~ Two to three years of progressively responsible experience in the transportation field with a minimum of two years participation on projects involving design, construction, and project management. ~~A combination of training and 10 or more years of related work experience will be considered.~~

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret documents such as project plans and schedules, design documents and diagrams, construction documents and diagrams, development plans, etc. Ability to write routine reports and correspondence. Ability to speak effectively before groups of contractors/consultants, external agency or government representatives, customers or employees of the organization.

**REASONING ABILITY**

Ability to understand complex materials and track details. Ability to review and analyze complex development and construction designs and plans. High level of analytical skills to effectively communicate with all levels of supervisory and non-supervisory employees, contractors, consultants, vendors, government entities, etc.

**OTHER SKILLS AND ABILITIES**

Knowledge of the principals and practices of urban planning and design. Knowledge of government structure and operating procedures. Writing, drafting and drawing skills. Ability to read and interpret maps and plans. Proficient use of computers and project management, CAD, and other software used in the execution of job duties.

**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.

While performing the duties of this job, the employee is regularly required to use hands with sufficient dexterity to operate a computer, and talk or hear. The employee is frequently required to stand, walk, sit, and to reach with hands and arms. The employee may also occasionally be required to climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift

**Job Title: Development Planning Manager**  
**Page 3**

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 vision, distance vision, color vision, peripheral vision, depth perception, and the 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 an office job. Reasonable accommodation will be made to enable individuals with a disability to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, often in areas with major development or construction. The noise level in the work environment is usually moderate.

## OMNITRANS

### POSITION INFORMATION QUESTIONNAIRE

EMPLOYEE NAME: Anna Rahtz

DATE: 3/13/14

POSITION TITLE: Development Planning Manager (Proposed Title Change)

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

Manager of Capital Projects, Planning Projects Manager, Strategic Planning Manager

### PURPOSE

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

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

### INSTRUCTIONS

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

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

Completed by

Date

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 / Communications & Planning

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

YEARS: 2 MONTHS: 8

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

YEARS: N/A 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: Acting Director of Planning YEARS: 7 months

TITLE: Planning Projects Manager YEARS: 2 years 1 month

5. WHAT IS YOUR SUPERVISOR'S NAME: Wendy Williams

6. WHAT IS YOUR SUPERVISOR'S TITLE: Director of Planning & Communications

TBD

## **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.

**To manage all non-service planning aspects of planning for the agency, including managing design (and sometimes construction) of capital projects (i.e., bus rapid transit corridor improvements, bus stop improvements, and transit centers), and to serve as a liaison to member cities, regional planning agencies, and other partners in order to improve the built environment to better serve current and potential public transit riders, such as reviewing development plans and participating in efforts for active transportation planning, transit oriented development, and intersecting transportation projects.**

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. Research best practices in the industry by attending webinars and conferences and read industry research reports.	6%
b. Develop concepts for new projects based on need and on industry best practices, and integrate new project concepts into the Short Range Transit Plan.	6%
c. Research and apply for new grant funds for projects.	6%
d. Create and monitor project budgets.	6%
e. Create scopes of work and independent cost estimates, and work with Procurement Department to form contractual relationships with consultants, and contractors.	6%
f. Provide direction for consultants/contractors and track progress on schedule and budget.	6%
g. Review consultants/contractors' invoices and arrange payment.	6%
h. Review consultants' work and interns' work (such as letters, fact sheets, reports, and presentations) and provide feedback.	6%
i. Review architectural and engineering plans and specifications for transit centers, transfer centers, bus stop improvement projects, and provide comments.	6%
j. Gather input on project plans from staff in other Omnitrans departments as well as from partner agencies.	6%
k. Write letters, fact sheets, reports, and create presentations.	6%
l. Give presentations about projects to Board of Directors, Board committees, Omnitrans staff committees, and external groups in order to garner support and input on projects.	6%
m. Facilitate project committees for major projects, including internal staff and external stakeholders.	6%
n. Provide support for interns (and potential future project assistants), such as mentoring, assisting with professional development, performance evaluations, and other personnel/supervisory responsibilities.	6%
o. Answer questions and provide information to cities, consultants, and developers regarding Omnitrans' Transit Design Guidelines for the design of bus turnouts and requirements for bus stops.	6%
p. Support partner agencies' projects by attending meetings, writing support letters, and providing data, information, and input.	6%
q. Review cities and county's land use plans, such as general plan updates, specific plans, and development project plans, and provide comments on how to integrate bus transit.	4%

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:

Delays to projects due to various causes include political issues, funding delayed or withheld, changes in governing legislation, construction delays due to unknown site conditions, property acquisition negotiations, etc.

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

Sensitive political issues with Board members and/or partner agencies.

## **SECTION 3: - EDUCATION AND EXPERIENCE**

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

☐ No formal education is necessary

☐ High school diploma

☐ Training beyond high school in a special trade or field

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

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

☐ Post-graduate training or an advanced degree field:

5-year Bachelor's degree in Engineering or 5-year Bachelor's degree in Urban/City/Regional/Community Planning, or Master's degree in Urban/City/Regional/Community Planning, or Master's degree in Public Administration, or comparable

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

Training on federal and state legislation, including FTA procurement policies, MAP-21 legislation, Americans with Disabilities Act, Title VI, Environmental Justice, National Environmental Policy Act, California Environmental Quality Act, SB 375

Training in transit operations planning

Leadership training, negotiation skills training, and other management skills-related trainings



### **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?

**Microsoft office, graphics software, engineering scale (for reviewing plans), tape measure, copier, scanner, plotter, basic office equipment**

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
Project management or team leadership	2 years
Education or experience related to public transit and related to community planning and/or public policy	2 years
Experience reviewing architectural plans or site plans	1 year
Experience with or knowledge of federal and state laws impacting transportation projects, particularly FTA regulations	1 year
Microsoft Office software and basic office equipment	6 months
Personnel management	1 year
Basic graphic skills, such as Photoshop	1 year
Total Work Experience:	2-3 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?

**1 year**

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

**Engineering, Architecture, Community Planning, Public Administration**

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

**Associate Planner, Planner, Associate Engineer, Project Manager, Planning Manager, Project Specialist, Senior Planner, Capital Projects Manager**



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

- I have this responsibility for:

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".

NUMBER OF  
PEOPLE

1-2

- NUMBER OF
- 
- PEOPLE

N/A

## 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?
<u>Admin. Secretary</u>	<u>Delegate work assignments</u>	<u>2x / week</u>
<u>Planning &amp; Schd Mgr</u>	<u>Coordination of service planning &amp; capital projects</u>	<u>1x / week</u>
<u>Treasury Manager</u>	<u>Coordination of funding sources for projects</u>	<u>1x / week</u>
<u>Planner II</u>	<u>Coordination and asking for relevant data</u>	<u>2x / month</u>
<u>Stops &amp; Stations Sup.</u>	<u>Coordination of bus stop improvements</u>	<u>2x / month</u>
<u>Contract Administrator</u>	<u>Work on procurement of consultants</u>	<u>2x / month</u>
<u>Finance Clerk/AP</u>	<u>Submit invoices</u>	<u>2-3x / month</u>
<u>Director of Internal Audits</u>	<u>Review invoices for large projects</u>	<u>1-2x / month</u>
<u>Planner I</u>	<u>Asking for data or maps relevant to projects</u>	<u>1x / month</u>
<u>Payroll Technician</u>	<u>Coordination on hours and pay for interns</u>	<u>1x / month</u>
<u>Director of Marketing</u>	<u>Input on projects and public outreach strategy</u>	<u>1x / month</u>
<u>Security Supervisor</u>	<u>Input on projects</u>	<u>4-5x / year</u>
<u>Receptionist</u>	<u>Coordination for meetings w/ outside attendees</u>	<u>4-5x / year</u>
<u>Interim IT Director</u>	<u>Input on projects and assisting with BAPIS Phase II</u>	<u>4-5x / year</u>
<u>Procurement Director</u>	<u>Get direction on procurement process for projects</u>	<u>4-5x / year</u>
<u>Safety &amp; Reg. Compliance Specialist</u>	<u>Input on projects/safety issues</u>	<u>3-4x / year</u>
<u>Training Supervisor</u>	<u>Coordination on safety issues at transit centers</u>	<u>3x / year</u>
<u>Facilities Supervisor</u>	<u>Input on project plans and scopes of work</u>	<u>3x / year</u>

<u>HR Specialist</u>	<u>Hiring of interns</u>	<u>2-3x / year</u>
<u>Marketing Specialist</u>	<u>Blog articles related to projects</u>	<u>2-3x / year</u>
<u>Maintenance Supervisor</u>	<u>Information about vehicles and input on projects</u>	<u>2x / year</u>
<u>Operations Analyst</u>	<u>Input on project plans</u>	<u>2x / year</u>

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?
<u>Project Manager</u>	<u>Parsons (consultant)</u>	<u>Coordination on project</u>	<u>1x / week</u>
<u>Transit Analyst</u>	<u>SANBAG</u>	<u>Coordination on capital projects</u>	<u>1x / week</u>
<u>Chief of Planning</u>	<u>SANBAG</u>	<u>Coordination on projects</u>	<u>3x / month</u>
<u>Regional Policy Mgr</u>	<u>Safe Routes 2 School Partn.</u>	<u>Input &amp; coordination</u>	<u>1-2x / month</u>
<u>Planning Analyst</u>	<u>SANBAG</u>	<u>Coordination on projects</u>	<u>1x / month</u>
<u>Assistant Planner</u>	<u>member cities</u>	<u>Input on studies and projects</u>	<u>4-5x / year</u>
<u>Legal Counsel</u>	<u>County or outside firm</u>	<u>Review of agreements</u>	<u>2-3x / year</u>
<u>Sr. Budget/Grants Analyst</u>	<u>SCAG</u>	<u>Internship grant</u>	<u>1-2x / year</u>
<u>Public Works Director</u>	<u>member cities</u>	<u>Bus stop improvements</u>	<u>1-2x / year</u>



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

THIS ITEM ALSO PERTAINS TO THE INTERPERSONAL CONTACTS WHICH YOU MUST MAINTAIN WITH OTHER EMPLOYEES, VENDORS, AND 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.
- ☒ I plan my own work load and the work of one or more people in my work group.
- ☐ I plan the work for the entire department.
- ☐ I plan the work for two or more departments.
- ☐ I plan the work for the entire region.
- ☐ I plan the work for the entire organization.

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

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

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

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

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

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

### **LANGUAGE SKILLS**

- \_\_\_\_\_ Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- \_\_\_\_\_ Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- \_\_\_\_\_ Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- \_\_\_\_\_ Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- \_\_\_\_\_ Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- X**\_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- X\_\_\_\_\_ 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.
- \_\_\_\_\_ I am generally managed; My activities are governed by general department and company rules and procedures or schedules and are sometimes monitored; moderate flexibility to determine method, high flexibility to determine scheduling.
- X   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, and 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/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.

**X**\_\_\_\_\_ 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			

### **Occasionally attends outdoor site visits/meetings.**

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.

- X \_\_\_\_\_ While performing my normal work activities, there is generally little or no probability of injury or health impairment.
- \_\_\_\_\_ While performing my normal work activities, accidents are improbable outside of temporary minor injuries such as cuts, bruises or sprains.
- \_\_\_\_\_ While performing my normal work activities, I have relatively high exposure to hazards which are likely to produce temporary cuts, bruises or sprains.
- \_\_\_\_\_ While performing my normal work activities, I have occasional exposure to serious potential injury or health hazard such as severe burns, fractures or similar disablements.
- \_\_\_\_\_ While performing my normal work activities, I am frequently exposed to serious potential injury or health hazard such as severe burns, fractures or similar disablements.

Examples

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### **SECTION 13: - PHYSICAL DEMAND**

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

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

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		<b>X</b>		
Up to 25 pounds	<b>X</b>			
Up to 50 pounds	<b>X</b>			
Up to 100 pounds	<b>X</b>			
More than 100 pounds	<b>X</b>			

#### EXAMPLES

**Take files or stacks of handouts to meetings**

**Move files**

#### **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.

This is a recommended title change from Planning Projects Manager to Development Planning Manager. It is also a recommended change in management level from Level 5 to Level 4 or 3, pending review by HR. The Planning Projects Manager delegated work to Planning Interns but did not do personnel supervision for them. The Development Planning Manager will be in a supervisory capacity to the Planning Intern(s). There is also a possibility of bringing in a Project Assistant / Planner under the Development Planning Manager if there is enough capital funding and enough workload to justify it, in which case the Development Planning Manager will be managing multiple staff in addition to consultants.

In part because of the transition from a dedicated Planning Department to a Planning & Communications Department, the Development Planning Manager position will be working at a higher managerial level than the Planning Projects Manager was. The Planning Projects Manager was working for a full-time Planning Director who had fewer direct reports and thus was able to spend the majority of his time on capital project management. Thus, the Planning Projects Manager position was designed to do less decision-making because the Director of Planning was taking a strong lead on capital project planning and was involved in many aspects of the projects. The Planning & Communications Director, by comparison, will be managing a broader variety of functions and thus will be spending a smaller portion of time focusing on the development planning function; thus it is anticipated that the Development Planning Manager will need to take a stronger managerial role than the Planning Projects Manager had to do in the past.

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THANK YOU

## OMNITRANS Job Description – Re-evaluated

**Job Title:** Safety and Regulatory Compliance Manager  
(previously Director of Safety & Regulatory Compliance)

**Department:** Human Resources

**Reports To:** Director of Human Resources / Safety & Regulatory Compliance; with dotted line to CEO/GM on (\*) responsibilities

**FLSA Status:** Exempt, Level III

**Approved By:**

**Approved Date:** June 1, 1999;

**Revised:** July 1, 2014

### SUMMARY

Under general administrative direction performs specialized professional duties in the agency's occupational/environmental health and safety programs, working to promote a safe and accident free environment by performing the following duties.

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

Directs & coordinates Agency programs related to safety, health, environmental compliance, industrial hygiene/hazardous materials, fire prevention, life safety, injury & illness prevention, emergency management, transit system security & law enforcement services.

Administers the safety program, ensuring all documentation and record keeping is accurate. Maintains safety files and records. Ensures that all required reports are submitted on a timely basis.

\*Formulates general safety policies and procedures to be followed by Agency personnel in compliance with local, state, and federal rules and regulations. Communicates with federal, state, and local regulatory agencies.

Supports, assists, and meets with Directors and/or staff to effectively implement safety/environmental compliance programs within applicable regulations and local requirements.

Researches new regulatory compliance issues for applicability.

Inspects, tours, surveys or audits buildings, properties, equipment process and operations to detect existing or potential accident and health hazards, and recommends corrective or preventative measures where indicated.

Develops recommendations for hazards and follows-up on the status of corrective actions.

Job Title: Safety & Regulatory Compliance Manager  
Department: Human Resources –and Safety & Regulatory Compliance  
Page 2

\*Conducts safety engineering reviews of new equipment, processes and chemicals. Keeps managers and employees alerted to the hazards of working with toxic fumes, dangerous chemicals, and any other hazardous substances.

Conducts detailed evaluations of unsafe conditions and incidents.

Participates in the investigation of accidents and injuries and cooperates in the preparation of material and evidence for Agency use.

Devises, supervises, and coordinates training programs which will increase proficiency in safe practices and promote safety consciousness for employees and supervisors.

Handles inquiries, problems, or complaints from employees, management or the public.

Functions as the Emergency Management Liaison Officer to the County Office of Emergency Services.

\*Measures on a scale the safety performance including rules and regulations compliance and corrective action.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises the Safety and Regulatory Compliance Specialists and the Loss Prevention and Security Supervisor. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**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**

Bachelor's degree (B.A.) in Safety, Management, or a related field from a four-year college or university; and five years of related experience and/or training; or an equivalent combination of education and experience. Safety Professional, Industrial Hygienist, or Environmental Specialty Certification is highly desirable.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches

and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

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.

### **COMPUTER SKILLS**

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

### **REAONING ABILITY**

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.

### **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 talk or hear, and reach with hands and arms. The employee is regularly required to sit, and use hands to finger, handle or feel. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must frequently 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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employees is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, places; 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: Vacant DATE: 3/25/14

POSITION TITLE: Safety & Regulatory Compliance Manager

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

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### PURPOSE

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

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

### INSTRUCTIONS

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

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

Completed by \_\_\_\_\_ Date \_\_\_\_\_

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?

Human Resources

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: Marjorie Ewing

6. WHAT IS YOUR SUPERVISOR'S TITLE: Director of HR & Safety & Regulatory Compliance

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

1. STATE BRIEFLY (in one or two sentences) THE PRIMARY PURPOSE OF YOUR JOB AS IT HAS BEEN DESCRIBED TO YOU, OR AS YOU UNDERSTAND IT.  
Under general administrative direction, manages the Agency's safety, health, environmental compliance, security/public safety program & law enforcement services, emergency planning & response programs at Agency facilities, paratransit contractor operating sites, and within the transit system.
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. Directs & coordinates Agency programs related to safety, health, environmental compliance, industrial hygiene/hazardous materials, fire prevention, life safety, injury & illness prevention, emergency management, transit system security & law enforcement services.	25%
b. Administers the safety program, ensuring all documentation and record keeping is accurate. Maintains safety files and records. Ensures that all required reports are submitted on a timely basis.	
c.	
d. Formulates general safety policies and procedures to be followed by Agency personnel in compliance with local, state, and federal rules and regulations. Communicates with federal, state, and local regulatory agencies.	
e. Supports, assists, and meets with Directors and/or staff to effectively implement safety/environmental compliance programs within applicable regulations and local requirements.	
f. Researches new regulatory compliance issues for applicability.	
g. Inspects, tours, surveys or audits buildings, properties, equipment process and operations to detect existing or potential accident and health hazards, and recommends corrective or preventative measures where indicated.	
h. Develops recommendations for hazards and follows-up on the status of corrective actions.	
i. Conducts safety engineering reviews of new equipment, processes and chemicals. Keeps managers and employees alerted to the hazards of working with toxic fumes, dangerous chemicals, and any other hazardous substances.	
j. Conducts detailed evaluations of unsafe conditions and incidents.	
k. Participates in the investigation of accidents and injuries and cooperates in the preparation of material and evidence for Agency use.	
l. Devises, supervisors, and coordinates training programs which will increase proficiency in safe practices and promote safety consciousness for employees and supervisors.	
m. Handles inquiries, problems, or complaints from employees, management or the public.	
n. Functions as the Emergency Management Liaison Officer to the County Office of Emergency Services.	
o. Measures on a scale the safety performance including rules and regulations compliance and corrective action.	
p. 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:

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

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**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: Safety, Management, Related field

\_\_\_\_\_ 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:

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### **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?

#### 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
<u>Progressively responsible experience in safety, industrial hygiene, environmental engineering, security &amp; program/systems management</u>	<u>4 years</u>
<u>Supervisory/management experience</u>	<u>3 years</u>

Total Work Experience: 5 – 7

**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?**

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1 year

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

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

#### **SECTION 4: - SUPERVISORY RESPONSIBILITIES**

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

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

I have this responsibility for:

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

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

TITLES(S)	NUMBER OF PEOPLE
Safety & Regulatory Compliance Specialist	2
Loss Prevention & Security Supervisor	1

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

TITLE (S)	NUMBER OF PEOPLE
Department supervisors	1 - 20
Contracted security officers	15-20

## **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.
- X   My personal contacts are of considerable importance inside and outside the Company wherein failure to exercise judgment or diplomacy may result in losses to the Company.
- \_\_\_\_\_ I have regular contact with the Board of Directors of the Company.

## **SECTION 6: - PLANNING**

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

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

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

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

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

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

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

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

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

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

- \_\_\_\_\_ I only plan my work on a day to day basis.
- \_\_\_\_\_ I plan on a weekly basis.
- \_\_\_\_\_ I plan on a monthly basis.
- \_\_\_\_\_ 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 check the statement that most closely matches the skills and abilities required for the position.

### **LANGUAGE SKILLS**

- \_\_\_\_\_ Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- \_\_\_\_\_ Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- \_\_\_\_\_ Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- \_\_\_\_\_ Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- \_\_\_\_\_ Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- X  \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- X  \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- X   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.
- X   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.
- X   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.
- \_\_\_\_\_ 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.
- X   My errors have serious financial impact and/or may seriously impair achievement of Company goals and commitments.

## **SECTION 11: - WORKING CONDITIONS**

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

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

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

- \_\_\_\_\_ Very Quiet (Examples: forest trail, isolation booth for hearing test)
- \_\_\_\_\_ Quiet (Examples: library, private office)
- \_\_\_\_\_ Moderate Noise (Examples: business office with typewriters and/or computer printers, light traffic)
- X   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 burns, fractures or similar disablements.

Examples

Inspecting/working around moving machinery/vehicles, inspecting elevated equipment. Working around hazmat materials/chemicals, and areas with high noise levels. Exposure to individuals with potential for violence and anti-social behavior.

### **SECTION 13: - PHYSICAL DEMAND**

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

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

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

	Amount of time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

EXAMPLES

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#### **SECTION 14: - VISION REQUIREMENTS**

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

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

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

THANK YOU

ITEM # E6
**DATE:** April 17, 2014

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

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

**FROM:** Maurice Mansion, Treasury Manager

**SUBJECT: FISCAL YEAR 2014-15 ANNUAL BUDGET – EXECUTIVE SUMMARY**
**FORM MOTION**

Recommend to the Board of Directors adoption of Omnitrans Fiscal Year 2014-15 Annual Budget.

**BACKGROUND**

In December 2013, the Omnitrans Board of Directors received a seven-year funding plan (Fiscal Year 2014 – Fiscal Year 2020) that originally showed an operating deficit of \$12.81 million. The plan was developed based on Omnitrans' projected operating costs, the economy, and San Bernardino Associated Governments' (SANBAG) funding forecast. The Fiscal Year 2015 Plan contained a \$.5 million deficit. One of the ways Omnitrans was able to close the deficit was through an Organizational Restructuring. The Organizational Restructuring generated \$.7 million of savings through the reduction of 8 positions in the Fiscal Year 2015 Plan.

The Agency proposes for Fiscal Year 2014-2015 an increase in the Operating Budget of \$3,899,098 or 5.4%, and an increase in the Capital Budget of \$4,243,613 or 16.3%. The total budget is as follows:

Budget	FY 2013-14	FY 2014-15	\$ Change	% Change
Operating Budget	\$ 71,566,092	\$ 75,465,190	\$ 3,899,098	5.4%
Capital Budget	\$ 26,059,167	\$ 30,302,780	\$ 4,243,613	16.3%
Less Capital Used For Operating	\$ (13,229,455)	\$ (13,229,455)	\$ 0	0%
<b>TOTAL BUDGET *</b>	<b>\$ 84,395,804</b>	<b>\$ 92,538,515</b>	<b>\$ 8,142,711</b>	<b>9.7%</b>

\*Depreciation is not included

The proposed budget for FY 2014-15 includes an operating budget of approximately \$75.5 million (excluding depreciation) and a capital budget of approximately \$30.3 million. The capital budget includes \$13.2 million used to pay for operating expenditures. Thus, the total proposed expenditures for Omnitrans are budgeted at \$92,538,515.

The prior year FY 2013-14 operating budget was approximately \$71.6 million (excluding depreciation) and a capital budget of approximately \$26.1 million. Excluding capital used for operations, the total budget was \$84,395,804. The \$8,142,711 increase or 9.7% difference between the proposed FY 2014-15 budget and the prior year is principally related to an increase in capital funding used for revenue vehicles and the increase in the operating budget for the full-year sbX implementation.

### **OPERATING BUDGET:**

The proposed FY 2014-15 operating budget of \$75,465,190 is up \$3,899,098 or 5.4% compared to FY 2013-14. The increase in the FY2014-15 budget is largely contributed to the full implementation of sbX service.

<b>OPERATING</b>	<b>FY 2013-14 Adopted</b>	<b>FY 2014-15 Proposed</b>	<b>Change</b>	<b>% Change</b>
Salaries and Benefits	\$ 41,504,739	\$ 44,257,335	\$ 2,752,596	6.7%
Services	\$ 3,091,836	\$ 3,107,177	\$ 15,341	.5%
Materials and Supplies	\$ 9,303,479	\$ 9,886,257	\$ 582,778	6.3%
Occupancy	\$ 3,219,474	\$ 3,671,798	\$ 452,324	14.1%
Casualty and Liability	\$ 5,160,993	\$ 4,462,911	\$ (698,082)	(13.6)%
Taxes	\$ 49,282	\$ 49,282	\$ 0	0%
Purchased Transportation	\$ 9,123,745	\$ 9,123,746	\$ 1	0%
Printing and Advertising	\$ 909,558	\$ 1,020,675	\$ 111,117	12.3%
Miscellaneous	\$ (1,213,796)	\$ (530,774)	\$ 683,022	(56.3)%
Leases and Rentals	\$ 416,782	\$ 416,782	\$ 0	0%
<b>TOTAL OPERATING *</b>	<b>\$ 71,566,092</b>	<b>\$ 75,465,190</b>	<b>\$ 3,899,098</b>	<b>5.4%</b>

\* Depreciation is not included

### **CAPITAL BUDGET:**

The proposed FY 2014-15 Capital Budget includes funding to make numerous repairs and upgrades to the Agency's various areas, funding for revenue vehicles, computer equipment and software, preventative maintenance and a decrease in funding for facilities.

<b>CAPITAL</b>	<b>FY 2013-14 Adopted</b>	<b>FY 2014-15 Proposed</b>	<b>Change</b>	<b>% Change</b>
Facilities	\$ 1,417,000	\$ 459,752	\$ (957,248)	(67.6)%
Revenue Vehicles	\$ 6,697,506	\$ 10,825,215	\$ 4,127,709	61.6%
Service Vehicles	\$ 565,000	\$ 634,000	\$ 69,000	12.2%
Computer Equip. /Software	\$ 3,385,000	\$ 3,586,000	\$ 201,000	5.9%
Shop Equipment	\$ 433,000	\$ 0	\$ (433,000)	100 %
Operating / Other	\$13,561,661	\$ 14,797,813	\$ 1,236,152	9.2%
<b>TOTAL CAPITAL EXPENSES*</b>	<b>\$26,059,167</b>	<b>\$ 30,302,780</b>	<b>\$ 4,243,613</b>	<b>16.3%</b>

\*Depreciation is not included

The major change in capital expenditures year over year is the increase in funding for revenue vehicles.

Overall, Omnitrans' management continues a fiscally sound approach to Omnitrans' finances ensuring that expenditures do not exceed the resources available. Our goal is to enhance financial stability with an emphasis on cost reduction and operational efficiency.

PSG:dw:mm

# **FY 2015 Proposed Budget**

**Total Budget \$ 92,538,515**

- **Operating**                      \$    **75,465,190**
- **Capital**                        \$    **17,073,325**

♦ **Excludes Depreciation**

# FY2015 Budget Highlights

- ◆ **Budget Increased By Full Year of sbX Service**
  - ◆ FY15 \$75.5 vs. \$75.9 (BOD 7-year plan)
  - ◆ FY14 \$71.5
- ◆ **Major Cost Categories Frozen**
  - ◆ **Wage Increases**
    - ◆ ATU - ?
    - ◆ Teamsters 2.5%
    - ◆ MC – Per Policy Manual
- ◆ **Service Maintained At Current Levels**
  - ◆ Minor adjustments within the system

# FY15 Employee Impact

## ♦ Reduction of 8 Core OMNI

- ♦ Chief Financial Officer
- ♦ Director of Planning
- ♦ 1 Dispatcher
- ♦ Application Developer
- ♦ Information Clerk
- ♦ 2 other
- ♦ Accounts Payable Clerk

## ♦ Combine 4 Departments into 2

- ♦ Marketing/Planning
  - ♦ 2 Employees Transfer Departments
- ♦ Human Resources/Safety & Regulatory Compliance

## ♦ Realignment of 4 Core OMNI

- ♦ Director of Safety & Security to Manager
- ♦ Material Supervisor to Materials Manager
- ♦ Customer Service Supervisor to Customer Service Manager
- ♦ Community Outreach Specialist to Marketing Manager

## ♦ Addition of 3 positions

- ♦ Full Time Paratransit Eligibility Technician
- ♦ Systems Engineer – offset by cost savings in Info Systems
- ♦ Network Administrator - offset by cost savings in Info Systems



# Operating Budget: Revenue

	FY 13-14 (Adopted)	FY 14-15 (Proposed)	Variance
Fixed Route/OmniLink	\$13,237,663	\$15,237,715	\$2,000,052
Demand Response/Paratransit	\$1,520,209	\$1,962,283	\$442,074
Advertising and Auxillary Rev.	\$300,000	\$475,000	\$175,000
Interest and Non-Transp. Rev.	\$85,000	\$85,000	\$0
LTF Funds for Operations	\$36,349,720	\$37,440,212	\$1,090,492
FTA Section 5307 Maint. / Security	\$10,897,560	\$10,897,560	\$0
STA	\$1,744,044	\$1,735,524	(\$8,520)
JARC/NF	\$0	\$0	\$0
STA Maint. / Security	\$2,331,896	\$2,331,896	\$0
Measure I & Subsidy	\$5,100,000	\$5,300,000	\$200,000
<b>Total Operating Revenues</b>	<b>\$71,566,092</b>	<b>\$75,465,190</b>	<b>\$3,899,098</b>
<b>Percentage Change</b>			<b>5.4%</b>

# Operating Budget: Expense

	FY 13-14 (Adopted)	FY 14-15 (Proposed)	Variance
Salary and Benefits	\$41,504,739	\$44,257,335	\$2,752,596
Services	\$3,091,836	\$3,107,177	\$15,341
Materials and Supplies	\$9,303,479	\$9,886,257	\$582,778
Occupancy	\$3,219,474	\$3,671,798	\$452,324
Casualty & Liability	\$5,160,993	\$4,462,911	(\$698,082)
Taxes	\$49,282	\$49,282	\$0
Purchased Transportation	\$9,123,745	\$9,123,746	\$1
Printing & Advertising	\$909,558	\$1,020,675	\$111,117
Miscellaneous	-\$1,213,796	-\$530,774	\$683,022
Leases and Rentals	\$416,782	\$416,782	\$0
<b>Total Operating Budgets</b>	<b>\$71,566,092</b>	<b>\$75,465,190</b>	<b>\$3,899,098</b>
<b>Percentage Change</b>			<b>5.4%</b>

# Budget Comparison

## Operating Budget Comparison

- FY 13-14 Budget \$ 71,566,092
- FY 14-15 Budget \$ 75,465,190

## Variances

- Salaries & Benefits \$ 2,752,596
- Materials and Supplies \$ 582,778
- Miscellaneous Expense \$ 683,022
- Occupancy \$ 452,324

# Capital Budget: Revenue

	FY 13-14 (Adopted)	FY 14-15 (Proposed)	Variance
FTA 5307	\$16,941,200	\$16,943,440	\$2,240
CMAQ	\$5,197,506	\$5,152,215	(\$45,291)
FTA 5339	\$0	\$1,703,000	\$1,703,000
Measure I	\$0	\$0	\$0
STAF	\$2,506,773	\$2,331,895	(\$174,878)
LTF	\$0	\$0	\$0
Prop 1B	\$1,285,122	\$4,043,664	\$2,758,542
Prop 1B - Security	\$128,566	\$128,566	\$0
<b>Total Capital Revenues</b>	<b>\$26,059,167</b>	<b>\$30,302,780</b>	<b>\$4,243,613</b>
<b>Percentage Change</b>			<b>16.3%</b>
Capital Used for Operating	\$13,229,455	\$13,229,455	\$0

# Capital Budget: Expenses

Facilities	\$1,417,000	\$459,752	(\$957,248)
Revenue Vehicles (FR/PT)	\$6,697,506	\$10,825,215	\$4,127,709
Service/Support Vehicles	\$565,000	\$634,000	\$69,000
Revenue Equipment	\$0	\$0	\$0
Computer Equipment/Software	\$3,385,000	\$3,586,000	\$201,000
Office Equipment	\$0	\$0	\$0
Shop Equipment	\$433,000	\$0	(\$433,000)
Other Capital	\$332,206	\$1,568,358	\$1,236,152
<b>Total Capital Budget</b>	<b>\$12,829,712</b>	<b>\$17,073,325</b>	<b>\$4,243,613</b>
<b>Percentage Change</b>			<b>33.1%</b>
<b>Capital Used for Operating</b>	<b>\$13,229,455</b>	<b>\$13,229,455</b>	<b>0</b>

# **Actions Addressing Deficit**

- ◆ **Organizational Restructure**
  - ◆ Through attrition and needs assessment
- ◆ **Review of IBNR and Risk Assessment**
  - ◆ Reduce IBNR funding level to peer averages
  - ◆ Potential savings of over \$2 million/year
- ◆ **Move Fare Increases up**
  - ◆ \$3.3 million increase in revenue

# FY2015 Budget Summary

- **Balanced Budget**
- **Operating Deficit Addressed**
  - **Increase Driven by sbX**
  - **Fixed Route/OmniLink Farebox Ratio is 25.02%**
  - **Access Farebox Ratio is 13.51%**

- Questions?



## **DEPARTMENT**

### **SUMMARY OF PROGRAMS**

#### **CAPITAL BUDGETS**

Each year Omnitrans develops a multi-year capital budget program. The development of the service plan numbers directly relate to new equipment purchases, spares, and vehicle and equipment replacement cycles managed by the Maintenance department. The capital budget reflects the work of all departments during the capital budget creation. There are eight (8) prime areas of capital purchase Omnitrans makes in a year. These are: Facilities, Revenue Vehicles, Service Vehicles, Revenue Equipment, Computer Equipment, Office Equipment, Shop and Service Equipment and Other. The Other category maintains those capital funds which are committed to Preventative Maintenance, Transit Enhancements(1%) and Security (1%) under FTA

#### **FISCAL SUMMARY BY PROGRAM**

	<b>2012-13 ACTUAL</b>	<b>2013-14 ADOPTED</b>	<b>2014-15 PROPOSED</b>	<b>\$ / % Change FY 14 to FY 15</b>		<b>Notes</b>
<b>Annual FY 14-15 Programs</b>						
Facilities	55,051,769	1,417,000	459,752	(957,248)	-67.55%	Reduction in facility expenditures
Revenue Vehicles	27,606,730	6,697,506	10,825,215	4,127,709	61.63%	Additional funding to get on annual bus procurement plan
Service Vehicles	125,237	565,000	634,000	69,000	12.21%	
Revenue Equipment	862,022	-	-	-	0.00%	
Computer Equipment	3,118,419	3,385,000	3,586,000	201,000	5.94%	
Office Equipment		-	-	-		
Shops-Service Equipment		433,000		(433,000)	-100.00%	
Pass-Through		-	-	-		
Operating / Other - Capital	1,207	332,206	1,568,358	1,236,152	372.10%	Surplus capital funds
<b>SUBTOTAL</b>	<b>86,765,384</b>	<b>12,829,712</b>	<b>17,073,325</b>	<b>4,243,613</b>	<b>33.08%</b>	
<b>Capital Used for Operating</b>	<b>12,073,533</b>	<b>13,229,455</b>	<b>13,229,455</b>	<b>-</b>	<b>0.00%</b>	
<b>GRAND TOTAL</b>	<b>98,838,917</b>	<b>26,059,167</b>	<b>30,302,780</b>	<b>4,243,613</b>	<b>16.28%</b>	

# DEPARTMENT

## SUMMARY OF PROGRAMS

### REVENUE BUDGETS

The revenue budgets are developed to provide the foundation for determining the activities of the organization. Operating revenues are derived from various sources such as: Farebox - fare revenue collected from passengers that utilize our Fixed Route, Omnilink and Access services; Advertising - revenue for advertisement on our coaches' shelters and in and on the sides of our coaches; Interest - revenue from the investment with Local Agency Investment Fund (LAIF). Federal, state and local programs are additional sources of operating revenue. Capital revenue are funds collected from federal, state, local and special incentive programs which the Agency utilizes to purchase capital assets such as buses, equipment, and other depreciable assets. The Planning, Marketing, Operations and Finance departments work together to develop the agency's annual service plan. This service plan in turn is used to project the revenue needed for the upcoming fiscal year.

### FISCAL SUMMARY BY PROGRAM

	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED	\$ / % Change FY 14 to FY 15		Notes
<b>Farebox Revenue/Other Revenue:</b>						
Passenger Fares - Fixed Routes/Omnilink	12,956,617	13,237,663	15,237,715	2,000,052	15.11%	Increase driven by sbX ridership and fare increase
Passenger Fares - Access	1,437,586	1,520,209	1,962,283	442,074	29.08%	Fare increase
Advertising and Other Aux Rev	486,803	300,000	475,000	175,000	58.33%	Additional advertising revenue
Interest and Other Non-Trans	1,469,772	85,000	85,000	-		
<b>SUB-TOTAL</b>	<b>16,350,778</b>	<b>15,142,871</b>	<b>17,759,997</b>	<b>2,617,126</b>	<b>17.28%</b>	
<b>Operating Revenue Source-Cap</b>						
LTF	33,901,494	36,388,208	37,440,212	1,052,004	2.89%	Additional LTF from SANBAG
LTF- Carryover	-	-	-	-		
FTA Section 5307 Maint/Sec/Leases	9,175,525	9,297,560	9,297,560	-	0.00%	
FTA Section 5307 ACCESS	1,600,000	1,600,000	1,600,000		0.00%	
STAF - Operating Costs	826,913	1,744,044	1,735,525	(8,519)	-0.49%	
Carl Moyer/JARC/STIP	1,439,645	-	-	-		
STA Maint./Security/Repeater/Tire	2,293,881	2,331,896	2,331,896	-	0.00%	
Measure I & Subsidy	4,850,000	5,100,000	5,300,000	200,000	3.92%	Additional Measure I from SANBAG
<b>SUB-TOTAL</b>	<b>54,087,458</b>	<b>56,461,708</b>	<b>57,705,193</b>	<b>1,243,485</b>	<b>2.20%</b>	
<b>Capital Revenue:</b>						
FTA Section 5307	59,132,743	16,941,200	16,943,440	2,240	0.01%	
FTA Section 5339	-	-	1,703,000	1,703,000		FTA Section 5339 Bus and Bus facility funds. Purchase buses.
FTA Section 5310	-	-	-	-		
Prop 1B	2,631,344	1,285,122	4,043,664	2,758,542		Prop 1B funds to Fund Capital projects in lieu of STA
STAF (SB 620)	2,611,457	2,506,773	2,331,895	(174,878)	-6.98%	
LTF	3,335,961	-	-	-		
Carl Moyer/	-	-	-	-		
CMAQ	20,911,511	5,197,506	5,152,215	(45,291)	-0.87%	
Prop 1B - Security	-	128,566	128,566	-	0.00%	
Measure I Capital	948,538	-	-	-		
SCAQMD	-	-	-	-		
LTF carryover	-	-	-	-		
<b>CAPITAL TOTAL</b>	<b>89,571,554</b>	<b>26,059,167</b>	<b>30,302,780</b>	<b>4,243,613</b>	<b>16.28%</b>	
Less capital used for Operating	(13,069,406)	(13,229,455)	(13,229,455)	-	0.00%	
<b>TOTAL CAPITAL</b>	<b>76,502,148</b>	<b>12,829,712</b>	<b>17,073,325</b>	<b>4,243,613</b>	<b>33.08%</b>	
<b>OPERATIONS TOTAL</b>	<b>70,438,236</b>	<b>71,604,579</b>	<b>75,465,190</b>	<b>3,860,611</b>	<b>5.39%</b>	
<b>GRAND TOTAL</b>	<b>146,940,383</b>	<b>84,434,291</b>	<b>92,538,515</b>	<b>8,104,224</b>	<b>9.60%</b>	

# DEPARTMENT

## SUMMARY OF PROGRAMS

### OMNITRANS CONSOLIDATED

The agency consolidated report is the summary look at all department costs from actuals charges for FY 2012-13, adopted budget for FY 2013-14 and proposed budget costs for FY 2014-15

### FISCAL SUMMARY BY PROGRAM

	<b>2012-2013 ACTUAL</b>	<b>2013-2014 ADOPTED</b>	<b>2014-2015 PROPOSED</b>	<b>\$ / % Change FY 2014-2015</b>	
Salaries and Benefits	41,265,923	41,504,739	44,257,335	2,752,596	6.63%
Services	2,320,306	3,091,835	3,107,177	15,342	0.50%
Material and Supplies	8,159,713	9,303,479	9,886,257	582,778	6.26%
Occupancy	2,736,658	3,219,474	3,671,798	452,324	14.05%
Casualty and Liability	6,456,877	5,160,993	4,462,911	(698,082)	-13.53%
Taxes	64,237	49,282	49,282	-	0.00%
Purchased Transport	8,949,404	9,123,745	9,123,746	1	0.00%
Printing and Advertising	884,836	909,558	1,020,675	111,117	12.22%
Miscellaneous Expenses	(2,040,119)	(1,213,796)	(530,774)	683,022	-56.27%
Leases and Rentals	489,546	416,782	416,782	-	0.00%
<b>SUBTOTAL</b>	<b>69,287,382</b>	<b>71,566,093</b>	<b>75,465,190</b>	3,899,098	5.45%
Depreciation	18,073,604	16,354,416	16,512,481	158,065	0.97%
Capital Purchase	787,439	-	-	-	
<b>SUBTOTAL</b>	<b>88,148,425</b>	<b>87,920,508</b>	<b>91,977,671</b>	4,057,163	4.61%
<b>GRAND TOTAL **</b>	<b>70,074,821</b>	<b>71,566,093</b>	<b>75,465,190</b>	3,899,098	5.45%

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### OPERATIONS: 1100

The Operations Department is responsible for planning, organizing, implementing, coordinating and directing service delivery for all of the agency's fixed route, paratransit and specialty transit operations provided directly and via private contractors and all fleet safety and training programs. This includes primary responsibility for service development, implementation and service delivery including final operating schedules, route alignments, actual operations, field monitoring and emergency and security response in the field. Our State and Federal DOT certified Instructors provide initial and periodic training for our operating personnel in all aspects of agency policy and procedure, legal requirements, vehicles and related equipment as well as administer our National Safety Council fleet safety program. We develop, manage and administer service contracts for the transit service contracted to a private provider and monitor the service delivery and performance.

### FISCAL SUMMARY BY PROGRAM

	2012-2013 ACTUAL	2013-2014 ADOPTED	2014-2015 PROPOSED	\$ / % Change FY 2014-2015	
Salaries and Benefits	26,598,949	27,112,686	29,162,877	2,050,191	7.56%
Services	27,015	39,015	39,015	-	0.00%
Material and Supplies	122,313	113,768	113,769	1	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	8,465	8,133	8,133	-	0.00%
Miscellaneous Expenses	81,469	60,524	60,524	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>26,838,211</b>	<b>27,334,127</b>	<b>29,384,319</b>	2,050,192	7.50%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>26,838,211</b>	<b>27,334,127</b>	<b>29,384,319</b>	2,050,192	7.50%
<b>GRAND TOTAL **</b>	<b>26,838,211</b>	<b>27,334,127</b>	<b>29,384,319</b>	2,050,192	7.50%

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### MAINTENANCE:                      **1200**

The Maintenance Department administers three areas of responsibility: Administration, Maintenance, Building/Engineering/Construction. The fiscal claiming process to leverage the use of Federal, State, and Regional funds match with local funds to pay for these infrastructure improvements. The major program is the maintenance of the revenue vehicles to meet operating schedules, the repair and body work for the revenue fleet, passenger vehicles and vans, as well as light and heavy duty trucks. The program in addition maintains and repairs Omnitrans generators, compressors, and power equipment as well as performing specific tasks relating to general welding and fabrication for the department. The Building/Engineering/Construction program assists with and ensures Omnitrans facilities meet City, State, and Federal regulations and standards. All major remodels, repairs and maintenance of all facilities and buildings are managed through the Maintenance Department.

Omnitrans Maintenance Department Mission Statement: To provide clean, safe, and reliable vehicles, equipment, and facilities to Omnitrans internal and external customers.

### FISCAL SUMMARY BY PROGRAM

	<b>2012-2013 ACTUAL</b>	<b>2013-2014 ADOPTED</b>	<b>2014-2015 PROPOSED</b>	<b>FY 2014-2015 FY 2013-2014</b>	
Salaries and Benefits	6,956,822	7,162,398	7,592,262	429,864	6.00%
Services	288,144	267,080	237,080	(30,000)	-11.23%
Material and Supplies	6,073,780	6,713,423	6,624,070	(89,353)	-1.33%
Occupancy	1,275,900	1,225,874	1,287,961	62,087	5.06%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	(40,452)	(57,489)	(57,489)	-	0.00%
Leases and Rentals	489,441	416,782	416,782	-	0.00%
<b>SUBTOTAL</b>	<b>15,043,634</b>	<b>15,728,068</b>	<b>16,100,666</b>	372,598	2.37%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>15,043,634</b>	<b>15,728,068</b>	<b>16,100,666</b>	372,598	2.37%
<b>GRAND TOTAL **</b>	<b>15,043,634</b>	<b>15,728,068</b>	<b>16,100,666</b>	372,598	2.37%

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

#### ADMINISTRATION:                      1300

The Administration department budget currently includes budgets for the CEO/General Manager, Director of Internal Audit Services and their administrative support staff. The CEO/General Manager serves as the Chief Executive Officer for Omnitrans. Appointed by the Board, the CEO/General Manager is responsible for the overall administration of all Omnitrans departments and oversees the enforcement of all pertinent State/Federal laws. This office is responsible on a day-to-day basis for the efficient performance of all operations, responsible for implementing Board policy and formulating staff recommendations for Board review on policy matters. Included in this program are legislative relations/policy analysis, administrative analysis, and general oversight of operations. The CEO/General Manager oversees the preparation of the budget and is responsible for the administration of the budget once adopted by the Board. Administration carries out the duties assisting in preparation of Board agendas, minutes, maintaining all official documents of the Omnitrans records of proceedings, deeds, agreements, contracts, filing annual disclosure statements, and coordination of board committees. The

#### FISCAL SUMMARY BY PROGRAM

	2012-2013 ACTUAL	2013-2014 ADOPTED	2014-2015 PROPOSED	\$ / % Change FY 2014-2015	
Salaries and Benefits	924,709	743,417	613,993	(129,424)	-17.41%
Services	236,017	855,000	855,000	-	0.00%
Material and Supplies	10,996	14,500	14,501	1	0.01%
Occupancy	-	2,500	2,500	-	0.00%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	-	28,300	28,300	-	0.00%
Miscellaneous Expenses	175,968	173,500	173,500	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,347,690</b>	<b>1,817,217</b>	<b>1,687,794</b>	(129,423)	-7.12%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,347,690</b>	<b>1,817,217</b>	<b>1,687,794</b>	(129,423)	-7.12%
<b>GRAND TOTAL **</b>	<b>1,347,690</b>	<b>1,817,217</b>	<b>1,687,794</b>	(129,423)	-7.12%

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### INFORMATION TECHNOLOGY SERVICES      1320

The Information Technology Services department is charged with managing all fixed based technology deployed at Omnitrans. The Information Technology Services department supports over 50 applications. For each system, a level of I.T.S. support has been identified by the IT Steering Committee. By policy, I.T.S. replaces 25% of the personal computers due to maintenance and software problems. A Computer training facility has been established. The Director of I.T. chairs the Information Systems Steering Committee which meets monthly.

- Servers Supported: 75      - Printers Supported: 50      - Phone Systems Supported: 4
- Desktops Supported: 225 - Copiers Supported: 10      - Local Area Networks Supported: 5

### FISCAL SUMMARY BY PROGRAM

	2012-2013	2013-2014	2014-2015	FY 2014-2015	
	ACTUAL	ADOPTED	PROPOSED	\$ / % Change	FY 2013-2014
Salaries and Benefits	488,590	494,426	874,242	379,817	76.82%
Services	649,339	669,800	451,340	(218,460)	-32.62%
Material and Supplies	36,034	27,500	27,500	-	0.00%
Occupancy	1,301,287	1,835,129	1,849,666	14,537	0.79%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	21,064	17,387	17,387	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>2,496,314</b>	<b>3,044,242</b>	<b>3,220,135</b>	175,893	5.78%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>2,496,314</b>	<b>3,044,242</b>	<b>3,220,135</b>	175,893	5.78%
<b>GRAND TOTAL **</b>	<b>2,496,314</b>	<b>3,044,242</b>	<b>3,220,135</b>	175,893	5.78%

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

#### MARKETING

**1400**

The Marketing department is responsible for coordinating and enhancing the flow of information about Omnitrans programs, projects, services, activities, and decisions:

- Between Omnitrans and current and potential customers
- Between Omnitrans and the media/press
- Between Omnitrans and the community

This includes continued and improved efforts to increase ridership and revenue to achieve agency goals.

This department serves as an internal technical communications consultant to the organization. The department is responsible for preparing informational materials to support transit operations: bus schedules, how-to guides, fare media information, etc. Marketing prepares and distributes Omnitrans internal and external newsletters and manages the Omnitrans web site to communicate Omnitrans services, programs and employment opportunities. Marketing also manages customer service functions in an effort to maintain high levels of customer satisfaction and manages and maintains Omnitrans bus stop amenities.

#### FISCAL SUMMARY BY PROGRAM

	<b>2012-2013 ACTUAL</b>	<b>2013-2014 ADOPTED</b>	<b>2014-2015 PROPOSED</b>	<b>\$ / % Change FY 2014-2015</b>	
Salaries and Benefits	1,385,678	1,493,805	1,858,872	365,067	24.44%
Services	59,143	49,900	79,800	29,900	59.92%
Material and Supplies	6,552	7,100	9,043	1,943	27.37%
Occupancy	62,955	57,700	53,400	(4,300)	-7.45%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	834,792	846,083	857,736	11,653	1.38%
Miscellaneous Expenses	102,663	118,300	122,401	4,101	3.47%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>2,451,784</b>	<b>2,572,888</b>	<b>2,981,252</b>	408,364	15.87%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>2,451,784</b>	<b>2,572,888</b>	<b>2,981,252</b>	408,364	15.87%
<b>GRAND TOTAL **</b>	<b>2,451,784</b>	<b>2,572,888</b>	<b>2,981,252</b>	408,364	15.87%

\*\* Less Depreciation



## DEPARTMENT

### SUMMARY OF PROGRAMS

#### PLANNING: 1500

The Planning Department's mission is to "Making Great Communities and Transit Happen." The department is responsible for developing short and long range plans, programs, policies and funding to accomplish Omnitrans' mission and vision. Within this context the department is organized into two primary functional units – Service Planning/Scheduling and Development Services. The planning/scheduling function involves service planning, monitoring, scheduling, service policies/standards, coordination of service between neighboring transit agencies and evaluating service needs in cooperation with JPA members. The development services unit is responsible for infrastructure planning, project development, construction, transit oriented development, land use and regional mobility planning in coordination with member agencies and various public and private entities. All of these key elements are recapitulated in the Short Range Transit Plan (SRTP) which is the primary financial, planning and service policy document of Omnitrans. The SRTP is developed and maintained by the Planning Department and it is typically updated every other year. The Planning Department will be folded in with the Marketing Department starting in FY2015.

#### FISCAL SUMMARY BY PROGRAM

	2012-2013 ACTUAL	2013-2014 ADOPTED	2014-2015 PROPOSED	\$ / % Change FY 2014-2015	
Salaries and Benefits	573,035	527,577	-	(527,577)	-100.00%
Services	4,607	29,000	-	(29,000)	-100.00%
Material and Supplies	1,554	1,443	-	(1,443)	-100.00%
Occupancy	-	-	-	-	
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	5,830	1,736	-	(1,736)	-100.00%
Miscellaneous Expenses	19,461	11,801	-	(11,801)	-100.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>604,489</b>	<b>571,557</b>	-	(571,557)	-100.00%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>604,489</b>	<b>571,557</b>	-	(571,557)	-100.00%
<b>GRAND TOTAL **</b>	<b>604,489</b>	<b>571,557</b>	-	(571,557)	-100.00%

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### HUMAN RESOURCES:      1600

The Human Resources Department plans, coordinates and administers a comprehensive human resources management program which subscribes to merit principles of personnel administration, fosters an organizational climate of confidence and trust, and promotes a proactive approach to manpower planning and resources administration. The Director and staff administers Omnitrans claims for Workers' Compensation benefits, working with outside counsel to monitor, control and resolve litigated claims, and provides training for various departments in order to minimize the potential risk of future losses. Human Resources is responsible for staff development to provide an opportunity for employees to have a direct impact on the workplace through participation in joint problem-solving activities with management.

### FISCAL SUMMARY BY PROGRAM

	2012-2013 ACTUAL	2013-2014 ADOPTED	2014-2015 PROPOSED	\$ / % Change FY 2014-2015	
Salaries and Benefits	1,572,405	1,158,298	1,184,902	26,604	2.30%
Services	437,465	335,430	335,430	-	0.00%
Material and Supplies	4,362	3,868	3,868	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	4,244,996	1,970,174	1,272,092	(698,082)	-35.43%
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	25,347	15,471	15,471	-	0.00%
Miscellaneous Expenses	93,917	70,853	70,853	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>6,378,492</b>	<b>3,554,094</b>	<b>2,882,616</b>	(671,478)	-18.89%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>6,378,492</b>	<b>3,554,094</b>	<b>2,882,616</b>	(671,478)	-18.89%
<b>GRAND TOTAL **</b>	<b>6,378,492</b>	<b>3,554,094</b>	<b>2,882,616</b>	(671,478)	-18.89%

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### SAFETY AND SECURITY

1630

Under the general administration of the CEO/General Manager, and reporting to the Director of Human Resources and Safety and Regulatory Compliance, the Safety and Security Section is responsible for all physical plant/transit system safety compliance and Security/Public Safety Programs. Many of these programs are under the over-sight of the Federal Transit Administration, Transportation Safety Administration/Department of Homeland Security as well as State, County, and Local Public Safety and Safety & Environmental Compliance agencies. Omnitrans has an ongoing internal process of reviewing operations, procedures, and processes, as well as interfacing with local public Law, Fire, and Emergency Service first response agencies for external coordination, support and feedback. The staff of this section meet routinely with San Bernardino County Public Safety and Emergency Services Organizations as well as regional and state public safety and transportation safety officials. The staff is responsible for the generation of various regulatory reports and records as well as monthly reporting of transit system and security events/incidents to the FTA - National Transit Database Reporting System.

### FISCAL SUMMARY BY PROGRAM

	2012-2013 ACTUAL	2013-2014 ADOPTED	2014-2015 PROPOSED	\$ / % Change FY 2014-2015	
Salaries and Benefits	323,125	370,801	389,476	18,675	5.04%
Services	382,502	623,950	452,120	(171,830)	-27.54%
Material and Supplies	9,603	9,045	9,045	-	0.00%
Occupancy	9,039	7,640	7,640	-	0.00%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	2,459	1,917	1,917	-	100.00%
Miscellaneous Expenses	32,352	14,360	14,360	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>759,079</b>	<b>1,027,713</b>	<b>874,558</b>	(153,155)	-14.90%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>759,079</b>	<b>1,027,713</b>	<b>874,558</b>	(153,155)	-14.90%
<b>GRAND TOTAL **</b>	<b>759,079</b>	<b>1,027,713</b>	<b>874,558</b>	(153,155)	-14.90%

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### PROCUREMENT

1700

The Procurement Department ensures compliance with best practices and requirements as outlined in the Omnitrans' Procurement policies and procedures, and FTA C4220.1F. This includes the development of templates, model contracts, standard purchase order terms and conditions, and the implementation of procedures that will ensure fair and open competition and the equitable treatment of all potential bidders. Procurement assists departments develop technical specifications and scopes of work and presents contracts to the Omnitrans Board for approval. While Departments are responsible for providing the budget, manpower and programmatic monitoring, Procurement is responsible for contract administration. The Director of the Procurement monitors the integrity of the procurement system, measures procurements against contractual requirements, and identifies cost saving & avoidance opportunities such as consolidating procurements to benefit from economies of scale.

### FISCAL SUMMARY BY PROGRAM

	2012-2013 ACTUAL	2013-2014 ADOPTED	2014-2015 PROPOSED	\$ / % Change FY 2014-2015	
Salaries and Benefits	1,352,275	1,346,182	1,435,187	89,005	6.61%
Services	6,312	20,471	20,471	-	0.00%
Material and Supplies	8,383	7,675	7,675	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	7,942	7,918	9,118	1,200	15.16%
Miscellaneous Expenses	7,124	6,459	6,459	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,382,037</b>	<b>1,388,706</b>	<b>1,478,910</b>	90,205	6.50%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,382,037</b>	<b>1,388,706</b>	<b>1,478,910</b>	90,205	6.50%
<b>GRAND TOTAL **</b>	<b>1,382,037</b>	<b>1,388,706</b>	<b>1,478,910</b>	90,205	6.50%

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### FINANCE: 1800

The Finance Department is responsible for the control of all financial activities for Omnitrans, including the collection and disbursement of funds and ensuring that adequate resources are available. The department has three programs: Finance Administration, Accounting and Accounting Services.

**Finance Administration:** provides administrative support and direction to all finance programs as well as other Omnitrans Departments. Administrative functions include setting financial goals and objectives, planning financial policy, budget development, agency payroll, and budget training, administers self-insurance portions of Omnitrans risk programs.

**Accounting Section:** Is charged with all the accounting functions in Omnitrans:  
Accounts Payable/Receivables - Responsible for the payment of outstanding obligations owed by Omnitrans, tracking end of period adjustments, fixed assets and project/grant management.

**Accounting Services:** Is responsible for payroll services, daily cash collections, and assists the Director

### FISCAL SUMMARY BY PROGRAM

	2012-2013	2013-2014	2014-2015	FY 2014-2015	
	ACTUAL	ADOPTED	PROPOSED	\$ / %	Change
				FY 2013-2014	
Salaries and Benefits	968,066	973,289	1,023,664	50,374	5.18%
Services	146,887	146,981	190,600	43,619	29.68%
Material and Supplies	7,583	5,234	5,234	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	2,042,565	3,054,034	2,804,034	(250,000)	-8.19%
Taxes	64,237	49,282	49,282	-	0.00%
Purchased Transport	-	-	-	-	
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	(2,533,685)	(1,629,491)	(938,770)	690,722	-42.39%
Leases and Rentals	-	-	-	-	100.00%
Other - CAP Credit				-	200.00%
<b>SUBTOTAL</b>	<b>695,654</b>	<b>2,599,328</b>	<b>3,134,044</b>	534,715	20.57%
Depreciation	16,097,519	15,448,112	15,606,176	158,064	1.02%
Capital Purch Exp	3,041,732	-	-		100.00%
<b>SUBTOTAL</b>	<b>19,834,906</b>	<b>18,047,440</b>	<b>18,740,220</b>	692,779	3.84%
<b>GRAND TOTAL **</b>	<b>3,737,386</b>	<b>2,599,328</b>	<b>3,134,044</b>	534,715	20.57%

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

**ACCESS: 2110**

Access provides public transportation services to persons who are physically or cognitively unable to use regular bus service (ADA certified and/or Omnitrans Disability Identification Card holders). Access operates curb-to-curb service with minibuses or vans.

### FISCAL SUMMARY BY PROGRAM

	<b>2012-2013 ACTUAL</b>	<b>2013-2014 ADOPTED</b>	<b>2014-2015 PROPOSED</b>	<b>\$ / % Change FY 2014-2015</b>	
Salaries and Benefits	117,617	117,096	117,097	1	0.00%
Services	75,701	48,315	68,846	20,532	42.50%
Material and Supplies	1,718,298	2,072,770	2,072,770	-	0.00%
Occupancy	82,014	85,158	85,158	-	0.00%
Casualty and Liability	143,631	128,954	128,954	-	0.00%
Taxes	-	-	-	-	
Purchased Transport	7,442,184	7,504,912	7,504,913	1	0.00%
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>9,579,445</b>	<b>9,957,204</b>	<b>9,977,738</b>	20,534	0.21%
Depreciation	660,866	906,304	906,305	1	0.00%
<b>SUBTOTAL</b>	<b>10,240,311</b>	<b>10,863,508</b>	<b>10,884,043</b>	20,535	0.19%
<b>GRAND TOTAL **</b>	<b>9,579,445</b>	<b>9,957,204</b>	<b>9,977,738</b>	20,534	0.21%

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### YUCAIPA - Omnilink

2200

This Omnilink service provides curb-to-curb demand-responsive service for the general public within the City of Yucaipa and facilitates transfers to/from regular fixed route services for travel beyond its boundaries. This service is operated by a private company under contract to the Agency. The contractor is responsible for the daily activities of service delivery such as reservations, scheduling and dispatching. They hire and train their operating personnel in accordance with all Agency and legal requirements and maintain the fleet of paratransit vehicles assigned to this service.

### FISCAL SUMMARY BY PROGRAM

	2012-2013 ACTUAL	2013-2014 ADOPTED	2014-2015 PROPOSED	\$ / % Change FY 2014-2015	
Salaries and Benefits	4,786	4,764	4,764	-	0.00%
Services	7,174	2,674	3,811	1,136	42.50%
Material and Supplies	41,011	44,088	44,088	-	0.00%
Occupancy	5,463	5,473	5,473	-	0.00%
Casualty and Liability	15,885	3,021	3,021	-	0.00%
Taxes	-	-	-	-	
Purchased Transport	187,633	247,708	247,708	-	0.00%
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	
Leases and Rentals	105	-	-	-	
<b>SUBTOTAL</b>	<b>262,057</b>	<b>307,728</b>	<b>308,865</b>	1,136	0.37%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>262,057</b>	<b>307,728</b>	<b>308,865</b>	1,136	0.37%
<b>GRAND TOTAL **</b>	<b>262,057</b>	<b>307,728</b>	<b>308,865</b>	1,136	0.37%

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

**CHINO HILLS:**                      **2400**

This Omnilink service provides curb-to-curb demand-responsive service for the general public within the City of Chino Hills and facilitates transfers to/from regular fixed route services for travel beyond its boundaries. This service is operated by a private company under contract to the Agency. The contractor is responsible for the daily activities of service delivery such as reservations, scheduling and dispatching. They hire and train their operating personnel in accordance with all Agency and legal requirements and maintain the fleet of paratransit vehicles assigned to this service.

### FISCAL SUMMARY BY PROGRAM

	<b>2012-2013 ACTUAL</b>	<b>2013-2014 ADOPTED</b>	<b>2014-2015 PROPOSED</b>	<b>\$ / % Change FY 2014-2015</b>	
Salaries and Benefits	-	-	-	-	
Services	-	-	-	-	
Material and Supplies	20,626	22,164	22,164	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	2,284	1,119	1,119	-	0.00%
Taxes	-	-	-	-	
Purchased Transport	110,503	126,503	126,503	-	0.00%
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>133,413</b>	<b>149,786</b>	<b>149,786</b>	-	0.00%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>133,413</b>	<b>149,786</b>	<b>149,786</b>	-	0.00%
<b>GRAND TOTAL **</b>	<b>133,413</b>	<b>149,786</b>	<b>149,786</b>	-	0.00%

\*\* Less Depreciation



## DEPARTMENT

### SUMMARY OF PROGRAMS

#### OMNIGO/PURCHASED TRANSPORTATION: **2500**

Omnitrans uses purchased transportation to provide two types of fixed route service: 1) weekend service on routes that consistently have low weekend loads; and, 2) OmniGo local circulator service. The use of purchased transportation on weekends is designed to match a smaller cutaway vehicle with a 16-18 passenger capacity to routes that rarely see more than 16 passengers on board at one time. OmniGo service is a neighborhood shuttle service that uses the same smaller vehicles in regular fixed route service. The OmniGo program was designed to augment OmniLink after multiple years when the standalone version of OmniLink did not meet standard.

### FISCAL SUMMARY BY PROGRAM

	<b>2012-2013 ACTUAL</b>	<b>2013-2014 ADOPTED</b>	<b>2014-2015 PROPOSED</b>	<b>\$ / % Change FY 2014-2015</b>	
Salaries and Benefits	-	-	-	-	
Services	-	4,219	6,012	1,793	42.50%
Material and Supplies	98,618	260,901	260,901	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	7,516	3,692	3,692	-	0.00%
Taxes	-	-	-	-	
Purchased Transport	1,209,084	1,244,623	1,244,623	-	0.00%
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,315,219</b>	<b>1,513,435</b>	<b>1,515,228</b>	1,793	0.12%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,315,219</b>	<b>1,513,435</b>	<b>1,515,228</b>	1,793	0.12%
<b>GRAND TOTAL **</b>	<b>1,315,219</b>	<b>1,513,435</b>	<b>1,515,228</b>	1,793	0.12%

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

#### sbX Bus Rapid Transit -BRT

**2600**

BRT service mirrors light-rail service with dedicated amenities, stations and significantly reduced travel times utilizing dedicated BRT Buses. sbX utilizes standalone stations with level boarding, pre-paid fares, dedicated lanes, signal prioritization, and limited stop spacing to achieve faster service. This portion is the non-labor related charges for sbX operations. Labor is included in the respective departments.

### FISCAL SUMMARY BY PROGRAM

	<b>2012-2013 ACTUAL</b>	<b>2013-2014 ADOPTED</b>	<b>2014-2015 PROPOSED</b>	<b>\$ / % Change FY 2014-2015</b>
Salaries and Benefits	-	-	-	-
Services	-	-	367,652	367,652
Material and Supplies	-	-	671,629	671,629
Occupancy	-	-	380,000	380,000
Casualty and Liability	-	-	250,000	250,000
Taxes	-	-	-	-
Purchased Transport	-	-	-	-
Printing and Advertising	-	-	100,000	100,000
Miscellaneous Expenses	-	-	-	-
Leases and Rentals	-	-	-	-
<b>SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>1,769,281</b>	<b>1,769,281</b>
Depreciation	-	-	-	-
<b>SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>1,769,281</b>	<b>1,769,281</b>
<b>GRAND TOTAL **</b>	<b>-</b>	<b>-</b>	<b>1,769,281</b>	<b>1,769,281</b>

\*\* Less Depreciation