



ADMINISTRATIVE AND FINANCE COMMITTEE

THURSDAY, APRIL 12, 2018– 8:00 A.M.

OMNITRANS METRO FACILITY

1700 WEST 5TH STREET

SAN BERNARDINO, CA 92411

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

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, May 10, 2018, 8:00 a.m.
Omnitrans Metro Facility Board Room

C. COMMUNICATIONS FROM THE PUBLIC

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

D. POSSIBLE CONFLICT OF INTEREST ISSUES

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

N/A

E. DISCUSSION ITEMS

- | | |
|--|----|
| 1. Approve Administrative & Finance Committee Minutes – February 15, 2018 | 3 |
| 2. Recommend the Board of Directors Authorize the CEO/General Manager to Award Funds for the Call for Projects – 2018 Measure I Specialized Transportation Program for Fiscal Years FY19 and FY20 – <i>Douglas Stanley</i> | 6 |
| 3. Recommend the Board of Directors Adopt Fiscal Year 2018-19 Annual Budget – <i>Maurice Mansion</i> | 8 |
| 4. Receive and Forward to the Board of Directors, Omnitrans Unfunded Accrued Liability (UAL) with California Public Employees' Retirement System (CalPERS) – <i>Don Walker</i> | 38 |
| 5. Recommend the Board of Directors Adopt Revisions to Personnel Policy #402, Management Confidential Classifications and Structure Reorganization – <i>Marge Ewing</i> | 40 |



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E. DISCUSSION ITEMS CONTINUED

- | | |
|--|----|
| 6. Recommend the Board of Directors Approve Proposed Policy Changes to the Existing Personnel Policy Manual – <i>Marge Ewing</i> | 50 |
| 7. Recommend the Board of Directors Approve System Specialist Position – <i>Marge Ewing</i> | 65 |

F. ADJOURNMENT

ITEM # E1

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, FEBRUARY 15, 2018**

A. CALL TO ORDER

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, February 15, 2018.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair
Council Member David Avila, City of Yucaipa
Council Member Ron Dailey, Loma Linda
Supervisor Curt Hagman, County of San Bernardino
Mayor Pro Tem Sylvia Robles, City of Grand Terrace

Committee Members Absent

Mayor Carey Davis, City of San Bernardino
Council Member John Roberts, City of Fontana
Mayor Pro Tem Alan Wapner, City of Ontario

Omnitrans Administrative Staff Present

Erin Rogers, Deputy General Manager
Trischelle Baysden, Director of Rail
Diane Caldera, Director of Operations
Samuel Gibbs, Director of Internal Audit Services
Marge Ewing, Director of Human Resources/Safety & Security
Jacob Harms, Director of Information Technology
Doug Stanley, Director Special Transportation Services
Don Walker, Director of Finance
Wendy Williams, Director of Marketing/Planning
Omar Bryant, Maintenance Manager
Mark Crosby, Security & Emergency Preparedness Coordinator
Julienne Overland-Villegas, Senior Executive Assistant to the CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, March 15, 2018, at 8:00 a.m.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes – January 18, 2018

M/S (Hagman/Dailey) that approved the Committee Minutes of January 18, 2018. Motion was passed unanimously by Members present.

Item E3 was moved up on the agenda and was heard before Item E2.

3. Recommend the Board of Directors Approve FY18 Operating Budget Transfer

Director of Human Resources/Safety & Security, Marge Ewing presented this item as detailed in the staff report.

Chairman Dailey acknowledged the need for the additional Human Resource Specialist position and expressed his support for this item; however, expressed concern regarding the potential budgetary impact. He asked for some level of assurance that the Agency will have the funding available for this position without an additional financial burden. Ms. Ewing responded that the CEO/General Manager and the Finance Department have ensured that funding for this position is available. Deputy General Manager, Erin Rogers explained that vacant positions currently budgeted will cover the expense. She further stated that as staff continues to work on developing the budget, all positions and staffing levels will be evaluated in an effort to maximize efficiency, while at the same time looking at creative ways to meet the needs. Additionally, Ms. Rogers stated that staff is working on a Financial White Paper, which will review the Agency budget forecast through 2027, and highlight some of the upcoming challenges.

Supervisor Hagman mentioned that a recent court ruling will require Inland Empire Health Plan (IEHP) to pay for transportation for their customers when requested. He stated that perhaps this could be an avenue Omnitrans may want to further explore.

A discussion ensued regarding the Agency's retirement forecast and employee turnover rates. Ms. Ewing reviewed the succession planning programs that have been implemented internally. She also highlighted some of the external programs such as internships,

utilizing advertisement agencies for recruitment and recruiting software upgrades. The Committee agreed on the importance of the Human Resources Department being adequately staffed and Agency's continued effort to becoming a competitive employer of choice.

Supervisor Hagman mentioned the decline in ridership nationwide and stressed the importance of resources being used as efficiently as possible in terms of routes and the types of software programs being used.

M/S (Dailey/Hagman) that approved and authorized the CEO/General Manager to transfer funds from Department 1300, Administration to Department 1600, Human Resources, Safety and Regulatory Compliance, in the amount of \$22,304.00 and increase the FY18 budgeted positions by one (1) Human Resources Specialist position in the Human Resources (HR) Safety Regulatory Compliance (SRC) Department effective April 4, 2018. Motion was passed unanimously by Members present.

Supervisor Hagman briefly discussed the CalPERS unfunded liability and the potential impacts to the cities. He asked that Omnitrans stay abreast of that topic.

2. Recommend the Board of Directors Approve Fiscal Year 2019 Budget Assumptions

Director of Finance, Don Walker presented this item as detailed in the staff report.

Chairman Dailey had some questions regarding the stability of Local Transportation Funds (LTF) and the inflationary growth rate. Mr. Walker addressed Chairman Dailey's questions. Ms. Rogers added that the LTF funding is one of the topics discussed in the Financial White Paper.

M/S (Hagman/Avila) that recommended the Board of Directors approve the budget assumptions to develop the Operating and Capital Budgets for Fiscal Year 2019. Motion was passed unanimously by Members present.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:40 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, March 15, 2018, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Araceli Barajas, Executive Staff Assistant

ITEM # _____ E2 _____

DATE: April 12, 2018

TO: Committee Chair Sam Spagnolo and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Douglas L. Stanley, Director of Special Transportation Services

**SUBJECT: FUNDING AWARD – CALL FOR PROJECTS - 2018 MEASURE I
SPECIALIZED TRANSPORTATION PROGRAM FOR FISCAL YEARS
FY19 AND FY20**

FORM MOTION

Recommend the Omnitrans Board of Directors authorize the CEO/General Manager to award funds for the Call for Projects - 2018 Measure I Specialized Transportation Program for Fiscal Years FY19 and FY20.

BACKGROUND

On November 1, 2017, Omnitrans Board of Directors authorized the CEO/General Manager to announce Call for Projects – 2018 Measure I Specialized Transportation Program for Fiscal Years FY19 and FY20. The Measure I funds for this Call are funds directly allocated to Omnitrans as Consolidated Transit Services Agency for San Bernardino Valley. The Call for Projects covered two funding years: FY19 and FY20 with approximately \$600,000 available each year and a maximum funding request of \$150,000 per agency.

The Call for Projects invited project proposals from eligible applicants which included local government authorities, human and social services agencies, tribal governments, private non-profit and charitable organizations. Measure I requires that projects selected for funding must be included in the Public Transit-Human Services Transportation Coordination Plan for San Bernardino County, 2016-2020. The Plan identifies existing transportation services, unmet transportation needs and service gaps, as well as the prioritized goals and strategies for transportation needs of seniors and individuals with disabilities.

Proposals were evaluated by a panel of representatives from Omnitrans, SBCTA, and AMMA Transit Planning - SBCTA's consultant for the Public and Specialized Transportation Advisory and Coordination Council (PASTACC). A representative from Riverside County Transportation Commission (RCTC) was asked to participate in the evaluation process, but was unable to do so.

A total of 10 proposals were received in response to the Call, with eight (8) proposals being selected for funding - Table 1. Two (2) proposals were not selected for funding - Table 2.

Table 1

<u>AGENCY</u>	<u>PROJECT</u>	<u>FY19 AMOUNT</u>	<u>FY20 AMOUNT</u>
City of Chino	Senior Mobility And Reliable Trans (Get S.M.A.R.T.)	\$75,000	\$75,000
Highland District Council on Aging (HSC)	Senior Transportation Services	\$34,000	\$39,000
Loma Linda UMC Adult Day Health Care	CBAS Transportation Program	\$75,000	\$75,000
Lutheran Social Services of So Cal (CCLM)	Trans Program for People w/ HIV/AIDS	\$59,157	\$59,157
Pomona Valley Community Services (CSS)	Community Connections Trans Reimbursement Program	\$74,936	\$74,936
Pomona Valley Workshop DBA: Anthesis	Expansion of Anthesis in Motion	\$68,450	\$69,909
SB County DAAS	Valley Transportation Expansion Program	\$75,000	\$75,000
West End YMCA	YMCA Senior Wellness Transportation	\$70,689	\$75,000
		\$532,232	\$543,002
			\$1,075,234

Table 2

<u>AGENCY</u>	<u>PROJECT</u>	<u>NOTES</u>
Priscilla's Helping Hands	Senior Center/Community Ride Program	Not Selected for Funding
VV Family Resource Center	VVFRC GAP Transit	Not Selected for Funding

CONCLUSION

With the Committee's recommendation, this item will be forwarded to the Board of Directors to authorize the CEO/General Manager to award funds for the Call for Projects - 2018 Measure I Specialized Transportation Program for Fiscal Years FY19 and FY20.

PSG: DS

ITEM # E3

DATE: April 12, 2018

TO: Committee Chair Sam Spagnolo and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Maurice Mansion, Treasury Manager

SUBJECT: FISCAL YEAR 2018-19 ANNUAL BUDGET – EXECUTIVE SUMMARY

FORM MOTION

Recommend to the Board of Directors adoption of Omnitrans Fiscal Year 2018-19 Annual Budget.

BACKGROUND

The Agency proposes for Fiscal Year 2018-2019 an increase in the Operating Budget of \$6,701,910 or 8.1%, and an increase in the Capital Budget of \$18,223,986 or 60.4%. The total budget is as follows:

Budget	FY 2017-18YE	FY 2018-19	\$ Change	% Change
Operating Budget	\$ 82,666,374	\$ 89,368,284	\$ 6,701,910	8.1%
Capital Budget	\$ 30,171,816	\$ 48,395,802	\$ 18,223,986	60.4%
Less Capital Used For Operating	<u>\$ (15,440,332)</u>	<u>\$ (17,525,582)</u>	<u>\$ (2,085,250)</u>	<u>13.5%</u>
TOTAL BUDGET *	\$ 97,397,858	\$ 120,238,504	\$22,840,646	23.5%

**Numbers may be slightly off due to rounding*

The proposed budget for FY 2018-19 includes an operating budget of approximately \$89.4 million (excluding depreciation) and a capital budget of approximately \$48.4 million. The capital budget includes \$17.5 million used to pay for operating expenditures. Thus, the total proposed expenditures for Omnitrans are budgeted at \$120,238,504.

The main drivers in the increase of FY 2019 budget is the acceleration of procuring revenue vehicles (\$17.2 million) and the anticipated increase in the purchased transportation contract (\$2.4 million).

OPERATING BUDGET:

The proposed FY 2018-19 operating budget of \$89,368,284 is up \$6,701,910 or 8.1% compared to FY 2018YE estimate. The increase in the FY2018-19 budget is largely contributed to an increase in ongoing expenses for the agency.

OPERATING	FY 2017-18 Year End Estimate	FY 2018-19 Proposed	Change	% Change
Salaries and Benefits	\$ 50,254,839	\$ 52,872,804	\$ 2,617,965	5.21%
Services	\$ 4,115,925	\$ 5,214,559	\$ 1,098,635	26.69%
Materials and Supplies	\$ 6,998,104	\$ 6,458,329	\$ (539,775)	-7.71%
Occupancy	\$ 4,063,160	\$ 4,991,144	\$ 927,984	22.84%
Casualty and Liability	\$ 7,227,273	\$ 6,779,537	\$ (447,736)	-6.20%
Taxes	\$ 59,747	\$ 55,000	\$ (4,747)	-7.94 %
Purchased Transportation	\$ 8,868,924	\$ 11,331,281	\$ 2,462,357	27.76%
Printing and Advertising	\$ 983,210	\$ 1,039,158	\$ 55,948	5.69%
Miscellaneous	\$ 95,193	\$ 177,660	\$ 82,467	86.63%
Leases and Rentals	\$ 0	\$ 448,812	\$ 448,812	100 %
TOTAL OPERATING *	\$ 82,666,374	\$ 89,368,284	\$ 6,701,910	8.1%

* Numbers may be slightly off due to rounding

CAPITAL BUDGET:

The proposed FY 2018-19 Capital Budget includes funding for revenue vehicles, computer equipment and software, preventative maintenance and facility infrastructure improvements.

CAPITAL	FY 2017-18 Adopted	FY 2018-19 Proposed	Change	% Change
Facilities	\$ 620,975	\$ 2,600,734	\$ 1,979,759	318.8%
Revenue Vehicles	\$11,080,509	\$ 28,269,486	\$ 17,188,977	155.1%
Service Vehicles	\$ 630,000	\$ 0	\$ (630,000)	-100.0%
Computer Equip. /Software	\$ 2,400,000	\$ 0	\$ (2,400,000)	-100.0%
Operating / Other	\$15,440,332	\$ 17,525,582	\$ 2,085,250	13.5%
TOTAL CAPITAL EXPENSES*	\$30,171,816	\$ 48,395,802	\$ 18,223,986	60.4%

* Numbers may be slightly off due to rounding

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

Attachments: A: Department Summary of Programs
 B: Power Point Presentation

DEPARTMENT

SUMMARY OF PROGRAMS

REVENUE BUDGET

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, Omni link and Access services; Advertising - revenue for advertisement on our 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 Marketing/Planning, 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

	2016-17 ACTUAL	2017-18 YE EST	2018-19 PROPOSED	\$ / % Change FY18YE to FY 19		Notes
Farebox Revenue/Other Revenue:						
Passenger Fares - Fixed Routes	11,361,319	11,209,849	11,466,849	257,000	2.49%	Increase based on minimal ridership growth
Passenger Fares - Access	1,633,343	1,560,520	1,535,748	(24,772)	-1.49%	
Advertising and Other Aux Rev	602,129	600,300	655,000	54,700	8.35%	
Interest and Other Non-Trans	-437,070	1,057,547	1,530,000	472,453	55.58%	Increased based on full year of LCFS/RIN credits
SUB-TOTAL	13,159,721	14,428,217	15,187,597	759,381	5.63%	
Operating Revenue Source-Cap						
LTF and LTF Carryover	39,974,380	41,296,111	42,820,819	1,524,708	3.63%	Increase based on SBCTA funding
FTA Section 5307 Maint/Leases	9,183,730	12,070,050	12,740,465	670,415	5.55%	Increase of FTA funds to cover Preventive Maintenance
FTA Section 5307 ACCESS	1,600,000	1,600,000	1,600,000	-	0.00%	
FTA - CTSA - JARC/NF/5310			209,125	209,125		JARC/Funds for Community Partners in the STS Department
STAF - Operating Costs	1,368,540	1,368,540	908,128	(460,412)	-33.06%	
Carl Moyer/JARC/STIP/LCTOP	-	558,519	450,000	(108,519)	-13.59%	Lower LCTOP allocation versus prior year
STA Maint./Repeater/Tire	2,299,913	2,299,913	3,185,116	885,203	38.49%	Increase of STA funds to cover Preventive Maintenance
Measure I & Subsidy	5,800,000	6,403,981	7,873,772	1,469,791	22.89%	Increase based on SBCTA funding
Measure I - CTSA	-	1,406,565	2,270,798	864,233	43.86%	Increase based on programming in the STS Department
Measure I - Rail	-	-	622,463	622,463		Funding to cover Rail
Other Funds - MediCAL Billing	1,920,914	1,861,704	1,500,000	(361,704)	-24.11%	Based on billing allocation
SUB-TOTAL	62,147,477	68,865,383	74,180,686	5,315,303	7.59%	
Capital Revenue:						
FTA Section 5307	9,276,544	16,941,200	16,941,200	-	0.00%	
FTA Section 5339	-	1,260,509	1,723,500	462,991	36.73%	Increase in capital funding
FTA Section 5310	-	-	-	-		
Prop 1B	3,789,155	4,110,195	8,787,314	4,677,119	113.79%	Increase use of capital funds to procure revenue vehicles
STAF (SB 620)	-	2,299,912	3,185,116	885,204	38.90%	Increase of STA funds to cover Preventive Maintenance
LTF	1,229,546	-	-	-		
CMAQ	15,492,369	5,560,000	16,358,672	10,798,672	194.22%	Increase use of capital funds to procure revenue vehicles
TCC - Sub Recipient	-	-	1,400,000	1,400,000		Funding to procure two 40 foot revenue vehicles
Prop 1B - Security	-	-	-	-		
Measure I Capital	849,211	-	-	-		
CAPITAL TOTAL	30,636,825	30,171,816	48,395,802	18,223,986	60.45%	
Less capital used for Operating	(13,161,859)	(15,673,667)	(17,525,582)	(1,851,916)	11.99%	
TOTAL CAPITAL	17,474,966	14,498,150	30,870,220	16,372,071	111.32%	
OPERATIONS TOTAL	75,307,198	83,293,600	89,368,283	6,074,684	7.27%	
GRAND TOTAL	92,782,164	97,791,749	120,238,503	22,005,715	22.40%	

DEPARTMENT

SUMMARY OF PROGRAMS

CAPITAL BUDGET

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 and Leases under FTA guidelines.

FISCAL SUMMARY BY PROGRAM

	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 PROPOSED	\$ / % Change FY 18 to FY 19		Notes
Annual Fiscal Year Programs						
Facilities	12,404,380	620,975	2,600,734	1,979,759	318.81%	Funding for facilities
Revenue Vehicles	9,434,637	11,080,509	28,269,486	17,188,977	155.13%	Increase based on procurement of vehicles
Service Vehicles	913,509	630,000	-	(630,000)	-100.00%	
Revenue Equipment	7,244	-	-	-	0.00%	
Computer Equipment	1,312,825	2,400,000	-	(2,400,000)	-100.00%	
Office Equipment		-	-	-		
Shops-Service Equipment	936,897			-		
Pass-Through	14,232,126	-	-	-		
Operating / Other - Capital	23,485	-	-	-		
SUBTOTAL	39,265,103	14,731,484	30,870,220	16,138,736	109.55%	
Capital Used for Operating	14,647,187	15,440,332	17,525,582	2,085,250	13.51%	
GRAND TOTAL	53,912,290	30,171,816	48,395,802	18,223,986	60.40%	

DEPARTMENT

SUMMARY OF PROGRAMS

OMNITRANS CONSOLIDATED

The Agency's consolidated report is the summary look at all department costs from actuals charges for FY 2016-17, adopted budget for FY 2017-18, Year-End Estimate FY 2017-18 and proposed budget costs for FY 2018-19.

FISCAL SUMMARY BY PROGRAM

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	48,197,892	51,436,947	50,254,839	52,872,804	2,617,965	5.21%
Services	2,784,710	5,212,757	4,115,925	5,214,559	1,098,635	26.69%
Material and Supplies	6,194,305	6,501,247	6,998,104	6,458,329	(539,775)	-7.71%
Occupancy	3,811,148	3,975,924	4,063,160	4,991,144	927,984	22.84%
Casualty and Liability	6,379,626	6,557,494	7,227,273	6,779,537	(447,736)	-6.20%
Taxes	52,879	49,782	59,747	55,000	(4,747)	-7.94%
Purchased Transport	8,803,691	9,213,916	8,868,924	11,331,281	2,462,357	27.76%
Printing and Advertising	876,777	1,037,519	983,210	1,039,158	55,948	5.69%
Miscellaneous Expenses	(63,671)	46,509	95,193	177,660	82,467	86.63%
Leases and Rentals	-	416,782	-	448,812	448,812	
SUBTOTAL	77,037,356	84,448,878	82,666,374	89,368,284	6,701,910	8.11%
Depreciation	16,762,307	17,494,447	16,082,564	19,548,314	3,465,750	21.55%
Capital Purchase	15,101,964	-	-	-	-	
SUBTOTAL	108,901,627	101,943,325	98,748,938	108,916,598	10,167,660	10.30%
GRAND TOTAL **	92,139,320	84,448,878	82,666,374	89,368,284	6,701,910	8.11%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

OPERATIONS: 1100

The Operations Department is responsible for organizing, implementing, coordinating and directing service delivery for all of the Agency's fixed routes and all fleet safety and training programs. 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.

FISCAL SUMMARY BY PROGRAM

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	29,156,265	32,417,335	30,267,501	33,205,959	2,938,458	9.71%
Services	27,282	39,000	35,000	39,000	4,000	11.43%
Material and Supplies	99,412	99,248	96,148	109,248	13,100	13.63%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	5,648	8,133	5,312	8,133	2,821	53.11%
Miscellaneous Expenses	75,164	74,710	66,601	79,710	13,109	19.68%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	29,363,771	32,638,426	30,470,562	33,442,050	2,971,488	9.75%
Depreciation	-	-	-	-	-	
SUBTOTAL	29,363,771	32,638,426	30,470,562	33,442,050	2,971,488	9.75%
GRAND TOTAL **	29,363,771	32,638,426	30,470,562	33,442,050	2,971,488	9.75%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

MAINTENANCE: 1200

The Maintenance Department administers three areas of responsibility: Administration, Maintenance and Building/Engineering. 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.

	<u>FISCAL SUMMARY BY PROGRAM</u>				
	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Ch FY 2018YI
Salaries and Benefits	8,070,702	8,591,794	8,041,143	8,733,468	692,325
Services	529,250	425,296	480,865	588,000	107,135
Material and Supplies	4,308,239	4,533,156	5,327,288	4,431,650	(895,638)
Occupancy	1,589,625	1,382,462	1,740,922	2,344,398	603,476
Casualty and Liability	-	-	-	-	-
Taxes	-	-	-	-	-
Purchased Transport	-	-	-	-	-
Printing and Advertising	-	-	-	-	-
Miscellaneous Expenses	(71,954)	(54,489)	(48,435)	(54,827)	(6,392)
Leases and Rentals	-	416,782	-	418,000	418,000
SUBTOTAL	14,425,861	15,295,001	15,541,784	16,460,689	918,905
Depreciation	-	-	-	-	-
SUBTOTAL	14,425,861	15,295,001	15,541,784	16,460,689	918,905
GRAND TOTAL **	14,425,861	15,295,001	15,541,784	16,460,689	918,905

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

ADMINISTRATION: **1300**

The Administration department budget currently includes budgets for the CEO/General Manager, Deputy 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 Director of Internal Audit Services reports to the CEO/General Manager and is responsible for all internal audit functions. This position is responsible for determining risk assessments and appropriate internal audits. The Director of Internal Audit Services also reports indirectly to the Board of Directors, Administrative & Finance Committee which also is the audit committee.

FISCAL SUMMARY BY PROGRAM

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	769,582	934,433	839,509	892,883	53,374	6.36%
Services	307,443	625,000	299,674	625,000	325,327	108.56%
Material and Supplies	6,089	14,501	8,488	14,501	6,013	70.84%
Occupancy	-	2,500	-	2,500	2,500	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	28,300	-	28,300	28,300	
Miscellaneous Expenses	135,993	173,500	145,402	173,500	28,098	19.32%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	1,219,107	1,778,234	1,293,073	1,736,684	443,611	34.31%
Depreciation	-	-	-	-		
SUBTOTAL	1,219,107	1,778,234	1,293,073	1,736,684	443,611	34.31%
GRAND TOTAL **	1,219,107	1,778,234	1,293,073	1,736,684	443,611	34.31%

** Less Depreciation

SUMMARY OF PROGRAMS

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.

FISCAL SUMMARY BY PROGRAM

**** Less Depreciation**

DEPARTMENT

SUMMARY OF PROGRAMS

MARKETING/PLANNING

1400

At Omnitrans, marketing, public relations, planning and customer service functions fall within the Marketing & Planning Department. The marketing and planning functions work together to identify customer and community transportation needs in order to develop and enhance service offerings then effectively communicate them to the public. The marketing/public relations section is responsible for all community outreach efforts and customer communications, both printed and electronic, paid advertising, publicity and media relations. Omnitrans utilizes an advertising agency to provide advertising and design services including creative development, graphic design, media buying and webmaster responsibilities. The planning section prepares the Agency's short range transit plan, annual service plan, development of new service, and monitors existing service to recommend changes. They also handle public outreach related to service and fare changes and system development. The stops and stations team works to keep up the appearance of bus stops and transit centers and provide informational signage at stops. The customer service section provides customer assistance in the Agency's call center and San Bernardino Transit Center seven days a week. This section also manages fare media sales, reduced fare ID cards, lost and found and reception. The

FISCAL SUMMARY BY PROGRAM

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	2,227,511	2,300,594	2,228,059	2,402,064	174,005	7.81%
Services	71,673	68,000	66,788	68,000	1,212	1.81%
Material and Supplies	10,267	9,525	9,140	10,525	1,385	15.15%
Occupancy	73,323	66,425	66,425	69,100	2,675	4.03%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	777,783	867,880	877,880	853,825	(24,055)	-2.74%
Miscellaneous Expenses	85,886	118,550	116,245	129,850	13,605	11.70%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	3,246,442	3,430,974	3,364,537	3,533,364	168,827	5.02%
Depreciation	-	-	-	-	-	
SUBTOTAL	3,246,442	3,430,974	3,364,537	3,533,364	168,827	5.02%
GRAND TOTAL **	3,246,442	3,430,974	3,364,537	3,533,364	168,827	5.02%

** 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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	795,081	1,380,823	1,436,633	1,522,236	85,603	5.96%
Services	464,910	393,500	485,615	500,500	14,885	3.07%
Material and Supplies	5,162	5,500	4,678	5,500	822	17.58%
Occupancy	-	-	-	-	-	
Casualty and Liability	2,877,399	2,068,003	2,357,903	2,428,423	70,520	2.99%
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	14,336	15,471	15,050	30,000	14,950	99.34%
Miscellaneous Expenses	36,921	71,353	66,467	142,539	76,072	114.45%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	4,193,809	3,934,649	4,366,345	4,629,198	262,852	6.02%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	4,193,809	3,934,649	4,366,345	4,629,198	262,852	6.02%
					-	
GRAND TOTAL **	4,193,809	3,934,649	4,366,345	4,629,198	262,852	6.02%

** 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 oversight 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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	423,442	505,107	478,421	695,294	216,873	45.33%
Services	819,995	924,361	1,021,454	978,373	(43,081)	-4.22%
Material and Supplies	519	9,000	2,154	9,000	6,846	317.87%
Occupancy	4,465	15,943	15,000	15,000	-	0.00%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	1,917	-	3,000	3,000	-
Miscellaneous Expenses	11,972	14,360	3,518	73,500	69,982	1989.28%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	1,260,393	1,470,688	1,520,547	1,774,167	253,620	16.68%
Depreciation	-	-	-	-	-	
SUBTOTAL	1,260,393	1,470,688	1,520,547	1,774,167	253,620	16.68%
GRAND TOTAL **	1,260,393	1,470,688	1,520,547	1,774,167	253,620	16.68%

** 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 in 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 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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	1,675,321	1,667,399	1,508,044	1,681,804	173,760	11.52%
Services	9,727	17,471	17,500	17,500	-	0.00%
Material and Supplies	7,385	7,675	6,730	7,700	970	14.42%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	9,720	9,118	7,729	9,200	1,471	19.03%
Miscellaneous Expenses	2,543	9,459	8,566	9,400	834	9.73%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	1,704,695	1,711,122	1,548,569	1,725,604	177,035	11.43%
Depreciation	-	-	-	-	-	
SUBTOTAL	1,704,695	1,711,122	1,548,569	1,725,604	177,035	11.43%
GRAND TOTAL **	1,704,695	1,711,122	1,548,569	1,725,604	177,035	11.43%

** 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 in tracking of funds in LAIF.

FISCAL SUMMARY BY PROGRAM

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	1,217,734	1,211,018	1,128,281	1,202,340	74,059	6.56%
Services	130,691	185,600	130,000	185,600	55,600	42.77%
Material and Supplies	6,882	10,000	6,010	10,000	3,990	66.38%
Occupancy	-	-	-	-	-	
Casualty and Liability	2,744,140	3,873,142	4,081,258	3,734,765	(346,493)	-8.49%
Taxes	52,879	49,282	54,637	55,000	363	0.66%
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	(345,852)	(405,621)	(280,352)	(485,699)	(205,347)	73.25%
Leases and Rentals	-	-	-	-	-	
Other - CAP Credit					-	
SUBTOTAL	3,806,474	4,923,422	5,119,834	4,702,006	(417,828)	-8.16%
Depreciation	15,764,623	16,198,848	14,926,445	17,569,897	2,643,452	17.71%
Capital Purch Exp	15,101,964	-	-	-	-	
SUBTOTAL	34,673,060	21,122,270	20,046,279	22,271,903	2,225,624	11.10%
GRAND TOTAL **	18,908,437	4,923,422	5,119,834	4,702,006	(417,828)	-8.16%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

ACCESS: 2110

Access is part of the Special Transit Services Department. 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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	302,744	281,307	336,630	353,991	17,361	5.16%
Services	85,982	94,812	92,980	100,486	7,506	8.07%
Material and Supplies	1,127,967	1,078,885	1,004,078	1,207,050	202,972	20.21%
Occupancy	124,271	127,949	129,202	129,000	(202)	-0.16%
Casualty and Liability	373,961	420,263	383,192	420,263	37,071	9.67%
Taxes	-	-	-	-	-	
Purchased Transport	7,573,354	7,953,070	7,579,120	10,197,966	2,618,846	34.55%
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	282	15,500	2,001	15,000	12,999	649.66%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	9,588,562	9,971,785	9,527,204	12,423,757	2,896,552	30.40%
Depreciation	997,684	1,295,599	1,156,119	1,978,417	822,298	71.13%
SUBTOTAL	10,586,246	11,267,384	10,683,323	14,402,174	3,718,850	34.81%
GRAND TOTAL **	9,588,562	9,971,785	9,527,204	12,423,757	2,896,552	30.40%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

CTSA: 3000

The Consolidated Transportation Service Agency (CTSA) is part of the Special Transit Services department. It works with the community and organizations to provide human service transportation programs for people with disabilities and seniors within Omnitrans' service area. STS currently has partnerships with community agencies to provide "door to door" transportation and operates 4 in house transportation programs: Travel Training, Volunteer Driver, Ride Taxi and Ride Lyft.

FISCAL SUMMARY BY PROGRAM

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	92,525	691,743	105,755	754,008	648,253	612.98%
Services	-	1,872,480	943,734	1,510,950	567,216	60.10%
Material and Supplies	-	78,050	18,236	78,050	59,814	328.00%
Occupancy	-	88,515	75,819	93,015	17,196	22.68%
Casualty and Liability	-	4,500	-	4,500	4,500	
Taxes	-	500	5,110	-	(5,110)	-100.00%
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	21,100	-	21,100	21,100	-
Miscellaneous Expenses	-	11,800	11,735	18,300	6,565	55.94%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	92,525	2,768,688	1,160,389	2,479,923	1,319,534	113.71%
Depreciation	-	-	-	-	-	
SUBTOTAL	92,525	2,768,688	1,160,389	2,479,923	1,319,534	113.71%
GRAND TOTAL **	92,525	2,768,688	1,160,389	2,479,923	1,319,534	113.71%

** 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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	4,615	-	3,805	-	(3,805)	
Services	-	-	-	-	-	
Material and Supplies	152,529	107,578	105,843	111,150	5,307	5.01%
Occupancy	4,674	5,473	4,954	5,473	519	10.48%
Casualty and Liability	24,095	24,586	21,639	24,586	2,947	13.62%
Taxes	-	-	-	-	-	
Purchased Transport	1,230,337	1,260,846	1,289,804	1,133,315	(156,489)	-12.13%
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	1,416,251	1,398,483	1,426,046	1,274,524	(151,522)	-10.63%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	1,416,251	1,398,483	1,426,046	1,274,524	(151,522)	-10.63%
					-	
GRAND TOTAL **	1,416,251	1,398,483	1,426,046	1,274,524	(151,522)	-10.63%

** 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.

FISCAL SUMMARY BY PROGRAM

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	2,467,394	-	2,563,221	-	(2,563,221)	
Services	337,756	370,782	345,858	392,974	47,116	13.62%
Material and Supplies	435,624	518,629	384,659	434,455	49,796	
Occupancy	332,145	477,000	283,976	477,000	193,024	67.97%
Casualty and Liability	360,031	167,000	383,281	167,000	(216,281)	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	69,290	85,600	77,239	85,600	8,361	10.82%
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	4,002,240	1,619,011	4,038,234	1,557,029	(2,481,206)	-61.44%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	4,002,240	1,619,011	4,038,234	1,557,029	(2,481,206)	-61.44%
					-	
GRAND TOTAL **	4,002,240	1,619,011	4,038,234	1,557,029	(2,481,206)	-61.44%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

Rail - Arrow

4000

The Rail Department primary responsibility is to manage and operate the new rail service name the ARROW. The ARROW is a commuter rail service that will originate at the San Bernardino Transit Center and run to the city of Redlands.

FISCAL SUMMARY BY PROGRAM

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	-	401,887	401,887	361,948	(39,939)	-9.94%
Services	-	196,456	196,456	208,176	11,720	5.97%
Material and Supplies	-	-	-	-	-	
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	-	-	-	44,000	44,000	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	-	598,343	598,343	614,124	15,781	2.64%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	-	598,343	598,343	614,124	15,781	2.64%
					-	
GRAND TOTAL **	-	598,343	598,343	614,124	15,781	2.64%

** Less Depreciation



BUDGET

**Maurice Mansion
Treasury Manager
April 12, 2018**

FY2019 Budget Highlights

- **FY 19 \$120.2M vs. FY18YE \$97.4M**
- **CTSA and Rail Incorporated In Budget**
- **Service Maintained At Current Levels**
- **1 Proposed FTE Added to Budget**
- **Procurement of Revenue Vehicles - \$17.2M**
- **Purchase Transportation Contract - \$2.4M**

FY2019 Revenue Assumptions

- **Modest Increase In Fare Revenue**
- **Actions Taken to Address Revenue**
 - **Medi-Cal Billing Included In Budget - \$1.5M**
 - **Capitalized Preventive Maintenance- \$17.5M**
 - **LCFS/RIN Credits- \$1.5M**

Total Budget: Core/CTSA/Rail

	OMNI Core	CTSA/STS	Rail	TOTAL
Salary and Benefits	51,756,848	754,008	361,948	\$52,872,804
Services	3,495,433	1,510,950	208,176	\$5,214,559
Materials and Supplies	6,380,279	78,050	0	\$6,458,329
Occupancy	4,898,129	93,015	0	\$4,991,144
Casualty & Liability	6,775,037	4,500	0	\$6,779,537
Taxes	55,000	0	0	\$55,000
Purchased Transportation	11,331,281	0	0	\$11,331,281
Printing & Advertising	1,018,058	21,100	0	\$1,039,158
Miscellaneous	115,360	18,300	44,000	\$177,660
Leases and Rentals	448,812	0	0	\$448,812
Total Budget	\$86,274,237	\$2,479,923	\$614,124	\$89,368,284

Operating Budget: Revenue

	FY 17-18 (YE Est)	FY 18-19 (Proposed)	Variance
Fixed Route/OmniGo	11,209,849	11,466,849	257,000
Demand Response/Paratransit	1,560,520	1,535,748	(24,772)
Advertising and Auxillary Rev.	600,300	655,000	54,700
Interest and Non-Transp. Rev.	1,057,547	1,530,000	472,453
LTF Funds for Operations	40,741,676	42,820,819	2,079,143
LTF Carryover	554,435	0	(554,435)
FTA Section 5307 Maint. /Leases	13,670,050	14,340,465	670,415
STA	1,368,539	908,128	(460,411)
STA Maint. /Leases	2,299,913	3,185,116	885,203
Measure I & Subsidy	6,403,981	7,873,772	1,469,791
Measure I Rail		622,463	622,463
Measure I - CTSA	1,406,565	2,270,798	864,233
JARC/New Freedom	0	209,125	209,125
ADA Medi-Cal Reimbursement	1,861,704	1,500,000	(361,704)
LCTOP	558,519	450,000	(108,519)
Total Operating Revenues	83,293,598	89,368,283	6,074,685
Percentage Change			7.3%

Operating Budget: Expense

	FY 17-18 (YE Est)	FY 18-19 (Proposed)	Variance
Salary and Benefits	50,254,839	52,872,804	\$2,617,965
Services	4,115,925	5,214,559	\$1,098,634
Materials and Supplies	6,998,104	6,458,329	(\$539,775)
Occupancy	4,063,160	4,991,144	\$927,984
Casualty & Liability	7,227,273	6,779,537	(\$447,736)
Taxes	59,747	55,000	(\$4,747)
Purchased Transportation	8,868,924	11,331,281	\$2,462,357
Printing & Advertising	983,210	1,039,158	\$55,948
Miscellaneous	95,193	177,660	\$82,467
Leases and Rentals		448,812	\$448,812
Total Operating Budgets	\$82,666,375	\$89,368,284	\$6,701,909
Percentage Change			8.1%

* Depreciation is not included

Budget Comparisons

Operating Budget Comparison

- FY 17-18 YE EST \$ 82,666,374
- FY 18-19 Budget \$ 89,368,284

Variances

- Salaries & Benefits \$ 2,617,965
- Purchased Transport \$ 2,462,357
- Services \$ 1,098,635
- Occupancy \$ 927,984

Budget Comparisons

Variances

- **Salaries & Benefits** **\$ 2,617,965**
 - Normal S&B wage impact
- **Purchased Transport** **\$ 2,462,357**
 - Impact of New California Minimum Wage
 - Contractor Assumes Insurance Liability
- **Services** **\$ 1,098,635**
 - Funding to CTSA/STS Community Partners
- **Occupancy** **\$ 927,984**
 - Increased energy costs
 - Impact of New California Minimum Wage

Capital Budget: Revenue

	FY 17-18 (Adopted)	FY 18-19 (Proposed)	Variance
FTA 5307	\$16,941,200	\$16,941,200	\$0
CMAQ	\$5,560,000	\$16,358,672	\$10,798,672
FTA 5339	\$1,260,509	\$1,723,500	\$462,991
STAF	\$2,299,913	\$3,185,116	\$885,203
Prop 1B	\$4,110,195	\$8,787,314	\$4,677,119
TCC - Subrecipient	\$0	\$1,400,000	\$1,400,000
Total Capital Revenues	\$30,171,817	\$48,395,802	\$18,223,985
Percentage Change			60.4%
Capital Used for Operating	\$15,440,332	\$17,525,582	\$2,085,250

Capital Budget: Expense

	FY 17-18 (Adopted)	FY 18-19 (Proposed)	Variance
Facilities	\$620,975	\$2,600,734	\$1,979,759
Revenue Vehicles (FR/PT)	\$11,080,509	\$28,269,486	\$17,188,977
Service/Support Vehicles	\$630,000	\$0	(\$630,000)
Computer Equip/Software	\$2,400,000	\$0	(\$2,400,000)
Total Capital Expense	\$14,731,484	\$30,870,220	\$16,138,736
Percentage Change			109.6%
Capital Used for Operating	\$15,440,332	\$17,525,582	\$2,085,250

THANK YOU

ITEM # E4

DATE: April 12, 2018

TO: Committee Chair Sam Spagnolo and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Donald Walker, Director of Finance and
Marjorie Ewing, Director of Human Resources & Safety Regulatory
Compliance

**SUBJECT: OMNITRANS UNFUNDED ACCRUED LIABILITY WITH
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

FORM MOTION

Receive and forward to the Board of Directors the status of Omnitrans Unfunded Accrued Liability (UAL) with California Public Employees' Retirement System (CalPERS).

BACKGROUND

This item is presented for informational purposes at the request of the Chairman of the Omnitrans Board of Directors at a prior meeting. The information represents the results of the June 30, 2016 actuarial valuation of Omnitrans' Miscellaneous Plan with CalPERS. The actuarial valuation sets the required employer contribution for Fiscal Year 2018-19 (07/01/18 – 06/30/2019).

When a plan or pool's value of assets is less than its' accrued liability, the difference is the plan or pool's Unfunded Accrued Liability (or unfunded liability). If the unfunded liability is positive, the plan or pool will have to pay contributions exceeding the upcoming fiscal year's contribution rate for its active employees. The June 30, 2016 actuarial valuation report shows an unfunded accrued liability of \$24,519,618 or 15.3% compared to \$13,787,676 or 9.3% for the previous fiscal year.

Beginning with Fiscal Year 2017-18 CalPERS began collecting employer contributions toward the unfunded accrued liability as dollar amounts instead of the prior method of a contribution rate. Omnitrans contribution rate for Fiscal Year 2017-18 is 9.700% compared to 12.464% for the previous fiscal year. The table below provides a recent history of the required employer contributions for the plan, as determined by the annual actuarial valuation.

Fiscal Year	Employer Normal Cost	Unfunded Rate	Employer Total Rate	Unfunded Liability Payment (\$)
2013 - 14	9.861%	0.805%	10.666%	N/A
2014 - 15	9.687%	1.330%	11.017%	N/A
2015 - 16	9.849%	1.939%	11.788%	N/A
2016 - 17	10.129%	2.335%	12.464%	N/A
2017 - 18	9.700%	N/A	9.700%	\$917,258
2018 - 19	9.793%	N/A	9.793%	\$1,310,510

Omnitrans contributions toward the unfunded liability will continue to be collected as dollar amounts instead of a percentage of payroll. In July 2017, Omnitrans was billed \$917,258 due in 12 monthly payments of \$12,438 with an option to prepay \$884,682. The prepayment option was taken saving \$32,576 or 3.6%. The July 2018 bill of \$1,310,510 is expected to have a similar option to prepay. Omnitrans anticipates prepaying \$1,263,987 and saving \$46,523.

CONCLUSION

Based on the Omnitrans Plan's Funded Status and the Unfunded Rate, the Agency is financially prudent in our fiduciary responsibilities with the CalPERS Retirement System.

PSG:ME:DW

ITEM # E5

DATE: April 12, 2018

TO: Committee Chair Sam Spagnolo and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

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

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

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 with an effective date of May 2, 2018.

1. New Positions
 - a. Add one (1) new position - Systems Specialist, IT Department, Level V. This additional position was approved by the Board of Directors at the November, 2017 meeting.
 - b. Reinstate one (1) position - Director of Safety, Security and Regulatory Compliance. This position has been approved by the Board of Directors however, is not funded in current fiscal year budget.
2. Salary Ranges
 - a. Make a 3 percent market adjustment to the salary ranges.
 - b. Delete the language relative to compa ratio (page 3) for all levels.
 - c. Add language that allows for merit increases to be paid in a lump sum payment to employees who are at the top of the salary range.
 - d. Add language that allows the Chief Executive Officer to provide Special Merit payments to employees who perform assignments above and beyond their routine duties.
3. Changes to Organizational Structure
 - a. Move One (1) Operations Applications Specialist from Operations Department to the IT Department;
 - b. Move One (1) Capital Services Manager from the Human Resources, Security and Regulatory Compliance Department to the Maintenance Department;

- c. Effective with the new fiscal year, move seven (7) Operations Training Staff from Operations Department to the to the new Safety, Security and Regulatory Compliance Department;
- d. Effective with the new fiscal year, move one (1) Safety, Security and Regulatory Compliance Manager, one (1) Environmental and Occupational Health and Safety Specialist, one (1) Safety and Regulatory Compliance Specialist, and one (1) Security and Emergency Preparedness Coordinator to the Safety, Security and Regulatory Compliance Department.

BACKGROUND

Omnitrans Personnel Policy 402 – Salary Ranges, Management Confidential Classifications, is generally updated every two years. It was last updated in November 1, 2017 for title changes only. In preparation for the new fiscal year, staff conducted a classification study and organizational review. As part of this process, there are a number of items to address that require approval from the Board of Directors.

Background for Motion 1

There are two recommendations as part of the first motion, one is to add one (1) new position, System Specialist, IT Department, Level V. This position was approved by the Board of Directors at the November 2017 meeting.

The second recommendation is to reinstate the Director of Safety, Security and Regulatory Compliance, Level II. In evaluating the Agency needs in the future, and in consideration of best practices within the industry, it is recommended that the Director of Safety, Security and Regulatory Compliance be reinstated. This position had previously been approved by the Board of Directors, however is not funded in the current fiscal year budget. As part of a cost saving measure in FY2015, this position was eliminated and combined with the Director of Human Resources position. The pending retirement of the Director of Human Resources Director will make it necessary to recruit for a new Director of Human Resources. It is desired to bifurcate the previously combined functions and reinstate the Director of Safety, Security and Regulatory Compliance. It is best practice in the industry to elevate the safety and security function to a direct reporting relationship to the Chief Executive Officer. This proposed change aligns the organization with this best practice and also positions the organization to assume the operational oversight of the Arrow Rail Service.

Background for Motion 2

The salary ranges are evaluated and adjusted every two years. After completion of a compensation study, it is recommended that salary ranges be adjusted by 3 percent to stay within a competitive market range. In addition, it has been customary practice for Omnitrans to adjust the placement of each employee within the new salary range (compa ratio). With the 3 percent range adjustment and in evaluating salary levels, it was determined that salary levels for non-represented employees will be with 0.2% below the market. Therefore, it is recommended the compa ratio language be removed at this time; this will result in a cost avoidance of approximately \$296,036.65 in FY2019.

Additional language is proposed in the policy that will allow lump sum merit payments to be made to employees who are at the top of the salary range, and language that will give the Chief Executive Officer authority to make “Special Merit” payments, up to 3 percent of salary, to employees who perform special projects, or work above and beyond their routine duties. (Attachment A)

Background for Motion 3

The proposed changes in organizational structure support the changes outlined above. Moving the IT Specialist from the Operations Department to the IT Department will allow this resource to be leveraged for additional organizational needs and future succession opportunities. The Capital Services Manager is currently engaged in capital projects related to Omnitrans facilities and services. Moving this position to the Maintenance Department, reporting to the Director of Maintenance, will also allow this resource to be leveraged to assist in meeting the vast facility maintenance needs and requirements. As part of the reinstatement of the Director of Safety, Security and Regulatory Compliance, it is desired to move Operations Training and Safety to the Safety Department and the four (4) Safety positions that are currently in the Human Resources Department will also be moved to the Safety Department. This will consolidate all of the Agency safety functions under one Director position.

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. An analysis of other mid-sized transit agencies nationwide was also conducted. The final report provided recommendations and alternatives to organizational structure. This report was presented to the Executive Board in January 2014. The recommendations outlined in this report are consistent with those recommended, under a constrained service plan, and include industry best practices. Organizational charts to reflect the proposed changes are included as Attachment B.

FUNDING SOURCE

Motion 1: New positions - Increased cost for the Director Position for FY18 is \$27,006.97(May and June)

Motion 2: Salary Ranges - There is a cost avoidance of \$296,036.65 for FY19.

Motion 3: Reorganization – no cost this fiscal year.

Note: Overall impact of Policy 402 on the budget for FY18 is \$27,006.97

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.

PSG:ME

Attachments: A: Policy 402
 B: Organization Chart



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 1 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: November 1, 2017- May 2, 2018

I. Purpose

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

II. Scope

All Departments

III. Procedure

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

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

Classification	Minimum	Mid-Point	Maximum
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Level I (reserved for future consideration)

<u>Level II</u>	8,314	10,323	12,332
	8,563	10,632	12,702

Director of Finance

Director of HR ~~SRC~~ pending approval

Director of Information Technology

Director of Internal Audit

Director of Maintenance

Director of Marketing & Planning

Director of Operations

Director of Procurement

Director of Rail Operations

Director of Safety and Regulatory Compliance pending approval

Director of Special Transportation Services

<u>Level III</u>	6,791	8,414	10,037
	6,995	8,666	10,338

Accounting Manager

Contracts Manager

Database Manager

Development Planning Manager

Employee Relations Manager

Facility Manager

Maintenance Manager

Safety & Security Regulatory Compliance Manager

Service Planning Manager



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 2 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: November 1, 2017 May 2, 2018

Transportation Manager
Treasury Manager
Rail Compliance Officer

<u>Level IV</u>	6,245	7,359	8,475
Capital Projects Services Manager	6,432	7,580	8,729
Materials Manager			
Network Administrator			
Senior Contract Administrator			
Special Transportation Services Manager			
System Coordinator			
Technical Services Manager			

<u>Level V</u>	5,419	6,544	7,539
Application Developer	5,581	6,740	7,765
Application Specialist			
Sr. Executive Assistant to the CEO/GM			
Assistant Transportation Manager			
Contract Administrator			
Customer Service Manager			
Dispatch Supervisor			
Environmental/Occupational Health & Safety Specialist			
Facility Supervisor			
Fleet Safety & Training Supervisor			
HR Leave Administrator			
Security & Emergency Preparedness Coordinator			
Maintenance Supervisor – Special Transportation Services			
Marketing Manager			
Network Technician			
Programs Administrator – Special Transportation Services			
Purchased Transportation Administrator			
Safety & Regulatory Compliance Specialist			
Senior Financial Analyst			
Shift Supervisor			
Systems Engineer			
Systems Specialist pending approval			
Web Designer			

<u>Level VI</u>	4,773	5,719	6,665
Accountant	4,916	5,890	6,865
Executive Staff Assistant			
Field Supervisor			
Fleet Safety & Training Instructor			
Human Resources Analyst			
Human Resources Specialist			



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 3 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: November 1, 2017 May 2, 2018

Scheduling Analyst
Sales Supervisor
Stops and Stations Supervisor
Transit Technical Trainer

<u>Level VII</u>	4,356	5,221	6,086
Contract Review Analyst	4,487	5,378	6,268
Department Senior Secretary			
Dispatcher			
Marketing Specialist			
Planner I			

<u>Level VIII</u>	3,800	4,426	5,053
Administrative Secretary	3,914	4,559	5,204
Client Relations Coordinator – Special Transportation Services			
Fleet Analyst			
Human Resources Assistant			
Paratransit Eligibility Technician			
Payroll Technician			
Travel Trainer – Special Transportation Services			
Warranty Coordinator			

<u>Level IX</u>	3,130	3,657	4,183
Human Resources Clerk	3,224	3,767	4,308
Administrative Assistant – Special Transportation Services			
Class B Technician – Special Transportation Services			

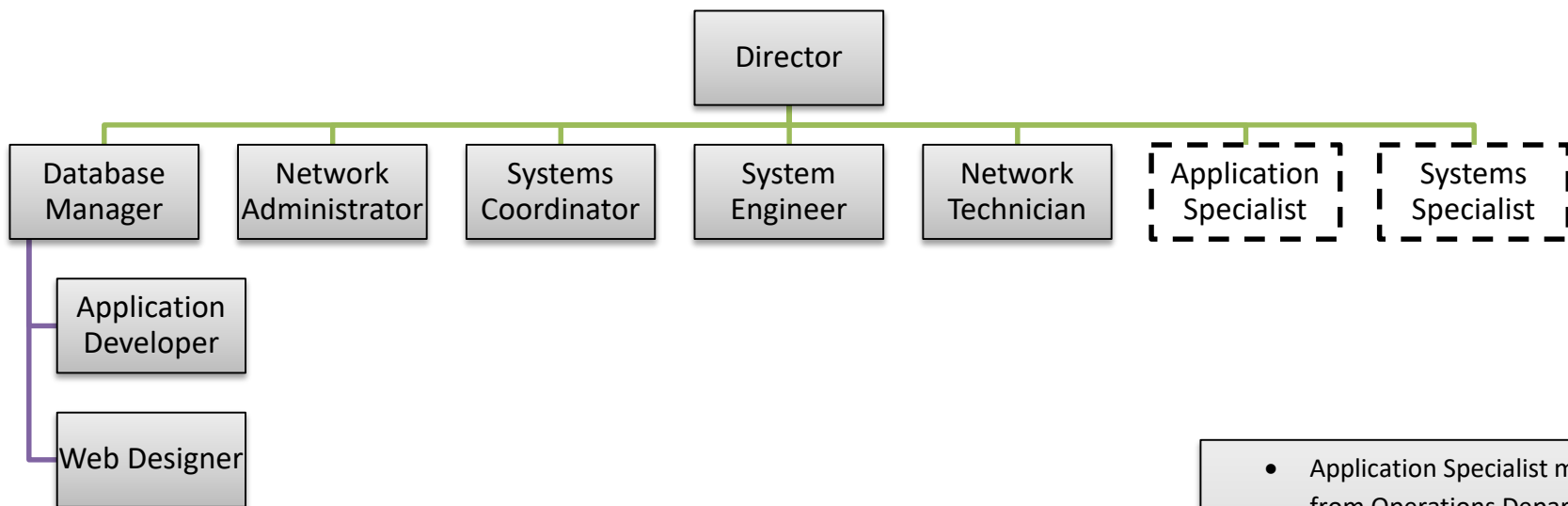
When Range changes occur every two years. ~~Management & Confidential employees will maintain the same placement (compa ratio) in the new range.~~

Performance merit increases for employees who reach the maximum of their pay range will be treated as follows:

- The employee's base pay will be brought to the maximum of their pay range;
- Any amount in excess pay, over the maximum pay range, will not be included in the employee's base pay;
- The excess amount of the merit award will be paid in a one-time lump sum.

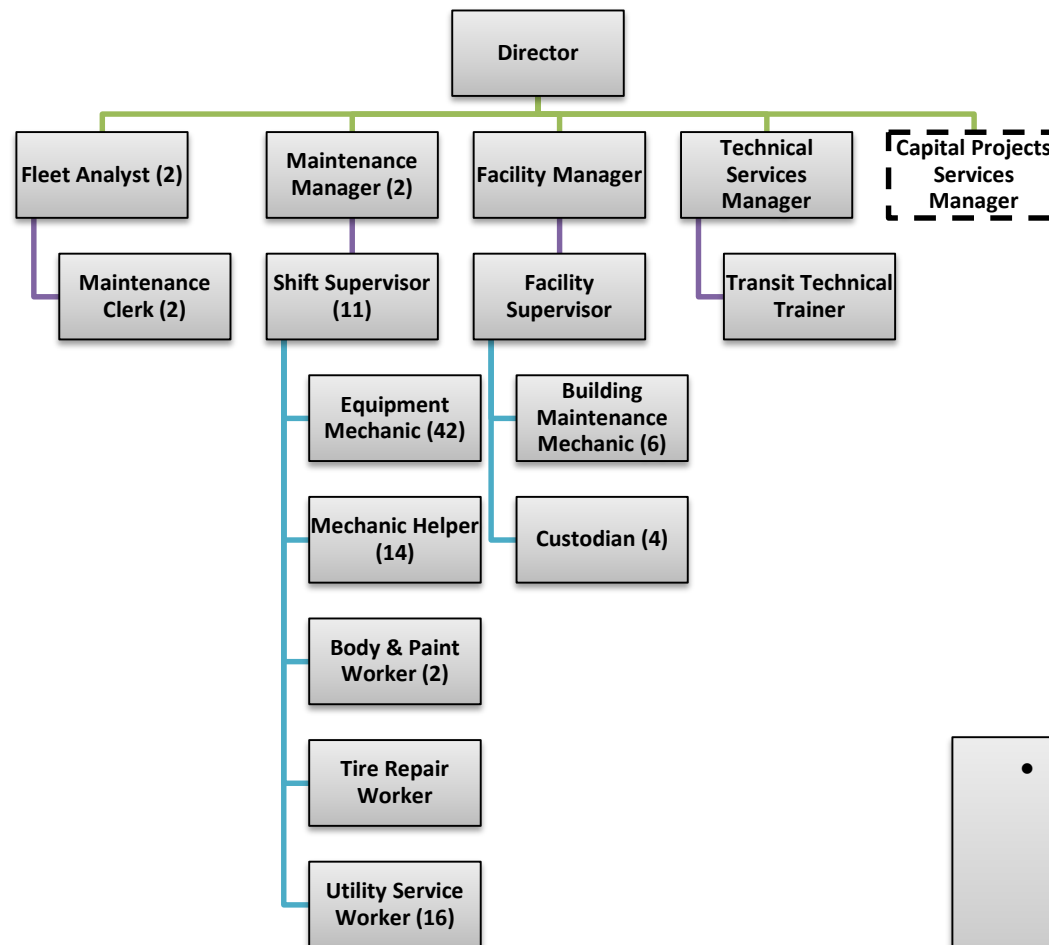
The CEO/GM has the authority for a special merit award up to 3% of an employee's salary for work outside routine responsibilities.

Information Technology Department FY18/19



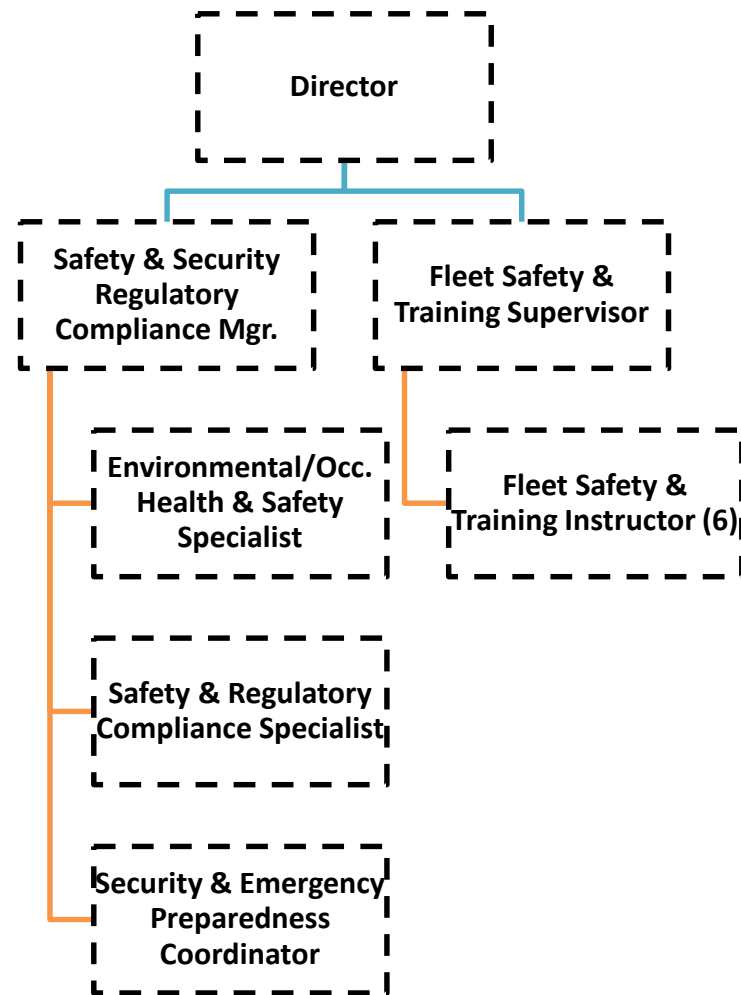
- Application Specialist moved from Operations Department to IT Department.
- Systems Specialist position replaces Network Technician position approved by Board November 2017.

Maintenance Department FY18/19



- Capital Projects Services Manager was moved from the HR, SRC Department to the Maintenance Department.

Safety, Security & Regulatory Compliance Department FY18/19



- Move Seven Fleet Safety & Training Staff from Operations Department to Safety & Security Department.
- Reinstate Director of Safety & Security position.

ITEM # E6

DATE: April 12, 2018

TO: Committee Chair Sam Spagnolo and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

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

**SUBJECT: PERSONNEL POLICY MANUAL – PROPOSED CHANGES TO
EXISTING POLICIES**

FORM MOTION

Recommend to the Board of Directors the approval of the proposed policy changes to the existing Personnel Policy Manual with an effective date of May 2, 2018.

Policy 614	State Disability Insurance (SDI) and Paid Family Leave (PFL)
Policy 705	Discipline
Policy 901	Tuition and Reimbursement

BACKGROUND

OmniTrans reviews policies annually and updates to reflect changes in law, regulations, or Agency practice. The proposed changes to Policy 614 are necessary to reflect changes in the law, the proposed changes to Policy 705 are to streamline and clarify processes, and the proposed changes to Policy 901 are to increase the amount of reimbursement allowed under the policy. The proposed changes to these policies are included in Attachment A.

All proposed policy changes have been reviewed by Legal Counsel. In addition, Policies 614 State Disability Insurance (SDI) and Paid Family Leave (PFL); and 901 Tuition and Reimbursement were reviewed with the both the ATU Local 1704 and the Teamsters Local 166.

FUNDING SOURCE

Any increased costs associated with the recommended action will be covered in the Fiscal Year 2019 Budgets.

Department: All

Account: Salaries and Benefits

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


Approval of this agenda item supports the Strategic Plan, Section IX: Organizational and Workforce Excellence Goal for Fiscal Years 2017 – 2020; adopted April 6, 2016.

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 Manual at the May 2, 2018 Board Meeting.

PSG:ME

Attachment A: Policies 614, 705 & 901

 PERSONNEL POLICY MANUAL	POLICY 614 PAGE 1 OF 3
SUBJECT State Disability Insurance (SDI) and Paid Family Leave (PFL)	APPROVED BY OMNITRANS BOARD OF DIRECTORS DATE: May 5, 2004 <u>May 2, 2018</u>

I. Purpose

To state Omnitrans' policy on California State Disability Insurance and California Paid Family Leave.

II. Scope

All Departments

III. Procedure for State Disability Insurance (SDI)

- A. Employees may be eligible for compensation from California State Disability Insurance (SDI) funds in whole or in part for loss of pay when they are unable to perform their regular work because of illness or injury.
- B. All employees who are sick more than seven consecutive calendar days must apply for eligible California State Disability Insurance (SDI) funds to coordinate with Omnitrans sick leave payments.
- C. Employees who are absent due to non-work-connected illness or injury and are eligible for State Disability Insurance (SDI) benefits, may receive sick leave pay during the seven calendar day waiting period, since employees are not eligible to receive disability pay until the eighth calendar day of disability.
- D. When the employee receives disability benefits, the amount of sick leave paid by the Agency must be reduced by the disability amount so that the two together do not exceed 100% of the employee's normal compensation. The amount of sick leave payable to the employee is computed, paid and deducted from the employee's sick leave accrual. Accrued vacation may also be used to supplement SDI upon written request by the employee.

Advance payment of accrued sick leave may be arranged in cases where the waiting period imposes an undue hardship. All requests for advance payments must be referred to Human Resources for approval.

- E. Weekly and maximum benefit amounts of an employee's claim are based on the wages earned during a certain base period.
- F. Qualifications for SDI payment amounts are established and determined by the State of California when the employee applies for SDI.



SUBJECT

State Disability Insurance (SDI) and Paid Family Leave (PFL)

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: ~~May 5, 2004~~ May 2, 2018

G. Benefits are not payable if:

1. Employee is eligible for unemployment insurance.
2. Employee left the labor market prior to becoming disabled.
3. Legal custody is the cause of unemployment.
4. Restrictions stated in a court order.

IV. Procedure for Paid Family Leave (PFL)

PFL provides eligible employees paid leave benefits when they miss work to address specified family responsibilities.

A. Beginning ~~July 1, 2004~~ January 1, 2018, employees may be eligible to receive ~~up to 55%~~ approximately 60% to 70% of

their wages as part of the State Disability Program if they need to take off time from their regular or customary work due to (a) care for a seriously ill child, spouse, parent, or domestic partner, or (b) to bond with a new child within one (1) year of birth or placement. A "domestic partner" is defined in Section 297 of the Family Code.

B. Employees are eligible for up to six weeks in a twelve month period to care for qualified family members as listed above.

~~C. PFL is available after a seven day waiting period has been fulfilled. Benefits are not available until the eighth day.~~

~~D. Employees will be required to use two weeks of earned, but unused vacation leave prior to receiving PFL benefits, if available. The second week will be counted towards the seven day waiting period.~~

~~———— Vacation approved and scheduled, but not used, will be cancelled.~~

~~———— If vacation hours are not available, sick hours up to half an employee's annual accrual of 48 hours allowed under Kin Care will be applied towards the waiting period.~~

~~———— If neither vacation or sick hours are available, the seven day waiting period will be unpaid.~~

E. Weekly and maximum benefit amounts of an employee's claim is based on the



OmniTrans PERSONNEL POLICY MANUAL

POLICY 614 PAGE 3 OF 3

SUBJECT

State Disability Insurance (SDI) and Paid Family Leave (PFL)

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: ~~May 5, 2004~~ May 2, 2018

Wages earned during a certain base period.

F. Qualifications for PFL payment amounts are established and determined by the State of California when the employee applies for PFL.

G. When applicable, PFL leave will run concurrent with FMLA, CFRA, and Kin Care.

H. Benefits are not payable if:

- (1) Employee is eligible or receives unemployment compensation benefits.
- (2) Employee is eligible to receive State Disability Insurance (SDI) under California law or the law of any other state.
- (3) Another family member is able and available for the same period of time the individual is providing required care.
- (4) Employee is receiving other benefits, such as worker's compensation.

J. Falsification of Medical Conditions. Section 3305 of the Unemployment Insurance Code addresses the consequences of falsification of medical conditions.



SUBJECT

Disciplinary Actions

APPROVED BY OMNITRANS BOARD OF DIRECTORS

DATE: Jan 5, 2011 May 2, 2018

I. Purpose

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

II. Scope

All Departments

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

III. Procedure

- A. **EMPLOYEE STATUS:** An employee with regular status level I through level IX in their classification may be demoted, suspended, reduced in salary step, or dismissed. **Level I through Level IV classifications are considered at-will employees.**

The following are declared to be examples of causes for such action, although charges may be based upon causes other than those listed below:

1. Failure to meet reasonable work performance standards and requirements.
2. Discourteous treatment of the public or other employees.
3. Willful or negligent disobedience or conviction for violation of any law, ordinance, Omnitrans rule, departmental regulation, or superior's lawful order while working.
4. Misappropriation or damage of public property or waste of public funds or property through negligent or willful misconduct.
5. Conduct unbecoming an employee of Omnitrans.
6. Absence without approved leave.
7. Tardiness or absenteeism.
8. Practicing deception or fraud in the securing of a job appointment or promotion.



SUBJECT

Disciplinary Actions

APPROVED BY OMNITRANS BOARD OF DIRECTORS

DATE: ~~Jan 5, 2011~~ May 2, 2018

9. Failure to supply full information as to character, reputation, medical history, or acts which, if known at the time of appointment, might have resulted in a disqualification of the employee for the job to which appointment was made.

10. Falsification of an official statement, document or Agency record.

11. Incapacity to perform job duties.

12. Neglect of duties.

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

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

16. Insubordination.

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

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

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

20. Sleeping during working hours.

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

B. **PROBATIONARY EMPLOYEES:** can be dismissed, demoted, reduced in step, or suspended without right of review or appeal.

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

D. **F. PROCEDURES FOR DISCIPLINARY ACTION Procedures:** Prior to the issuance of a written order to either suspend for more than five (5) working days, demote, reduce in step, or dismiss an employee with regular status in their



SUBJECT

Disciplinary Actions

APPROVED BY OMNITRANS BOARD OF DIRECTORS

DATE: Jan 5, 2011 May 2, 2018

classification, written notice of at least two (2) working days of the proposed disciplinary action shall be given before such action is to be taken and shall ordinarily must include:

1. Notice of proposed action.
2. Reasons for proposed action (see paragraph A).
3. A copy of charges stating specific incidents or specific courses of conduct, and a copy of the written materials pertaining to those incidents or course of conduct; and,
4. A notice to the employee of the right opportunity to respond in writing and/or orally to the proposed disciplinary action before said discipline is imposed. The notice to the employee of the right to respond, and must specify at least a two (2) working day period except as provided in Section E below. A longer notice might be warranted in specific cases because of the volume of material or complexity of the issues involved.

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

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

~~I.~~ Employees may be suspended without prior written notice in extraordinary circumstances when it is essential to avert harm to the public, other employees, or to avert serious disruption of governmental business. Extraordinary circumstances include, but are not limited to, situations involving, misappropriation of public funds or property; working while under the influence of alcohol or drugs; sexual and other forms of harassment; open insubordination; commission of a crime involving moral turpitude punishable by imprisonment for six (6) months or more; and disruption of Omnitrans business through willful misconduct (altercations, etc.). There are times that the allegations make it necessary to take immediate remedial measures that may include, but are not limited to, a paid leave pending an investigation.



SUBJECT

Disciplinary Actions

APPROVED BY OMNITRANS BOARD OF DIRECTORS

DATE: Jan 5, 2011 May 2, 2018

OPPORTUNITY FOR HEARING: After completing the requirement of "notice of proposed action" (paragraph F & G D & E including the right to request an in-person hearing within two (2) days of receipt of the Proposed Action), the employee response will be considered and a recommendation for appropriate action by a designated officer to the Appointing Authority for consideration. ~~any employee response will be considered and a determination made of appropriate action.~~ The imposition of disciplinary action to suspend, demote, reduce in salary step, or dismiss is constituted by the written order.

- F. **J. ~~WRITTEN ORDER OF DISCIPLINE:~~** Said order is similar to the notice of proposed disciplinary action in that it contains the effective date of disciplinary action, the right to appeal, and specific charges upon which the disciplinary action is based. The effective date may be prior to the order, provided the circumstances warranted such immediate action. The order shall be signed by the appointing authority or the appointing authority's designee. Notice of the time allowed for appeal and answer shall be stated in the order. A copy of the order shall be personally served on the employee or sent by mail with a proof of service, ~~the order and will be deemed received (5) five (5) calendar days after mailing to the employee's last known address. A copy of the original order shall be filed with the Human Resources Department and shall be accompanied by information showing that the employee has been served either personally or by proof of mail service.~~ Copies of these documents are placed in the employee's personnel file.

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

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

- G. **M. APPEAL OF THE ORDER:** An employee with regular status may appeal from an order of suspension, demotion, reduction in salary step, or dismissal as



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provided in the review procedure. The notice of appeal must be in writing and must be filed with the employee's immediate supervisor within seven (7) working calendar days of receipt of the order.

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

The answer must admit or deny each cause for discipline set forth in the order and may state specific facts or reasons as grounds for appeal. The answer may be ruled insufficient if, in the opinion of the appropriate individual(s) stipulated in the review procedure, the facts and reasons stated, even if true, would not entitle the appellant to prevail. If an answer denying the causes for discipline set forth in an order is not filed, said causes for discipline will be deemed admitted.

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

H. ~~D.~~ **INFORMAL STEPS – EMPLOYEE-INITIATED**

1. Initially, the employee having a ~~disciplinary issue~~ an alleged issue shall request a ~~personal meeting~~ within seven (7) calendar days to discuss the ~~complaint~~ issues(s) with the immediate supervisor informally; ~~OR the supervisor shall set a meeting with the employee to discuss the issues that may lead to discipline.~~
2. Within seven (7) working calendar days, the immediate supervisor shall ~~give the decision to the employee orally~~ schedule an informal meeting with the employee.
3. The Supervisor shall issue an oral decision to the employee within seven (7) calendar days of the Informal Meeting.

I. ~~E.~~ **GRIEVANCE - Formal Steps**

Step I. If the ~~matter remains unresolved~~ issue has not been resolved after the informal steps above, the employee shall ~~reduce to writing and submit their issue~~



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~~in writing the disciplinary grievance to the Employee's immediate supervisor within seven (7) working calendar days of receipt of the supervisor's informal response. The supervisor shall then respond in writing to the employee within seven (7) working days to the Department Director or designee and a copy to the Employee Relations Manager for a Step 1 meeting.~~

- ~~1. The Department Director or designee shall schedule a meeting within seven (7) calendar days of receipt of the employee's grievance form.~~
- ~~2. The Step 1 written decision shall be issued to the employee within seven (7) calendar days of the Step 1 meeting date.~~

~~Step II. If the disciplinary grievance alleged issue has not been resolved at Step 1, it may then be presented in writing by the employee to the Department Director within seven (7) working days after the supervisor's response is received the employee may appeal the Step 1 decision in writing within seven (7) calendar days of receipt of the Department Director or designee's decision to the CEO/General Manager or designee and a copy to the Employee Relations Manager.~~

- ~~1. The Director/CEO/General Manager or designee will set shall schedule a meeting time and date and advise the employee of such in writing within seven (7) working calendar days of receipt of the employee's request.~~
- ~~2. The Director/ CEO/General Manager or designee's will respond in writing- Step 2 written decision shall be issued to the employee regarding the grievance within seven (7) working calendar days after the grievance meeting is held of the Step 2 meeting date.~~

~~Step III. If the disciplinary grievance has not been resolved in Step II, it shall be presented by the employee to the CEO/General Manager in writing within seven (7) working days after the response of the Department Director is received. The CEO/General Manager or designee shall then discuss the disciplinary grievance with the employee and respond in writing to the employee within seven (7) working days.~~

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



SUBJECT

Disciplinary Actions

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DATE: Jan 5, 2011 May 2, 2018

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

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

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

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

1. The weight of evidence supporting or denying the need for disciplinary action.
2. Whether or not substantive violations or omissions of procedure for disciplinary action was made.
3. Whether the action taken was unreasonable, capricious or arbitrary in view of the offense.

J. ~~P.~~ **General Provisions**

1. No ~~retribution~~ **retaliation** or prejudice shall be suffered by employees making use of the disciplinary grievance procedure by reason of such use **in good faith**.
2. Failure at any step of this procedure to communicate the decision on the disciplinary grievance by the Agency within specified time limits, shall permit the aggrieved employee to proceed to the next step.
3. Failure at any step of this procedure to appeal a decision on the disciplinary grievance by the aggrieved employee within specified time limits shall be deemed acceptance of the decision rendered.
4. Time limits and/or step(s) in this grievance procedure may be waived or extended by mutual agreement of the parties.



PERSONNEL POLICY MANUAL

POLICY 705 PAGE 8 OF 8

SUBJECT

Disciplinary Actions

APPROVED BY OMNITRANS BOARD OF DIRECTORS

DATE: ~~Jan 5, 2011~~ May 2, 2018

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



PERSONNEL POLICY MANUAL

POLICY 901 PAGE 1 OF 2

SUBJECT

Tuition and Reimbursement

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: ~~May 5, 2004~~ May 2, 2018

I. Purpose

To state Omnitrans' policy on Tuition & Reimbursement.

II. Scope

All Departments

III. Procedure

A. Omnitrans will reimburse the cost of tuition and books to actively working full-time employees with ~~one (1) or more years~~ **6 or more months** of service and regular status in their class for professional and technical courses taken in accredited educational institutions provided that:

1. Subject matter of the course is related directly to the employee's field of work, or is required for an approved degree or certificate program.
2. The course is approved by the appointing authority and the Director of Human Resources prior to enrollment and meets budget requirements.
3. The employee shall furnish evidence that they have completed the course with a passing grade of "c" or above.

4. ~~Only accredited schools and universities are approved for tuition reimbursement.~~

5. ~~Reimbursement for parking fees will be made only if public transportation is not available to accommodate class schedules.~~

6. ~~4.~~ The current amount approved for reimbursement will not exceed the California State University, San Bernardino's Quarterly Tuition Rate for six units or less. The maximum reimbursement per year will be three (3) quarters. The actual cost of required books will be reimbursed as an additional expense to a maximum of 25% of tuition. per fiscal year will not exceed as follows:

<u>Associates Degree or Certificate:</u>	<u>\$3,000</u>
<u>Bachelor's Degree:</u>	<u>\$8,500</u>
<u>Master's Degree:</u>	<u>\$7,500</u>

Receipts of the actual cost of tuition and books must be provided.



Omnitrans

PERSONNEL POLICY MANUAL

POLICY **901** PAGE 2 OF 2

SUBJECT

Tuition and Reimbursement

**APPROVED BY OMNITRANS
BOARD OF DIRECTORS**

DATE: ~~May 5, 2004~~ May 2, 2018

7. If an employee terminates employment, or gives notice of termination prior to the completion of the course, no reimbursement will be made.

ITEM # E7

DATE: April 12, 2018

TO: Committee Chair Sam Spagnolo and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

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

SUBJECT: SYSTEM SPECIALIST POSITION

FORM MOTION

Recommend the Board of Directors authorize the CEO/General Manager to approve the new position of System Specialist, Level V, effective May 2, 2018.

BACKGROUND

At the November 2017 meeting, the Board of Directors approved an additional position within the IT Department to be responsible for the IT Department duties associated with the Rail Project such as CCTV security camera systems, ticket vending machines and wireless access points. In addition, the IT Department's duties, roles and responsibilities have increased in recent years with the addition of new systems and technology required to support Omnitrans operations. This position will support the IT Department in managing this additional responsibility and work load. The Job Description (Attachment A) and Position Information Questionnaire (Attachment B) indicating the duties and responsibilities are attached. The position approved at that time was a Level V Network Technician position and was added to the IT Department budget at a rate not to exceed \$103,406.

Prior to posting the position, the IT Director made adjustments to this specific position's responsibilities and recommended a title change to Systems Specialist in order to better attract potential candidates seeking employment with the proposed updates to the position responsibilities. The newly created position is also a Level V position and the majority of the duties remain the same. This purpose of this memo is to inform the board of the title change; and that the position being posted is now a Systems Specialist versus Network Technician.

FUNDING SOURCE

The Board of Directors approved the increased operating cost associated with the Network Technician position and it was added to the IT Department's budget line items not to exceed \$103,406. This budgeted amount remains sufficient to fund the additional position, as it is the same level.

Funding for future will be incorporated in the Fiscal Year Budgets going forward.

Department: 1320

Account: Various Wages and Benefits

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

CONCLUSION

Recommend the Board of Directors authorize the CEO/General Manager to approve the new position of Systems Specialist to replace the prior approval (November 1, 2017) of Network Technician.

Approval of this agenda item supports the Fiscal Year 2018 Management Plan, Strategic Initiative 6 –Passenger Rail and improves intermodal connectivity; Strategic Initiative 5 – Technology Optimization.

PSG: ME

Attachments: A: Job Description
B. Position Information Questionnaire

**OMNITRANS
Job Description**

Job Title: Systems Specialist
Department: Information Technology
Reports To: Director of Information Technology
FLSA Status: Level V
Approved By: Board of Directors
Approved Date: Proposed 5-2-2018

SUMMARY

Manages and maintains existing systems; troubleshoots issues with existing systems. Updates and resolves various end user requests and trouble tickets. Manages new project implementations and upgrades for existing systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned. Included in the following:

Responsible for: troubleshooting and maintaining CCTV Cameras; Surveillance System Software; Ticket Vending Machines; PA Systems; Onboard Bus Systems (customer Wi-Fi, Automatic Passenger Counters, Farebox Devices, Headway Signs, MDT); Traffic Signal Prioritization; Wireless Access Points.

Interfaces with hardware and software vendors and other IT staff members in support of systems.

Responsible for multiple on-going projects, requiring adjusting priorities and completing projects within time and budget constraints.

Interfaces with end users both in person and through IT Ticketing Systems, keeping manager, department head, and end user updated on issues/ projects.

Manages new project implementation and upgrades for existing systems.

Required knowledge includes: Windows OS; SQL Server; VMWare; Citrix, and basic networking and troubleshooting.

Responsible for software systems including: Salient; Trapeze Systems; TransitMaster; NextView; SPX GenFare; Fleetwatch.

Responsible for hardware systems including: IP cameras; Wireless Access Points (WAP); Onboard Vehicle Computer Systems; Ticket Vending Machines, Electronic Information Signs.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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.) from a (4) four-year college or university in Computer Science, Information Systems, Applied Mathematics, Management Information Systems, Industry Engineer, Electronic Engineer or related field; (3) three to (5) five years of related experience.

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 customers or employees of the organization.

MATHEMATICAL SKILLS

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 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

Experience with: Scripting Language; Microsoft Server; Microsoft Active Directory; MS SQL Server; Citrix XenApps; VMWare; Networking; MS SQL scripting.

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.

Job Title: Systems Specialist
Department: Information Technology
Page 3

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl, and to reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is occasionally exposed to working in wet, humid conditions, high, precarious places, outdoor weather conditions, and risk of electric shock. The noise level in the work environment is usually moderate.

OMNITRANS

POSITION INFORMATION QUESTIONNAIRE

EMPLOYEE NAME: _To Be Approved_____ DATE: February, 2018

POSITION TITLE: __Systems Specialist_____

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

Systems Engineer, Systems Administrator, Network Engineer, Server Engineer, Network Technician, Network Administrator, Electronics Technician, Systems Specialist, Network Specialist

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: Jacob D. Harms, Director of Information Technology Date: February 2018

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?

Information Technology Department

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

YEARS: ____n/a____ MONTHS: ____n/a____

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

YEARS: ____ n/a ____ MONTHS: ____ n/a ____

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: _____ n/a _____ YEARS: ____ n/a ____

TITLE: _____ n/a _____ YEARS: ____ n/a ____

5. WHAT IS YOUR SUPERVISOR'S NAME: _____ n/a _____

6. WHAT IS YOUR SUPERVISOR'S TITLE: _____ n/a _____

SECTION 2: -- JOB PURPOSE, DUTIES AND RESPONSIBILITIES

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.

1. Responsibilities will include: Troubleshooting and maintaining CCTV cameras, surveillance system software, Ticket Vending Machines, PA systems, onboard bus systems (customer Wi-Fi, Automatic Passenger Counters, farebox devices, headway signs, MDT), Traffic Signal Prioritization, wireless access points.
 2. Interface with hardware / software vendors and other IT staff members in support of systems previously listed.
 3. Responsible for multiple ongoing projects, requiring adjusting priorities and completing projects within time and budget constraints.
 4. Interface with end users both in person and through IT ticketing systems, keeping manager, department head, and end user updated on issues / projects.
 5. Required knowledge should include Windows OS, SQL Server, VMWare, Citrix, and basic networking / troubleshooting. Software systems that applicant will be responsible for but experience not required include: Salient, Trapeze Systems, TransitMaster, NextView, SPX GenFare, and Fleetwatch,
 6. Hardware responsibilities will include IP cameras, wireless access points (WAP), onboard vehicle computer systems, Ticket Vending Machines, and electronic information signs.
-

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.	Manage / maintain existing systems	30 %
b.	Troubleshooting issues with existing systems	25%
c.	Update and resolve various end users requests / trouble tickets	25%
d.	Manage new project implementation / upgrades for existing systems	20%
e.	_____	_____
	_____	_____
f.	_____	_____
	_____	_____
g.	_____	_____
	_____	_____
h.	_____	_____
	_____	_____
FULL TIME TOTAL PERCENT		100%

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

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

Troubleshooting and resolving issues related to onboard vehicles systems within tight time constraints, potentially after hours.

Troubleshooting a new device that candidate is not familiar with and knowing how to research possible solutions / resources and act on them.

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

Maintain hardware passwords

Issue user accounts and passwords

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: Computer Science, Information Systems, Applied Mathematics, Management Information Systems, Industry Engineer, Electronic Engineer

_____ 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:

Microsoft Server, TCP/IP, SMNP, Microsoft Active Directory, Project Management, Change Management, VMWare, MSSQL

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?

Multimeter, workstation, network analyzer

4. EXPERIENCE REQUIREMENTS:

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

<u>Type of Experience</u>	<u>Length of Time</u>
Scripting Language	1 to 3 years
Microsoft Server	3 to 5 years
Microsoft Active Directory	3 to 5 years
MS SQL Server	1 to 3 years
Citrix XenApps	1 to 3 Years
VMWare	1 to 3 Years
Networking	3 to 5 Years
MS SQL scripting	1 to 3 Years

Total Work Experience: ___3 – 5 years___

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

__Within 3 months___

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

__Open to any industry___

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

Systems Engineer, Systems Administrator, Network Engineer, Server Engineer, Network Technician, Network Administrator, Electronics Technician, Systems Specialist, Network Specialist

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

n/a

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

TITLE (S)

NUMBER OF
PEOPLE

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?
Network Administrator	Coordinate network changes to offsite devices	Daily
Systems Coordinator	Reports directly to SC for tasks and priorities	Daily
IT Director	Provide project updates as required	Weekly

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

Title	Organization	Reason for Contact	How Often?
Technical Support	Cisco	Technical Support	As required
Technical Support	Microsoft	Technical Support	As required
Technical Support	Citrix	Technical Support	As required
Technical Support	VMWare	Technical Support	As required
Technical Support	SQL Server	Technical Support	As required

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.

 x I plan my own work load.

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

_____ I plan the work for the entire department.

_____ I plan the work for two or more departments.

_____ I plan the work for the entire region.

_____ I plan the work for the entire organization.

SECTION 6: - PLANNING (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.

___x___ 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.
- x _____ 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.
- ___x___ 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.
- ___x___ Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- _____ Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SECTION 8: - ACCOUNTABILITY

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

- _____ I am constantly supervised; I make no decisions independently and work according to procedure.
- _____ I am closely supervised; I have very little flexibility in the methods I use or in assigning priorities to my tasks.
- _____ I am frequently supervised; My activities are governed by well established rules and procedures and are periodically monitored; some flexibility to determine method or scheduling.
- x I am generally managed; My activities are governed by general department and of company rules and procedures or schedules and are sometimes monitored; moderate flexibility to determine method, high flexibility to determine scheduling.
- _____ I have occasional oversight; My activities are governed by general organizational roles and procedures, I have considerable autonomy within established timeframes.
- _____ I work independently on a major function, guided by company policies. I exercise a high degree of initiative involving major programs and commitment. My work is monitored by exception and management information reports. I am almost autonomous in my work.
- _____ My work is entirely self-directed; I answer only to the Board of Directors.

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

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

- _____ I perform routine and generally repetitive duties involving little or no variety. I follow simple and easily understood procedures that do not require independent judgment and analysis.
- _____ I work on a limited variety of routine tasks which are relatively simple tasks of a clerical or manual nature; I may make minor decisions involving accuracy, quality, method of operation or set-ups.
- _____ I work on a wide variety of routine tasks that involve some choice of action within limits.
- ___ x ___ 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.

 x _____ Position duties involve making some decisions and making many recommendations.

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

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

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

SECTION 10: - IMPACT OF ERRORS

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

- _____ My errors cause little difficulty or loss of time to correct. Most of my errors are detected through routine checking procedures.
- _____ My errors do not result in overall embarrassment to the Company or in monetary losses but (may) waste supplies and require expenditure of time to track and correct.
- x My errors may cause the Company to incur a modest financial loss or may cause modest embarrassment.
- _____ My errors may result in considerable financial loss and/or embarrassment to the Company and may adversely affect some aspect of our business.
- _____ My errors have serious financial impact and/or may seriously impair achievement of Company goals and commitments.

SECTION 11: - WORKING CONDITIONS

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

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

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

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

SECTION 12: - PROBABILITY OF INJURY OR ACCIDENT

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

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

Examples

SECTION 13: - PHYSICAL DEMAND

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

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

Computers_____

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).
- x _____ My job requires no special vision requirements.

SECTION 15: - ADDITIONAL COMMENTS

Please add any additional comments that you feel are appropriate.

THANK YOU