

Affirmative Action  
Program  
For Minorities and  
Women  
2012 - 2015



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Milo Victoria, CEO/ General Manager

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Marjorie Ewing, Director of Human Resources

**PART I**

## **Confidentiality Notice to the OFCCP**

This Affirmative Action Program contains substantial confidential information that is subject to the provisions of 18 USC Section 1905. *Chrysler Corp. v. Brown*, 441 U.S. 281 (1979).

This Affirmative Action Program is the property of Omnitrans and it is loaned to the Office of Federal Contract Compliance Programs (OFCCP), along with certain other materials requested by the OFCCP, on the condition that the government holds them totally confidential and not release copies to any person.

Pursuant to 5 U.S.C. Sec. 552 Omnitrans asserts that at least certain sections, exhibits, and compliance investigation files are exempt from the Freedom of Information Act (FOIA) disclosure provisions. Disclosure of AAP Part I Sections IV, V, VI, VII, and X, and Exhibits [9, 10, 11 and 13], and the compliance investigation files would injure the business and financial position of the Agency, and would constitute an unwarranted invasion of the privacy of its employees. Disclosure of the above information would also reveal valuable trade secrets and confidential commercial and financial information.

Notice is hereby given of a request pursuant to the regulations of the OFCCP that this AAP be kept confidential.

Omnitrans does not consent to the release of any information whatsoever contained in this Affirmative Action Program under the Freedom of Information Act. If the OFCCP or any other Federal agency is considering a request to release any portion of this AAP under the Freedom of Information Act, Omnitrans asks that the government immediately notify the CEO/General Manager of any and all Freedom of Information Act requests received by the government or any other contemplated release of this AAP or any other information obtained by the government from Omnitrans.

NOTE: The term "Affirmative Action Program" or "AAP" includes its supporting appendixes, exhibits, documents, data, and all materials provided by Omnitrans to the OFCCP or other governmental agency.

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**PART II**

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## SECTION I

### COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

No citation; voluntarily included in this AAP

OMNITRANS reaffirms its policy that it is and shall be an equal opportunity employer and will do its utmost to further these principles. Successful achievement of the Agency's Affirmative Action goals will provide benefits to OMNITRANS through broader utilization and development of previously underutilized human resources.

So that the implementation of this policy is assured, the Agency is committed to recruit, hire and promote for all job classifications without regard to race, color, ancestry, religion, national origin, sex, age, mental or physical disability, sexual orientation or marital status. Affirmative action will be taken, including goals and timetables, in order to address under-utilization of any affected class.

Employment and promotional decisions will center around valid job requirements developed before applicants are interviewed. Such decisions will be based solely on an individual's job-related qualifications.

We will ensure that all other employment practices, such as transfers, compensation, benefits, layoffs, terminations, Agency-sponsored training and other terms and conditions of employment will also be administered without regard to race, color, ancestry, religion, national origin, sex, age, mental or physical disability, sexual orientation, or marital status. We will initiate and promulgate these policies to all department heads to assure that they are adopted and adhered to. Managerial and supervisory performance will be evaluated on the success of the Affirmative Action Program in the same way as their performance on other Agency goals and objectives.

The CEO/General Manager has been designated as the Agency's Affirmative Action Officer, and has assigned as his alternate the Director of Human Resources who has the primary responsibility for the implementation of the Affirmative Action Program. However, all management personnel share in this responsibility and will be assigned specific tasks to assure compliance is achieved.

Applicants and employees have the right to file complaints alleging discrimination with the CEO/General Manager or to the Director of Human Resources. Investigation may be assigned to persons outside of the Agency if deemed appropriate.

Omnitrans' full Affirmative Action Program is available for inspection by any applicant or employee upon request from the Human Resources Department from 8:00 a.m. – 5:00 p.m.

Milo Victoria  
CEO/General Manager

## SECTION II

### DISSEMINATION OF POLICY

*No citation; voluntarily included in this AAP*

#### A. Internal Dissemination

Omnitrans will continue to make its equal employment opportunity policy known internally by:

1. The Affirmative Action Program is part of our Agency policy and the CEO/General Manager's Policy Statement is posted on the Agency's bulletin boards.
2. The policy is explained in new employee orientation.
3. Conducting periodic meetings with senior management, managers, and supervisory personnel to explain the intent of the policy, the CEO/General Manager's commitment, and individual responsibilities for effective implementation.
4. Picturing both minority and non-minority men and women in publications in which employees are featured.
5. Conducting periodic meetings with non-supervisory employees to discuss the policy.

#### B. External Dissemination

Omnitrans will make its policy known externally by:

1. Incorporating the equal employment opportunity clause in all purchase orders, leases, and contracts covered by Executive Order 11246, as amended. (See Exhibit 17)
2. The Policy Statement is posted on the Employment Opportunities Board in the Human Resources Department Lobby. (See Exhibit 16)
3. In all advertising for job openings in newspaper or other advertising media, the statement, "Equal Opportunity Employer", is inserted. Also, assistance from minority employees in the recruitment of qualified applicants will always be encouraged. (See Exhibit 20)

4. "Equal Opportunity Employment" posters and company policy notices are displayed on bulletin boards at conspicuous places so that all employees, visitors, customers and applicants may be informed on the Agency's Equal Opportunity Employment responsibilities and policy.
5. Informing all recruiting sources in writing of Omnitrans' policy, stipulating that the sources actively recruit and refer women and minorities for all positions for which they refer applicants.
6. We have sought out and notified minority and women's organizations, community agencies, junior colleges and universities of our Affirmative Action Program.
7. Showing both minority and non-minority men and women when employees are pictured in help-wanted or other advertising. (See Exhibit 20)
8. Sending written notification of Omnitrans' policy to all subcontractors, vendors, and suppliers.

## SECTION III

### DESIGNATION OF RESPONSIBILITY

*41 CFR §60-2.17(a)*

A. **Program Responsibility**

The CEO/General Manager will assume overall responsibility for the implementation and evaluation of the Agency Affirmative Action Program, which shall be administered by the Director of Human Resources. The CEO/General Manager has the authority and the resources to ensure effective implementation. The CEO/ General Manager is also accountable for compliance with all equal employment opportunity laws and polices, and all company policies and practices with respect to affirmative recruitment, non-discriminatory selection, record keeping, and reporting on compliance activities.

B. **Agency Affirmative Action Officer**

The CEO/General Manager will serve as the Agency's Affirmative Action Officer. The CEO/General Manager shall have the responsibility for the achievement of the goals approved by the Board of Directors, and provide for effective communication and enforcement of the spirit and requirements of this plan, and shall ensure that each Department Head/Supervisor takes such Affirmative Action as is necessary to achieve the Plan's goal.

The Director of Human Resources shall support the CEO/General Manager by:

1. Keeping the AAP updated annually.
2. Compliance with the equal opportunity clause, which is incorporated in the Purchase Order and all covered contracts entered into by the Agency.
3. Posting of employment opportunities in accordance with the Agency's policy.
4. Recruitment, including affirmative outreach as appropriate, of potential applicants without regard to race, color, ancestry, religion, national origin, sex, age, mental or physical disability, sexual orientation, or marital status.
5. The Agency uses only job related criteria for selection for hire, promotion, transfer, training, compensation and all other employment opportunities.
6. The establishment and/or review of organizational goals and objectives.
7. Technical compliance; for example, the proper display of EEO posters and company EEO policy statements.
8. That all employees, including minority and female employees, are encouraged to participate in all company-sponsored educational, training, recreational, and social activities.
9. Prohibits and prevents harassment of employees on account of race, color, ancestry, religion, national origin, sex, age, mental or physical disability, sexual orientation, or marital status.

10. Working with the Department Heads and Supervisors in the preparation and implementation of the Affirmative Action Program at the operating departmental level on an as-needed basis.
11. Directing internal audits and reporting to measure status, visibility, and effectiveness of the Affirmative Action Program to include the following:
  - a. Prepare monthly reports that show workforce utilization
  - b. Distribute reports and analyze progress towards goals; look for deficiencies which need reporting
  - c. Perform recruitment audits and analyze applicant flow data.
12. Maintaining community contacts and public relations.
13. Investigating complaints of discrimination and maintaining a record-keeping system, forms and procedures for handling complaints from citizens and employees.
14. Drafting policies and rules. (Exhibits 3 – 8, 18)
15. Providing training for department managers/supervisors on the laws and requirements of EEO. (Exhibit 22)

C. **Responsibilities of the Company's Management to Ensure Implementation of the AAP**

In implementing the written Affirmative Action Plan, the responsibilities of the company's supervisors and managers working with the Affirmative Action Officer include, but are not limited to, the following:

1. Assisting in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when appropriate
2. Reviewing the qualifications of applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur
3. Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.

## SECTION IV

### IDENTIFICATION OF PROBLEM AREAS

#### BY JOB GROUP AND ORGANIZATIONAL UNIT

*41 CFR §60-2.17(b) (1)*

Omnitrans has conducted an in-depth analysis of its total employment process to determine whether and where any barriers to equal employment opportunity exist by organizational unit or job group.

#### **Problems of minority or female utilization by Job Group:**

Omnitrans has compared the incumbency of minorities and women in each Job Group pursuant to 41 CFR §60-2.15 to determine if the availability for a Job Group is greater than incumbency in an effort to determine if there are any Job Groups in which the percentage of minorities or women employed in the Job Group is less than would reasonably be expected given their availability percentage for that particular Job Group. If such a situation exists, Omnitrans has established a placement goal in accordance with 41 CFR §60-2.16. The methodology employed in this analysis is discussed in detail in Section X of this AAP. In Section X there are identified Job Groups in which responsive goals are established.

#### **Problems of minority or female distribution/placement by Job Group:**

We have identified no barriers to equal employment opportunity in the placement of women or minorities in the different jobs in any Job Group. To the extent a goal has been established for minorities or women in any Job Group, any problem areas will be addressed by our good faith efforts to meet such goal. See also the discussion of action-oriented programs in Section VIII of the AAP and internal monitoring in Section IX of the AAP.

#### **Problems of minority or female distribution/placement by Organizational Unit:**

We have identified no barriers to equal employment opportunity in the placement of women or minorities in the different jobs in the organizational unit. Our internal monitoring and reporting activities permit the analysis of placements by organizational unit and we have identified no problem areas.

## SECTION V

### IDENTIFICATION OF PROBLEM AREAS

#### PERSONNEL ACTIVITY

*41 CFR §60-2.17(b)(2)*

Omnitrans has conducted an in-depth analysis of its total employment process to determine whether and where any barriers to equal employment opportunity exist based on its evaluation of personnel activity.

These analyses are done periodically and statistical compilations are performed at least annually for selection decisions made in the prior AAP Year.

#### **Applicant Flow:**

We do not accept unsolicited applications or résumés. Such job seekers are not applicants. We maintain data on all applicants. Applicants of identifiable race, ethnicity, and sex are those that either 1) voluntarily completes a self-identification form; or 2) are current employees. Records are kept for each selection decision, if any, for which the applicant was considered. This allows us to complete required analysis, by job title, of the selection rates of persons of identifiable race, sex, and ethnic group. These data and these analyses are not a part of the written Affirmative Action Program, but they are collected and performed at least annually and will be submitted to the OFCCP in response to a request during the course of a compliance review.

Further, we regularly compare the percentage of minorities and women who apply, by Job Group, with our estimate of availability for each Job Group. We hope that such a comparison will give us additional information about both the accuracy of our availability estimate and the results of our good faith efforts to invite minorities and women to apply for equal opportunities at Omnitrans.

#### **Hires, promotions and other personnel actions:**

In order to be considered for any opportunity, a job seeker (whether internal or external) must make a timely submission expressing interest in the stated opportunity by submitting an Agency application. Résumés are accepted only as an attachment to an application, but not in lieu of a completed application. The application must be signed and completely filled out or it will be automatically disqualified.

Pursuant to *The Uniform Guidelines on Employee Selection Procedures* and Title VII case law, Omnitrans performs analysis of employment decisions (whether hire,

promotion, lateral or even demotion) on the basis of all persons who sought or were considered for a specific job title or who were “tested” using the same selection device.

These analyses are performed periodically, but at least annually, for all opportunities filled in the AAP Year.

Similarly, Omnitrans records but does not include in an analysis of selections, personnel activity such as reinstatement to the prior job upon return from medical leave (long term or short term). Reinstatement or placement as a result of settlement of a grievance, or those transactions that do not involve the selection of one job seeker and the rejection of another or others are not considered “opportunities” under this plan.

### **Terminations:**

#### *Voluntary Terminations:*

There is no “pool” of persons who might choose to terminate employment voluntarily. By definition, such terminations do not involve an employer decision or “selection.” These are, therefore, not susceptible to any statistical analysis of “selection disparities.”

#### *Involuntary Terminations:*

There are a variety of reasons for which a person might leave the employment of Omnitrans other than by choice. There is no single “pool” of all persons who are involuntarily terminated. However, Omnitrans does record them and reports them to the OFCCP upon request.

While some involuntary terminations involve employer choice, some do not. For example, some employees die or do not return from long term disability leave. While such terminations may not be “voluntary,” they do not involve a decision by this employer. There is no “selection decision” involved in such circumstances. It would be erroneous to include such terminations in any statistical computation of “selection disparities.” However, Omnitrans does record them and reports them to the OFCCP upon request.

Terminations for cause do involve an employer decision. However, there is no “pool” of persons who are considered for termination for drinking on the job, for poor performance, or for any of the other reasons a person might be discharged. The only persons who are “considered” for termination for drinking on the job are those who drink on the job. The only persons who are considered for termination for poor performance are those who perform poorly. (The situation is similar for violations of attendance policy, insubordination, and the vast array of lawful reasons for which an employee might be involuntarily terminated.) A disparate treatment analysis or “selection rate” cannot be computed except with similarly situated people. However, Omnitrans does record these events by type, and reports them to the OFCCP upon request.

There is only one kind of involuntary termination for which this employer can do an analysis of “selection disparities” as required by this section of the regulations: a reduction in force. Where an employer abolishes jobs and must make selection decisions about which incumbents will be retained in the remaining jobs, the employer must make such selection decisions without regard to race, color, ancestry, religion, national origin, sex, age, mental or physical disability, sexual orientation, or marital status. In such circumstances we can measure any differences in selection rates to determine if there are statistical indicators of disparate treatment and/or measure the impact of any neutral selection criteria to determine if there is any adverse impact of those criteria.

Analyses of personnel activity are required to be accomplished as a part of the Omnitrans’ equal employment opportunity and affirmative action program obligations. However, the regulations do not require Omnitrans incorporate such analysis into its written Affirmative Action Programs and we do not. These analyses are, however, submitted to the OFCCP in response to a scheduled compliance evaluation or complaint investigation as an attachment to the transmittal letter. Omnitrans considers the analyses to be highly confidential and not subject to disclosure under the Freedom of Information Act.

## SECTION VI

### IDENTIFICATION OF PROBLEM AREAS

#### COMPENSATION SYSTEMS

*41 CFR §60-2.17(b)(3)*

Omnitrans has performed an in-depth analysis of its total employment process to determine whether barriers to equal employment opportunity exist. Specifically, to determine if there are gender-, race-, or ethnicity-based disparities we have reviewed our compensation systems.

Summary analysis of the compensation portion of the total employment process:

Omnitrans has written pay policies and standardized pay practices. These policies and procedures are outlined in the ATU Memorandum of Understanding, the Teamsters Memorandum of Understanding, and Omnitrans' Personnel Policy Manual of which are attached as Exhibits 1-5 of the AAP.

Omnitrans has a collective bargaining agreement with ATU, Local 1704 and with the Teamsters, Local 166. ATU Local 1704 covers working conditions for all Coach Operators and Coach Operator Trainees, including pay practices and rates of pay. Teamsters Local 166 covers working conditions and pay practices for Maintenance and Administrative/Support employees. There is no race-, gender- or ethnicity-based disparities in these practices or rates of pay. The collective bargaining agreement pay schedules are attached as Exhibit 1 and Exhibit 2. The jobs for ATU Local 1704 are addressed in the statistical portion of the AAP as Job Groups 07B Operators. The jobs for Teamsters Local 166 are addressed in the statistical portion of the AAP as Job Groups 05B Clerical Support (Union), 07A Skilled Maintenance, and 080 Service Workers.

For other non-bargaining unit jobs, Omnitrans has a formalized grade and salary structure, with a salary range established for each exempt and non-exempt grade. Salary ranges are reviewed every two years in July and may be adjusted on the basis of a number of market surveys. The current salary structure has been effective since March 2012 (See Exhibits 3, 4 and 5). There are seven levels for exempt positions and two for non-exempt positions. These pay structures and salary ranges are market driven. For jobs within each pay structure, there are no race-, gender- or ethnicity-based disparities.

Each level has an established minimum, mid-point and maximum. There is overlap between level ranges in the pay structure. That is, higher-level non-exempt positions have a higher available salary maximum than lower level exempt positions and the identical annual salary is available to persons in positions with as much as 3 grade levels of separation. It is thus possible for a person at the high end of the range in Level VIII,

for example, to earn as much as a person in the low end of the range in Level V. This does not mean that the jobs in Level VIII are equivalent to the jobs in Grade Level V.

The establishment of salary levels and the establishment of salary ranges of various breadths provide tools to Omnitrans to manage compensation in such a way as to attract and retain highly qualified employees. While it is typically more expensive for an employer to attract a new hire than to retain a current employee, these ranges provide sufficient flexibility to meet both these essential needs and produce no disparities based on unlawful considerations.

The relative position of each employee within the salary range is based on considerations such as level of performance, degree of responsibility; starting salary (which is influenced by considerations such as relevant education and experience at time of hire); contributions made or increased skills and proficiencies acquired since the last adjustment and the amount of previous salary increases. Such differences do not produce race, color, ancestry, religion, national origin, sex, age, mental or physical disability, sexual orientation, or marital status disparities among similarly situated employees.

Many decisions affecting compensation are made by employees (e.g., whether to compete for a posted opportunity, relative qualifications for such opportunities, performance, and a decision to acquire additional education or training, etc.). Some decisions affecting compensation are made by the employer, always without regard to race, color, ancestry, religion, national origin, sex, age, mental or physical disability, sexual orientation, or marital status.

### **Starting Pay:**

The following variables affect the setting of starting salary for any (non-bargaining unit) position:

- Position into which hired
- Department into which hired
- Education at time of hire (both amount of education and discipline in which courses were taken or degrees earned; of particular significance to starting pay if education directly related to the job at the time of hire.)
- Experience at time of hire (including prior experience, if any, with Omnitrans) (both the nature and extent of prior experience impact starting pay; of particular significance to starting pay is experience directly related to the job at the time of hire.)
- Market rates of compensation for comparable positions in the area
- Expected salary (this may be directly expressed in salary negotiations with the person who we wish to hire; initial offer is influenced by the individual's current salary and salary history.)

- Budgeted dollars for the position (this relates not only to the salary range available for the job but the current financial circumstances of Omnitrans and the departmental budget.)

NOTE: This list includes variables that, acting collectively and simultaneously, typically determine pay. Of course, this does not mean that there is any “formula” with, for example, relevant education accounting for x% of current compensation or prior experience accounting for 2x% of current compensation. These variables do not operate independently, nor do they operate in the same fashion for each and every job. However, typically each will play a role in determining the level of pay for most, if not all jobs. In addition, there may be other job-related variables affecting compensation depending on the specific position.

**At promotion:**

Promotion is “competitive,” where an employee moves into a vacant job or a new position occasioned by a vacancy. All jobs are posted in accordance with our posting policy. The new salary of the individual is impacted by the same variables as those described above in the case of a new hire

Reorganizations may occur within the organizational structure; staffing changes pursuant to such reorganization may be either competitive or non-competitive.

See also the discussion above of factors influencing relative position in salary level and adjustments to ranges based on external factors including market.

**Merit increases:**

Performance reviews and salary adjustments are typically made only once each year, effective on the employees hire date in the position. The performance of new employees is reviewed after six months and at normal salary review time thereafter. Merit increases range from 0% to 5% and are performance based. (See Exhibit 5)

Omnitrans has carefully reviewed all elements of its compensation system; none produce disparities among similarly situated employees on account of race, color, ancestry, religion, national origin, sex, age, mental or physical disability, sexual orientation, or marital status.

## **SECTION VII**

### **PROBLEM IDENTIFICATION**

#### **PERSONNEL PROCEDURES**

*41 CFR §60-2.17(b)(4)*

As part of Omnitrans' on-going self-audit to identify problems or potential problems, we have conducted an in-depth analysis of the personnel procedures component of the total employment process.

#### **1. Requisitions, Position Descriptions and Job Specifications**

- a. A requisition must be completed and approved prior to the commencement of recruitment for any new position or for any replacement. A Human Resources Specialist is assigned and is responsible for contacting the selecting department to carefully review the job specifications before posting, to ensure that they are congruent with the written position description on file and are otherwise job-related.
- b. All position descriptions have been reviewed, with changes made where necessary, to accurately reflect current job duties. Position descriptions establish job-related and non-discriminatory requirements.
- c. There are no job titles that could be perceived as evidencing a preference for one gender or another.

#### **2. Selection Procedures (Exhibits 6, 7, 8)**

- a. Applicants for posted opportunities may be either internal employees or job seekers not currently employed by the Agency. Both are treated the same in the selection process. Both internal and external applicants are asked to submit a completed application form.
- b. The Human Resources Specialist assigned to fill the job reviews and screens all applications. All must be received by the deadline in order to be evaluated. In determining which applications to refer to the selecting official, the recruiter refers all applicants possessing the minimum qualifications.

- c. From the recruitment process an employment decision is made and an eligibility list may be established for a particular position. The eligibility list remains in effect for one year. If a vacancy should occur within the year then a job offer would be made to the person on the eligibility list.
- d. Neither the recruiter nor the selecting official has access to information on the race, sex or ethnicity of the applicant.

### **3. Promotion procedures**

- a. Positions open for recruitment are posted in accordance with Omnitrans' posting policy. (See Exhibit 6) These positions may involve lateral transfer, promotion with a change in work location, promotion without a change in work location, or even demotion if this is the desire of the internal applicant. Employees are not transferred involuntarily. If an employee is interested in a lateral move, she or he must apply for and be selected for a posted position, in competition with all other applicants for the opportunity. All employees, including women and minorities, are encouraged to take advantage of the opportunity to apply. Selections are made on the basis of knowledge, skills, and abilities without regard to race, color, ancestry, religion, national origin, sex, age, mental or physical disability, sexual orientation, or marital status. We have determined that there are no barriers to equal opportunity in these practices.

## SECTION VIII

### ACTION-ORIENTED PROGRAMS

*41 CFR §60-2.17(c)*

#### **By Job Group and Organizational Unit:**

Omnitrans has identified those Job Groups in which the incumbency of minorities and/or women is less than that which would reasonably be expected based on their availabilities. Responsive goals, equal to availability, have been set. The methodology for this computation and the identification of Job Groups with goals is set out in Section X of this AAP.

We have identified some differences in the participation of females in the Sr. Management, Management, Operator and Service Worker job groups. We will carefully monitor openings, recruitments and selections for Coach Operators in this AAP Year. Further, we will require that Coach Operator openings in this department be posted Agency wide as well as externally. For openings in these job groups, we will advertise on the Women's Job List ([www.womensjoblist.com](http://www.womensjoblist.com)). We have identified some differences in participation of minorities in the Supervisors job group; for openings in this group, we will advertise with the Conference of Minority Transportation Officials ([www.comto.org](http://www.comto.org)). We have also identified differences in the participation of American Indians in the Operators job group; for openings in this group, we will advertise with the Tribal Employment Newsletter ([www.nativejobs.com](http://www.nativejobs.com)).

**Personnel Activity  
Applicant Flow, Hires, Promotions, Terminations and  
Other Personnel Transactions:**

Omnitrans has identified the following recruiting sources that might refer qualified female and minority applicants:

Diversityinc.com  
La Opinion  
La Prensa  
Women's Job List ([www.womensjoblist.com](http://www.womensjoblist.com))  
Women's Transportation Seminar (Inland Empire Chapter)  
Tribal Employment Newsletter ([www.nativejobs.com](http://www.nativejobs.com))  
Conference of Minority Transportation Officials ([www.comto.org](http://www.comto.org))  
El Mundo Latino  
Black Media News  
Black Enterprise  
Black Executives  
The Progressive Woman

Omnitrans will continue to mail listings of our openings to the following agencies as openings occur and we have explained our application process and deadline requirements:

Lee Hecht Harrison  
1650 Iowa Ave.  
Riverside, CA 92507

Executive Career Services, LLC  
5055 Canyon Crest Dr.  
Riverside, CA 92506

In addition to the agencies listed above, Omnitrans will continue to mail listings of our opening to the organizations, schools, other transit agencies, and cities listed in Exhibit 23.

These actions are not directed toward any barriers to equal employment opportunity in our existing recruiting practices but, rather, are additional good faith efforts intended to favorably impact goal accomplishment.

In this AAP Year we will closely monitor applicant flow by Job Group and compare it with our estimate of availability. It is our objective to determine if applicant flow is significantly less than expectations with respect to estimates of availability and, if so, to make a good faith effort to increase applicant flow. We will also re-evaluate our methodology for estimating availability to ensure that it is as likely as possible to result in reasonably accurate estimates.

Omnitrans has a website in which all employment opportunities are posted. Job applications, directions and self-identification forms are available to be downloaded.

Although it is our policy to accept applications only when we have vacancies, we provide interest cards. Once complete, these will be mailed to potential applicants as job openings occur.

**Personnel Procedures:**

Our recruiters will continue to give the selecting officials the applications of every applicant that met the minimum qualifications. To ensure greater consistency among departments, and to ensure that all similarly qualified applicants receive the same treatment in the selection process, if there are both minimally qualified applicants and those possessing the preferred qualifications, our recruiters will record this second screening and refer to the selecting official only and all of those applicants possessing the preferred qualifications.

We will make every effort to interview at least five applicants for each opening, provided there are five qualified candidates. These responses are not directed toward any identified impediment to equal employment opportunity or to any disparities based on race, sex, or ethnicity. Rather, we hope the greater attention to qualifications which can be given by the selecting official will enhance review of all competitively qualified women and minorities. Insisting on at least a minimum number of interviews is also intended to permit qualified women and minorities an opportunity to present themselves in person.

## **SECTION IX**

### **INTERNAL AUDITING AND REPORTING SYSTEM**

*41 CFR §60-2.17(d)*

Marjorie Ewing, Director of Human Resources is responsible for the design and implementation of the auditing and reporting system. She audits personnel activity on at least a quarterly basis in order to measure the effectiveness of the Affirmative Action Program. The following actions are key to the auditing and reporting system:

- (1) Monitoring of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the nondiscriminatory policy is carried out.
- (2) Requiring internal reporting on a scheduled basis as to the degree to which equal opportunity and organizational objectives are attained.
- (3) Reviewing report results with all levels of management; and
- (4) Advising top management of program effectiveness and submitting recommendations to improve unsatisfactory performance.

## SECTION X

### METHODOLOGY FOR AAP NUMERICAL ANALYSIS AND ESTABLISHMENT OF GOALS

*41 CFR. §§60-2.11 through 2.16*

Omnitrans herein describes the methodology employed with respect to all analysis and actions required by 41 CFR §§60-2.11, -2.12, -2.13, -2.14, -2.15 and -2.16. In addition, we have annotated the AAP herein as required by 41 CFR §60-2.1(d).

#### **Organizational Profile See Exhibit 9.**

Omnitrans has elected to prepare a Workforce Analysis in accordance with 41 CFR §60-2.11 (c). Specifically, the Analysis lists each job title as it appears in payroll records ranked from lowest to highest paid, by department, including departmental supervision. For each job title the total number of incumbents by gender and minority subgroup is given. This Workforce Analysis includes 637 incumbents employed as of May 7, 2012.

#### **“Lines of Progression”**

There are no formal "Lines of Progression" for positions in this Affirmative Action Program. To the extent that there is a usual "promotional sequence," it is taken into account in establishing feeder Job Groups or feeder titles in the Availability Analysis.

#### **Job Group Analysis See Exhibit 11.**

In accordance with 41 CFR §60-2.12 (b), Omnitrans has combined all job titles into Job Groups (see Exhibit 10), grouping them by similarity of wages, content and opportunity. There are 637 employees in this analysis and there are nine Job Groups.

We are aware that contractors have both the right and the obligation to design Job Groups in accordance with these flexible regulatory criteria. We are also aware that size of incumbency is an appropriate factor to consider in design of Job Groups, since Job Groups should be sufficient in size to permit meaningful analysis of utilization.

We carefully considered several different means of grouping job titles. We took into account usual career paths so as to set up meaningful feeder Job Groups. We strove for the greatest practicable similarity in content and wages, tempered by resulting size of incumbency. In some cases the Job Group is smaller than would be preferred but to combine those jobs with any others would depart from “similarity” more than we

considered reasonable; as a consequence of this careful analysis, the Job Groups in this AAP are faithful to both the regulatory design criteria and to common sense.

As required, the Job Group Analysis includes a list of the job titles that comprise each Job Group. In addition, the Job Group Analysis voluntarily displays the pay grade and the number of total, female, and minority employees in each job title in the Job Group.

Following is a list of the Job Groups for this AAP:

Job Group 01A – Sr. Management  
Job Group 01B – Management  
Job Group 01C – Supervisors  
Job Group 020 – Professionals  
Job Group 05A – Clerical Support  
Job Group 05B – Clerical Support (Union)  
Job Group 07A – Skilled Maintenance  
Job Group 07B – Operators  
Job Group 080 - Service Workers

**Availability Analysis See Exhibit 12.**

Consistent with regulatory requirements, Omnitrans has separately determined the availability of minorities and women for each Job Group. [41 CFR §60-2.14(b)]

Omnitrans has considered three factors for minorities and three factors for women: the percentage of minorities or women with requisite skills in the reasonable recruitment areas and the percentage of minorities or women among those promotable, transferable and trainable at this location in this AAP Year. [41 CFR §60-2.14(c)]

Omnitrans has used the most current and discrete statistical information available to derive external availability data. In an effort to estimate availability as accurately as possible, Omnitrans has purchased 2000 census data (the most current available) for 512 occupational classifications for its reasonable recruiting areas. Omnitrans plans to use the 2010 census data as soon as it is available. In determining “requisite skills,” **Omnitrans identified those Standard Occupational Classifications (SOCs) reported in the Census that were most representative of the skills required for the positions being analyzed.** [41 CFR §60-2.14(d)]

The following are reasonable recruiting areas for all Job Groups included in this AAP Year [41 CFR §60-2.14(e)]:

- 1) Riverside County, California
- 2) San Bernardino County, California

These reasonable recruitment areas have not been drawn in such a way to effectively exclude minorities or women. For example, standardized census areas such as a Metropolitan Statistical Area are quite broadly drawn and are inclusive of minorities in what might be an unlikely commuting distance, particularly for lower paying jobs. Nevertheless, we have used such census areas so as not to exclude potentially recruitable minorities and women from our availability estimate. In each case the reasonable recruiting area was drawn based on the actual experience of Omnitrans in attracting applicants. [41 CFR §60-2.14(e)]

Omnitrans is committed to a policy of upward mobility for all employees in accordance with company need and employee interest. Internal availability is a significant source of workers for various Job Groups. (NOTE: While, of course, promotions can and do occur within any Job Group, the estimated frequency of movement into the Job Group determined the value weight for Internal Availability in our computations.) Naturally, at any given time the population of a “feeder” job group might include those individuals newly hired/promoted or otherwise not necessarily “promotable” for every vacancy. However, for purposes of AAP availability estimates only, all individuals in the feeder job groups were counted as “promotable, transferable and trainable” as discussed above. [41 CFR §60-2.14(f)]

For each Job Group, we considered which factor or factors represented a genuine source of available workers for the Job Group during the AAP year, and with what frequency the factor(s) could be expected to represent availability, that is, how often we expect to fill vacancies externally or from within. The feeder Job Group titles that were used are identified in Exhibit 12. We then weighted each factor in accordance with these judgments and computed our final estimate of availability using any factor(s) having a weight other than “zero” (i.e., considered, but determined to be not relevant so not computed).

Census data, which serve as a proxy for “requisite skills,” were “weighted” in accordance with the significance of each to the Job Group based on the number of positions in the Job Group requiring such skills. [41 CFR §60-2.14(g)]

#### **Comparing Incumbency to Availability See Exhibit 14.**

Comparing incumbency to availability, pursuant to 41 CFR §60-2.15(b), Omnitrans is required to establish a Goal in any Job Group having fewer women or minorities than might reasonably be expected given their availability. An appropriate measure of “reasonably expected” is statistical probability: that is, if the difference between availability and actual participation is statistically significant, the current incumbency is not “reasonably expected.” We have used the appropriate tests of statistical significance, relying on the standard for measuring “reasonably expected” approved by the court in Firestone Tire & Rubber Co., Inc. v. Marshall, 507 F. Supp. 1330, 24 FEP 1699 (Eastern

District of Texas, 1981, upholding the decision of the Administrative Law Judge) as well as many other federal courts.

Since statistical significance is the interpretation of “reasonably expected” made by the court in Firestone Tire & Rubber Co., Inc. v. Marshall, we have adopted such standard in the comparison of incumbency to availability in our AAP. The measure of statistical significance approved by the Firestone court, as well as many other federal courts, is standard deviation analysis.

We have determined statistical probability using standard deviation analysis and have set a goal wherever the difference between availability and incumbency was 2.0 standard deviations or more. Statistical probability for small Job Groups with less than 20 incumbents was determined by ‘The Any Difference with Whole Person Rule’; a goal for small Job Groups was set wherever a difference rounded to the nearest whole number occurred.

### **Placement Goals by Job Group See Exhibit 15**

In the July 1, 2012 Affirmative Action Program for Omnitrans, there are four Job Groups in which a placement goal for women exists. There are four Job Groups where there is a placement goal for minorities. These placement goals are established and good faith efforts will be made to accomplish them, all in accordance with 41 CFR §60-2.16.

Omnitrans will make a good faith effort to fill any vacancies in the following Job Groups at the rates indicated:

Job Group 1A – Sr. Management:	33.84% ; 1 Female
Job Group 1B – Management:	30.66% ; 2 Females
Job Group 1C – Supervisors:	63.22% ; 11 Minorities
Job Group 1C – Supervisors:	28.76% ; 5 Black
Job Group 20 – Professionals:	23.25% ; 6 Hispanics
Job Group 5A – Clerical Support:	53.76% = 1 Minority
Job Group 5A – Clerical Support:	11.12% = 1 Black
Job Group 7B – Operators:	53.70% = 48 Females
Job Group 7B – Operators:	1.87% = 6 Am Indians
Job Group 80 – Service Workers:	17. 17% = 2 Females

Our goal for every Job Group, whether there is a placement goal or not, is to continue to take affirmative action to ensure that our employment policies and practices are, in fact, non-discriminatory.

## **Exhibits**

- 1.** ATU Local 1704 Pay Schedule (unchanged as of May 2012)
- 2.** Teamsters Local 166 Pay Schedule (unchanged as of May 2012)
- 3.** Personnel Policy 402
- 4.** Personnel Policy 403
- 5.** Personnel Policy 404
- 6.** Personnel Policy 201
- 7.** Personnel Policy 202
- 8.** Personnel Policy 210
- 9.** Work Force Analysis (Organizational Profile)
- 10.** Job Groups, EEO Codes, Census Titles
- 11.** Job Group Analysis
- 12.** Availability Analysis
- 13.** Factor Availabilities/ Factor Components
- 14.** Incumbency vs. Availability
- 15.** Annual Placement Goals
- 16.** Equal Employment Opportunity Policy Statements
- 17.** Purchase Order Information
- 18.** Personnel Policy 221
- 19.** Board Resolution—Affirmative Action and EOE
- 20.** Agency posters/ flyers
- 21.** Minority Publication Advertising
- 22.** Management Training Slides
- 23.** Mailing List for Job Postings





**MEMORANDUM OF UNDERSTANDING**

for the

**COACH OPERATORS UNIT**

between

**OMNITRANS**

and the

**AMALGAMATED TRANSIT UNION  
LOCAL 1704**

*Effective April 1, 2010 through March 31, 2013*

may be applied toward the employee retirement contributions (PERS) or dental insurance premiums.

**Article 59  
PROBATIONARY PERIOD**

Upon their commencement as a trainee, Coach Operators will serve a probationary period of 940 hours actually worked as an at will employee.

**Article 60  
WAGES**

Progression Rates:

Step A: rate will be paid upon certification as a Coach Operator classification by the Training Department.

Step B: rate will be paid upon completion of 1,040 hours actively worked as defined in Article 27 in Step A.

Step C: rate will be paid upon completion of 1,040 hours actively worked as defined in Article 27 in Step B.

Steps D,E,F: will be paid upon completion of 2,080 hours actively worked as defined in Article 27 in each respective movement from one step to the other.

**STUDENT COACH OPERATOR RATE OF PAY**

All student Coach Operators will be paid at the training rate of 75% of current Step A rounded to the nearest quarter dollar per hour for all hours worked.

	A	B	C	D	E	F
Year 1	\$15.46	\$16.41	\$17.39	\$18.44	\$19.53	\$20.72
(+0.00%)						
Year 2	\$15.46	\$16.41	\$17.39	\$18.44	\$19.53	\$20.72
(+0.00%)						
Year 3						

Re-open wage negotiations in January 2012 for contract year 3; effective 1 April 2012.

**MEMORANDUM OF UNDERSTANDING**  
**For the**  
**MAINTENANCE AND**  
**ADMINISTRATIVE/SUPPORT UNIT**  
Between

**OMNITRANS**



**TEAMSTERS UNION**  
**LOCAL 166**

Effective July 1, 2009 through June 30 2012

**Effective July 1, 2008** (remains as current contract year 2009 – 2010)

Effective July1, 2008

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b><u>7/1/2008</u></b>	<b><u>7/1/2008</u></b>	<b><u>7/1/2008</u></b>	<b><u>7/1/2008</u></b>	<b><u>7/1/2008</u></b>
	<b>3%</b>	<b>3%</b>	<b>3%</b>	<b>3%</b>	<b>3%</b>
Accounting Clerk	\$ 13.73	\$ 14.38	\$ 15.04	\$ 15.76	\$ 16.51
Admin Clerk	\$ 13.73	\$ 14.38	\$ 15.04	\$ 15.76	\$ 16.51
Bldg Maint. Mechanic	\$ 18.93	\$ 20.35	\$ 21.89	\$ 23.51	\$ 25.30
Body / Paint Worker	\$ 18.93	\$ 20.35	\$ 21.89	\$ 23.51	\$ 25.30
Body /Paint Helper	\$ 15.33	\$ 16.52	\$ 17.78	\$ 19.12	\$ 20.58
Clerical Helper	\$ 10.67	\$ 11.17	\$ 11.70	\$ 12.26	\$ 12.83
Count Room Clerk	\$ 12.95	\$ 13.57	\$ 14.20	\$ 14.87	\$ 15.57
Custodian	\$ 11.76	\$ 12.64	\$ 13.57	\$ 14.57	\$ 15.70
Dept. Secretary	\$ 14.55	\$ 15.24	\$ 15.94	\$ 16.70	\$ 17.52
Equipment Mechanic	\$ 18.93	\$ 20.35	\$ 21.89	\$ 23.51	\$ 25.30
Information Clerk	\$ 12.95	\$ 13.57	\$ 14.20	\$ 14.87	\$ 15.57
Maintenance Clerk	\$ 12.95	\$ 13.57	\$ 14.20	\$ 14.87	\$ 15.57
Maintenance Worker	\$ 12.99	\$ 14.00	\$ 15.01	\$ 16.14	\$ 17.36
Marketing Clerk	\$ 13.73	\$ 14.38	\$ 15.04	\$ 15.76	\$ 16.51
Mechanic Helper	\$ 15.36	\$ 16.52	\$ 17.78	\$ 19.12	\$ 20.58
Mktg Delivery Clerk	\$ 10.67	\$ 11.17	\$ 11.69	\$ 12.26	\$ 12.83
Paratransit Eligability Technician	\$ 13.73	\$ 14.38	\$ 15.04	\$ 15.76	\$ 16.51
Parts Clerk	\$ 13.73	\$ 14.38	\$ 15.04	\$ 15.76	\$ 16.51
Planning Technician	\$ 13.73	\$ 14.38	\$ 15.04	\$ 15.76	\$ 16.51
Receptionist	\$ 12.95	\$ 13.57	\$ 14.20	\$ 14.87	\$ 15.57
Tire Repair Worker	\$ 13.76	\$ 14.82	\$ 15.91	\$ 17.12	\$ 18.43
Utility Service Worker	\$ 12.03	\$ 12.95	\$ 13.92	\$ 14.95	\$ 16.07

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**PERSONNEL POLICY MANUAL**

Exhibit 3

**POLICY 402 PAGE 1 OF 3**

**SUBJECT**

**Salary Ranges  
Management Confidential Classifications**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: March 7, 2012**

**I. Purpose**

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

**II. Scope**

All Departments

**III. Procedure**

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

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

<b>Classification</b>	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
<u>Level I</u> Chief Financial Officer	8497	10549	12600
<u>Level II</u> Department Director	7400	9188	10977
<u>Level III</u> Accounting Manager Employee Relations Manager Facility Manager Maintenance Manager Planning & Scheduling Manager Transportation Manager Treasury Manager	6162	7635	9108
<u>Level IV</u> Contracts Manager Database Administrator Technical Services Manager	5667	6678	7690
<u>Level V</u> Application Developer Assistant to the CEO/GM Assistant Transportation Manager Community Outreach Specialist Dispatch Supervisor Facility Supervisor	4824	5825	6711



# PERSONNEL POLICY MANUAL

Exhibit 3

POLICY 402 PAGE 2 OF 3

**SUBJECT**

**Salary Ranges  
Management Confidential Classifications**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

DATE: March 7, 2012

Level V (continued)

- Fleet Safety & Training Supervisor
- HR Leave Administrator
- Planner II
- Planning Project Manager
- Safety & Regulatory Compliance Specialist
- Senior Buyer
- Senior Financial Analyst
- Shift Supervisor
- Web Designer

<u>Level VI</u>	4125	4943	5760
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- Accountant
- Applications Specialist
- Contracts Specialist
- Customer Service Supervisor
- Field Supervisor
- Fleet Safety & Training Instructor
- Human Resources Analyst
- Human Resources Specialist
- Loss Prevention & Security Supervisor
- Materials Supervisor
- Operations Analyst
- Operations Services Supervisor
- Sales Supervisor
- Stops and Stations Supervisor

<u>Level VII</u>	3838	4600	5362
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- Dispatcher
- Marketing Specialist
- Planner I
- Purchasing Specialist

<u>Level VIII</u>	3284	3825	4367
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- Administrative Secretary
- Department Senior Secretary
- Fleet Analyst
- Human Resources Assistant
- Payroll Technician
- Warranty Coordinator

<u>Level IX</u>	2758	3221	3685
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- Human Resources Clerk



# PERSONNEL POLICY MANUAL

Exhibit 3

POLICY 402 PAGE 3 OF 3

**SUBJECT**

**Salary Ranges  
Management Confidential Classifications**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

DATE: March 7, 2012

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

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

<u>Level I</u> Program Manager	8497	10549	12600
<u>Level II</u> Construction Manager	7400	9188	10977
<u>Level III</u> Design Manager Planning Manager-Capital Projects Project Control Manager Public Relations Manager Quality Assurance Manager	6162	7635	9108
<u>Level IV</u> Construction Safety Manager Public Relations Specialist Right-of-Way & Utilities Manager Senior Contracts Specialist	5667	6678	7690
<u>Level VI</u> Project Analyst	4125	4943	5760
<u>Level VII</u> Document Control Analyst	3838	4600	5362
<u>Level VIII</u> Administrative Secretary-Capital Projects	3284	3825	4367



## PERSONNEL POLICY MANUAL

Exhibit 4

POLICY 403 PAGE 1 OF 1

SUBJECT

**Salary Administration**

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: **June 5, 2002**

### **I. Purpose**

To state Omnitrans' policy on the administration of a salary plan and the application of specific pay rates.

### **II. Scope**

All Departments

### **III. Procedure**

- A. Amendments and updates to the pay plan are submitted to the Board of Directors as needed. The Board may amend or approve and adopt the plan at its discretion. No position is paid a salary higher than the maximum or lower than the minimum salary provided for that class or position as approved by the Board of Directors. Exceptions to this policy would be when an employee's compensation adjustment is delayed, upon approval by the CEO/General Manager, in cases of not meeting performance standards; or when an employee's position is eliminated due to reorganization and the employee must be reassigned to a lower level classification. In that case, the employee's salary shall be frozen (red-circled) at the level attained in the previously held classification until such time as the maximum rate for the new classification exceeds the red-circled rate.
- B. Employees occupying a position in the system are paid a salary within the range established for that position's class in the salary plan. The lower half of the salary range generally applies to employees upon original appointment. The CEO/General Manager may approve a higher rate of compensation within the range if he finds that the person appointed is qualified because of their experience or ability, or that it is not possible to obtain qualified appointees at the established mid-point rate. Employees re-employed after lay-off receive a rate within the range established for the class and as agreed upon by the appointing authority and the employee concerned, subject to the approval of the CEO/General Manager. Transfers shall not affect an employee's salary range.



# PERSONNEL POLICY MANUAL

Exhibit 5

POLICY 404 PAGE 1 OF 1

**SUBJECT**

**Advancement, Promotion and Salary Adjustments  
All Management & Confidential Employees**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: May 3, 2006**

**EFFECTIVE: July 1, 2006**

**I. Purpose**

To state Omnitrans' policy on compensation, advancement, promotion and salary adjustments.

**II. Scope**

All Departments

**III. Procedure**

- A. Employees are considered for annual compensation adjustments within their respective compensation ranges based on their seniority date in their position. For example, an employee's hire date may be February 24, 2000. They were then promoted into another position effective April 1, 2002. April 1<sup>st</sup> is the seniority date in their current position and will be the effective date of their evaluations.
- B. Approved increases are effective from the first day of the pay period following the completion of the requisite six (6) months probation. Compensation adjustment time can, upon the approval of the CEO/General Manager, be accelerated or delayed in cases of employees exceeding or not meeting performance standards.
- C. New or open positions will be posted a minimum of five (5) days and an external search may be conducted simultaneously. All manager and director positions will be simultaneously advertised internally and externally when an opening occurs.
- D. Newly hired, transferred or promoted employees must be employed for a period of six (6) months before becoming eligible for transfer or promotion outside of their department. This may be waived upon approval of the CEO/GM.
- E. Merit salary increases will be granted in accordance with the following guidelines:

Increase following probationary period = 2%

Below Standards = 0%

Needs Development = 0%

Meets Standards = 3%

Exceeds = 4%

Outstanding = 5%



**SUBJECT**

**Personnel Requisition and Recruitment**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: May 5, 2004**

**I. Purpose**

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

**II. Scope**

All Departments

**III. Procedure**

**A. GENERAL**

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

**B. PERSONNEL REQUISITION**

1. When an opening exists, or is contemplated, the Department Director or designee will complete the requisition (Form: "Personnel Requisition") and obtain the approval of the CEO/General Manager, and forward the approved requisition to the Human Resources Department. Individual requisitions will be used for each classification opening.
2. For the most part, the requisition is self-explanatory.
  - a. In the "remarks and comments" section, any special or unique information should be entered, such as location of the job, or sign on bonus, if applicable. The Sign-On Bonus is paid in two installments one-half to be paid at the first regular pay period after the date of hire; the last installment at the completion of six months of employment in conjunction with a regular pay period. Any special talents required, such as typing speed, computer skills, unusual travel requirements, etc., should also be indicated. This space will also be used to provide the name of the person to be replaced.
  - b. After CEO/General Manager approval, the requisition will be forwarded to the Human Resources Department. Upon receipt, the approved requisition will be reviewed for conformance to established Omnitrans policy, government regulations, and established salary ranges. If the information is not clearly understood or there is non-conformance, the Human Resources Department will contact the originating manager for clarification or revision.



## PERSONNEL POLICY MANUAL

Exhibit 6

POLICY 201 PAGE 2 OF 3

**SUBJECT**

**Personnel Requisition and Recruitment**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: May 5, 2004**

- c. The current job description for the position will be reviewed and updated if necessary. The job description must contain all of the essential functions of the job. Revisions to the job description must be made before recruiting for the position occurs.
  - d. Job postings, advertising and agency contacts will be considered and action taken to obtain applications in the most effective manner. Interest cards will be accepted for periodic openings and applicants will be notified when openings occur.
3. Under no circumstances will recruiting (i.e., contacting agencies, placing ads, etc.) be allowed by any department other than the Human Resources Department.
  4. All discussions and employment information (salary or hiring rate, review dates, etc.) will be discussed with the applicant by a Human Resources representative only.
  5. Should the originating department decide to cancel a requisition, the Human Resources Department will be notified immediately.
  6. No final action will be taken to hire the employee without the approval of the Department Director or CEO/General Manager.
  7. References requested from outside sources will be referred to the Human Resources Department, and only authorized Human Resources staff will handle these requests.

#### **IV. Qualifications**

- A. It is the policy of Omnitrans to afford employment to the applicant(s) possessing the best qualifications fitting the requirements of the job regardless of inclusion or exclusion from a protected class. However, areas of under utilization will be given consideration during the employment process.
- B. The minimum age for most positions is 21 years and there is no maximum age limit.
- C. Tests will be conducted by the Human Resources Department for positions that require the use of office machines and equipment, except specialized technical assessment which have been reviewed and approved by the Human Resources Department.



## PERSONNEL POLICY MANUAL

Exhibit 6

POLICY 201 PAGE 3 OF3

**SUBJECT**

**Personnel Requisition and Recruitment**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: May 5, 2004**

- D. In all cases, personnel interviews will be conducted by the Human Resources Department and the hiring department.
- E. Professional references and background checks will be requested for all applicants. Work references dating back ten (10) years will be investigated by the Human Resources Department.
- F. Former employees who have left the Agency in good standing may be re-employed. However, previous periods of employment will not be included when determining seniority, but time may be used toward retirement if contributions were not withdrawn or are redeposited with interest.
- G. Methods/sources used to announce and fill open positions:
  - 1. Internal Postings.
  - 2. Advertising - newspaper advertisements will be inserted by the Human Resources Department in both classified and other business sections of appropriate newspapers.
  - 3. Schools - vacancies will be listed with both commercial and academic schools.
  - 4. Agencies - nonprofit and state agencies will be consulted by the Human Resources Department and all available openings will be listed with such agencies.
  - 5. Job Hotline (public)
  - 6. Website (public)
  - 7. Kiosks (internal).



**SUBJECT**

**Employment/Eligibility List**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: May 5, 2004**

**I. Purpose**

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

**II. Scope**

All Departments

**III. Procedure**

- A. Employment Lists: As soon as possible after completion of a selection process, the Director of Human Resources prepares and keeps available an employment list consisting of the names of applicants who qualified during the selection process. The qualified applicants will be listed according to the ranking established at the completion of the selection process. Whenever identical ratings are achieved, names are arranged in order of the application date.
  
- B. Duration of Lists: Promotional employment lists remain in effect for up to one year, unless exhausted, and may be extended or terminated prior to their expiration date, by action of the Director of Human Resources, but in no event does such a list remain in effect for more than one (1) year. Open employment lists created as a result of the selection process remain in effect for not more than one year. Employment lists may be declared null and void by the Director of Human Resources when deemed necessary in the best interest of Omnitrans.
  
- C. Layoff Re-employment List: The names of regular employees who have been laid off are placed on appropriate re-employment lists in the order of their classification seniority. Such names remain thereon for a period of one year unless such persons are re-employed sooner. When a layoff re-employment list is to be used to fill vacancies, the Director of Human Resources certifies from the top of such list the number of names equal to the number of vacancies to be filled, and the appointing authority may appoint such qualified persons to fill the vacancies.
  
- D. Removal of Names: Names are removed from any eligible list after appointment, or at the end of the eligibility period. Names are removed from the promotional eligible lists upon termination of the employee's services or upon granting a leave of absence without right to return to the job. The Director of Human Resources may remove names of any person:
  - 1. Who is not offered an appointment after two (2) selection interviews;
  - 2. Who fails to appear for any job interview;



## PERSONNEL POLICY MANUAL

Exhibit 7

POLICY 202 PAGE 2 OF 2

**SUBJECT**

**Employment/Eligibility List**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: May 5, 2004**

3. Who has failed to answer an availability inquiry or keep the Human Resources Department informed of a current address;
  4. Whose reasons for waiving interview or appointment are not satisfactory;
  5. Who has demonstrated unsatisfactory work performance in a similar position while employed with Omnitrans;
  6. For whom valid departmental objection has been filed by the Appointing Authority;
  7. Who has demonstrated loss of skill or ability;
  8. Who fails to meet minimum requirements, or who has falsified the application or for any valid cause relating to an applicant's character and ability to perform satisfactorily on the job;
  9. Who has failed to comply with conditions of employment as an Omnitrans employee; or
  10. Who has violated Omnitrans Code of Ethics or other provisions of these Rules; All persons whose names are removed from the eligible list for cause shall be so notified in writing except for persons removed pursuant to paragraph 1, 2, or 3.
- E. Restoration to Eligible Lists: The Director of Human Resources at his/her discretion may restore the names of persons to the eligible list by renewing or reactivating their eligibility.
- F. Inactive Status: Applicants whose names are on the eligible list may request inactive status and their names shall be removed from the active eligible list. Upon notification, such names may be restored by the Director of Human Resources to the active eligible list for the remaining period of eligibility. Eligibility shall not be extended by reason of such inactivity.



SUBJECT

Appointment to Open Positions

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: May 5, 2004

**I. Purpose**

To state Omnitrans policy on appointments to vacant positions.

**II. Scope**

All Departments

**III. Procedure**

- A. Appointments: Vacant positions in Omnitrans service are filled in accordance with these Personnel policies. Appointments and promotions are based on merit and fitness to be determined by the selection process.
- B. Appointing Authority: Appointment of all Department Directors is made by the CEO/General Manager. Department Directors or their designee are the Appointing Authority for their respective departments.
- C. Types of Appointments: All vacancies in Omnitrans are filled either by promotion, re-call, transfer, demotion, or from recruitments conducted by the Human Resources Department.
- D. Notice to Director of Human Resources: Whenever a vacancy in Omnitrans is to be filled, the appointing authority notifies the Director of Human Resources. The Director of Human Resources advises the appointing authority as to the availability of employees for recall, requested transfers, or demotion, and candidates, if any, on an eligibility list.
- E. Order of Certification: Whenever certification is to be made, the eligibility lists, if each exists, are used in the following order: Layoff list, promotional list, open-competitive list. Whenever there are fewer than five names on a promotional list or an open-competitive list the appointing authority may make an appointment from among such eligibles or may request the Human Resources Department to hold a new examination and establish a new eligibility list.
- F. Regular Appointment: After interview, the appointing authority makes the selection of candidates and immediately notifies the Director of Human Resources of the person or persons selected. The Director of Human Resources or designated staff member notifies the individual selected and if the applicant accepts the appointment, successfully completes



**SUBJECT**

**Appointment to Open Positions**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: May 5, 2004**

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

- G. Temporary Appointment: On the recommendation of the appointing authority, and the Director of Human Resources, and upon approval by the CEO/General Manager, an employee may be hired as a temporary appointment. Such appointments are utilized only with consideration to the needs of Omnitrans and its service requirements. Such appointments shall not be for a term greater than a cumulative six (6) month period in any one fiscal year. Employees appointed under this provision will be compensated at the hourly wage established for the position and will not receive any employee benefits. Time served under a temporary appointment may not be counted as time served for the purposes of the probationary period unless the full-time appointment becomes effective at the expiration of the temporary appointment.
  
- H. Emergency Appointment: To meet the immediate requirements of an emergency condition, such as extraordinary fire, flood or earthquake, which threatens public life or property, the CEO/General Manager, or their designee may employ such persons as may be needed for the duration of the emergency without regard to the personnel rules affecting appointments. Such appointments will be reported to the Human Resources Department.

**Work Force Analysis      Exhibit 9**

Omnitrans 06/09/2011

05/30/2012

### Work Force Analysis

Department: ADMINISTRATION

Omnitrans  
06/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPI	T wo+
ADMINISTRATIVE SECRETARY	5	8	1		Male								
					Female	1	1						
ASSISTANT TO THE CEO/GM	5	5	1		Male								
					Female	1	1						
DIRECTOR OF INTERNAL AUDIT SERVICES	1	2	1	1	Male	1		1					
					Female								
CHIEF FINANCIAL OFFICER	1	1	1		Male	1	1						
					Female								
Chief Executive Officer	1	contr	1	1	Male	1			1				
					Female								
<b>Department Total</b>			<b>5</b>	<b>2</b>	<b>Male</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% of Total</b>				<b>40.00</b>	<b>% of Total</b>	<b>60.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
					<b>Female</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
					<b>% of Total</b>	<b>40.00</b>	<b>40.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

### Work Force Analysis

Department: FINANCE

Omnitrans  
06/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPI	Two+
ACCOUNTING CLERK	6	16.51	2	1	Male								
					Female	2	1		1				
ADMINISTRATIVE CLERK - FIN	6	16.51	1	1	Male								
					Female	1			1				
PAYROLL TECHNICIAN	5	8	2	1	Male								
					Female	2	1		1				
ACCOUNTANT	2	6	2	2	Male					2			
					Female	2							
SR. FINANCIAL ANALYST	2	5	2	1	Male								
					Female	2	1			1			
TREASURY MANAGER	1	3	1	1	Male			1					
					Female	1							
ACCOUNTING MANAGER	1	3	1	1	Male								
					Female	1				1			
DIRECTOR OF FINANCE	1	2	1	1	Male			1					
					Female	1							
<b>Department Total</b>			12	9	Male	4	0	2	0	2	0	0	0
<b>% of Total</b>				76.00	% of Total	33.33	.00	16.67	.00	16.67	.00	.00	.00
					Female	8	3	0	3	2	0	0	0
					% of Total	66.67	25.00	.00	25.00	16.67	.00	.00	.00

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

### Work Force Analysis

Department: HUMAN RESOURCES

Omnitrans  
06/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPI	Two+
HUMAN RESOURCES CLERK	5	9	2	2	Male								
					Female	2			2				
HUMAN RESOURCES ASSISTANT	5	8	2	1	Male								
					Female	2	1		1				
HUMAN RESOURCES ANALYST	2	6	1		Male								
					Female	1	1						
HUMAN RESOURCES SPECIALIST	2	6	1		Male								
					Female	1	1						
HUMAN RESOURCES LEAVE ADMINISTRATOR	2	5	1		Male								
					Female	1	1						
EMPLOYEE RELATIONS MANAGER	1	3	1	1	Male	1			1				
					Female								
DIRECTOR OF HUMAN RESOURCES	1	2	1		Male								
					Female	1	1						
<b>Department Total</b>			9	4	Male	1	0	0	1	0	0	0	0
<b>% of Total</b>				<b>44.44</b>	<b>% of Total</b>	<b>11.11</b>	<b>.00</b>	<b>.00</b>	<b>11.11</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
					Female	8	5	0	3	0	0	0	0
					<b>% of Total</b>	<b>88.89</b>	<b>55.56</b>	<b>.00</b>	<b>33.33</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

### Work Force Analysis

Department: INFORMATION TECHNOLOGY SV

Omnitrans  
06/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPI	Two+
APPLICATION DEVELOPER	2	5	3	2	Male	3	1			2			
					Female								
WEB DESIGNER	2	5	1	1	Male	1				1			
					Female								
DATABASE ADMINISTRATOR	2	4	1	1	Male	1				1			
					Female								
DIRECTOR OF INFORMATION TECHNOLOGY	1	2	1	1	Male	1				1			
					Female								
<b>Department Total</b>			<b>6</b>	<b>5</b>	<b>Male</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% of Total</b>				<b>83.33</b>	<b>% of Total</b>	<b>100.00</b>	<b>16.67</b>	<b>.00</b>	<b>.00</b>	<b>83.33</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
					<b>Female</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
					<b>% of Total</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

### Work Force Analysis

Department: MAINTENANCE

Omnitrans  
05/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPI	Two+
UTILITY SERVICE WORKER	8	12.03 - 16.07	15	14	Male Female	15	1	3	10	1			
TIRE REPAIR WORKER	7A	13.76 - 18.43	2	2	Male Female	2			2				
CUSTODIAN	8	14.57 - 15.70	3	3	Male Female	2 1		1 1	1				
MAINTENANCE CLERK - ADMINISTRATION	6	14.87	1	1	Male Female	1			1				
MAINTENANCE CLERK - SHOP	6	15.57	1	1	Male Female	1				1			
MECHANIC HELPER	7A	16.52 - 20.58	15	9	Male Female	14 1	6	2	6 1				
FLEET ANALYST I	5	8	2		Male Female	2	2						
EQUIPMENT MECHANIC	7A	18.93 - 25.30	39	33	Male Female	39	6	3	26	4			
BUILDING MAINTENANCE MECHANIC	7A	23.51 - 25.30	5	2	Male Female	5	3	1		1			
BODY AND PAINT WORKER	7A	25.30	2	1	Male Female	2	1		1				
SHIFT SUPERVISOR	1	5	10	2	Male Female	9 1	7 1		2				
FACILITY SUPERVISOR	1	5	1		Male Female	1	1						

Continued...

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

### Work Force Analysis

Department: MAINTENANCE

Omnitrans  
06/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPI	Two+
TECHNICAL SERVICES MANAGER	1	4	1		Male Female	1	1						
MAINTENANCE MANAGER	1	3	2	1	Male Female	2	1		1				
FACILITY MANAGER	1	3	1		Male Female	1	1						
DIRECTOR OF MAINTENANCE	1	2	1		Male Female	1	1						
<b>Department Total</b>			101	69	Male	95	29	10	50	6	0	0	0
<b>% of Total</b>				68.32	% of Total	94.06	28.71	9.90	49.50	6.94	.00	.00	.00
					Female	6	3	1	1	1	0	0	0
					% of Total	5.94	2.97	.99	.99	.99	.00	.00	.00

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

### Work Force Analysis

Department: MARKETING

Omnitrans  
06/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOP/	Two+
MARKETING DELIVERY CLERK -part time	6	12.83	1	1	Male Female	1			1				
MAINTENANCE WORKER	7A	12.99 - 17.36	6	4	Male Female	6	2		4				
INFORMATION CLERK	6	14.20 - 15.57	5	5	Male Female	1 4		1	3				
RECEPTIONIST	6	15.57	2	2	Male Female	2			2				
INFORMATION CLERK-part time	6	15.76	1	1	Male Female	1			1				
MARKETING CLERK	6	16.51	1	1	Male Female	1			1				
MARKETING SPECIALIST	2	7	2		Male Female	2	2						
SALES SUPERVISOR	1	6	1	1	Male Female	1			1				
CUSTOMER SERVICES SUPERVISOR	1	6	1	1	Male Female	1			1				
STOPS AND STATIONS SUPERVISOR	1	6	1		Male Female	1	1						
COMMUNITY OUTREACH SPECIALIST	2	5	1	1	Male Female	1			1				
DIRECTOR OF MARKETING	1	2	1		Male Female	1	1						

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

### Work Force Analysis

Department: **MARKETING**

Omnitrans  
06/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	Amlnd	NH/PI	Twt
<b>Department Total</b>			23	17	Male	8	3	0	5	0	0	0	0
<b>% of Total</b>				73.91	% of Total	34.78	13.04	.00	21.74	.00	.00	.00	.00
<b>Female</b>					% of Total	15	3	1	11	0	0	0	0
<b>% of Total</b>					% of Total	65.22	13.04	4.35	47.83	.00	.00	.00	.00

*Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).*

### Work Force Analysis

Department: OPERATIONS

Omnitrans  
06/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPI	Two+
COACH OPERATOR	7	12.25 - 20.72	401	306	Male	234	53	99	75	6	1		
					Female	167	42	82	40	1			2
CLERICAL HELPER	6	12.83	1	1	Male								
					Female	1		1					
PARATRANSIT ELIGIBILITY TECHNICIAN	6	13.73	2	1	Male								
					Female	2	1		1				
ADMINISTRATIVE CLERK - OPS	6	16.51	2	1	Male								
					Female	2	1				1		
SENIOR SECRETARY - OPERATIONS	5	8	1		Male								
					Female	1	1						
DISPATCHER	2	7	6	1	Male	5	4	1					
					Female	1	1						
FIELD SUPERVISOR	1	6	15	5	Male	12	8	3	1				
					Female	3	2	1					
FLEET SAFETY AND TRAINING INSTRUCTOR	2	6	6	3	Male	4	3			1			
					Female	2		2					
APPLICATIONS SPECIALIST- OPS	2	6	1	1	Male			1					
					Female	1							
OPERATIONS SERVICES SUPERVISOR	1	6	1		Male	1	1						
					Female								
OPERATIONS ANALYST	2	6	2	1	Male	1			1				
					Female	1	1						
ASSISTANT TRANSPORTATION MANAGER	1	5	2	2	Male	1			1				
					Female	1			1				

Continued...

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

### Work Force Analysis

Department: OPERATIONS

Omnitrans  
06/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPJ	Two+
DISPATCH SUPERVISOR	1	5	1		Male	1	1						
					Female								
TRANSPORTATION MANAGER	1	3	1		Male	1	1						
					Female								
TRANSPORTATION MANAGER - EV	1	3	1		Male	1	1						
					Female								
DIRECTOR OF OPERATIONS	1	2	1		Male	1	1						
					Female								
<b>Department Total</b>			<b>444</b>	<b>322</b>	<b>Male</b>	<b>263</b>	<b>73</b>	<b>104</b>	<b>76</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>% of Total</b>				<b>72.62</b>	<b>% of Total</b>	<b>59.23</b>	<b>16.44</b>	<b>23.42</b>	<b>17.67</b>	<b>1.60</b>	<b>.23</b>	<b>.00</b>	<b>.00</b>
					<b>Female</b>	<b>181</b>	<b>49</b>	<b>86</b>	<b>42</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
					<b>% of Total</b>	<b>40.77</b>	<b>11.04</b>	<b>19.37</b>	<b>9.46</b>	<b>.23</b>	<b>.23</b>	<b>.00</b>	<b>.46</b>

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

### Work Force Analysis

Department: PLANNING

Omnitrans  
05/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPi	Twor
ADMIN SECRETARY-PLANNING	5	8	1	1	Male								
					Female	1			1				
TRANSIT PLANNER I	2	7	1		Male	1	1						
					Female								
PLANNING PROJECT MANAGER	2	5	1		Male								
					Female	1	1						
TRANSIT PLANNER II	2	5	1	1	Male								
					Female	1			1				
Planning & Scheduling Manager	1	3	1		Male	1	1						
					Female								
DIRECTOR OF PLANNING & DEVELOPMENT SVCS	1	2	1	1	Male	1				1			
					Female								
<b>Department Total</b>			6	3	Male	3	2	0	0	1	0	0	0
<b>% of Total</b>				50.00	% of Total	50.00	33.33	.00	.00	16.67	.00	.00	.00
					Female	3	1	0	2	0	0	0	0
					% of Total	50.00	16.67	.00	33.33	.00	.00	.00	.00

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

### Work Force Analysis

Department: PROCUREMENT

Omnitrans  
06/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPI	Two+
ADMINISTRATIVE CLERK - PROCUREMENT	6	13.73 - 16.51	2	1	Male								
					Female	2	1	1					
PARTS CLERK	6	13.73 - 16.51	10	5	Male	9	4	1	4				
					Female	1	1						
WARRANTY COORDINATOR	5	8	1		Male								
					Female	1	1						
CONTRACTS SPECIALIST	2	6	1		Male								
					Female	1	1						
MATERIALS SUPERVISOR	2	6	1		Male	1	1						
					Female								
SENIOR BUYER	1	5	1		Male	1	1						
					Female								
SR CONTRACTS SPECIALIST	1	4	2	1	Male								
					Female	2	1	1					
DIRECTOR OF PROCUREMENT	1	2	1		Male								
					Female	1	1						
<b>Department Total</b>			19	7	Male	11	6	1	4	0	0	0	0
<b>% of Total</b>				36.84	% of Total	57.89	31.58	5.26	21.05	.00	.00	.00	.00
					Female	8	6	2	0	0	0	0	0
					% of Total	42.11	31.58	10.53	.00	.00	.00	.00	.00

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

### Work Force Analysis

Department: SAFETY AND SECURITY

Omnitrans  
06/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	Amlnd	NHOPI	Twot
LOSS PREVENTION & SECURITY SUPERVISOR	1	6	1		Male	1	1						
					Female								
SAFETY & REG COMPLIANCE SPECIALIST	2	5	2	1	Male								
					Female	2	1		1				
CONSTRUCTION SAFETY MANAGER	1	4	1		Male	1	1						
					Female								
DIRECTOR OF SAFETY & REG COMPL	1	2	1	1	Male	1			1				
					Female								
<b>Department Total</b>			<b>5</b>	<b>2</b>	<b>Male</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% of Total</b>				<b>40.00</b>	<b>% of Total</b>	<b>60.00</b>	<b>40.00</b>	<b>.00</b>	<b>20.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
					<b>Female</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
					<b>% of Total</b>	<b>40.00</b>	<b>20.00</b>	<b>.00</b>	<b>20.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

### Work Force Analysis

Department: SBX

Omnitrans  
06/09/2011

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	A/Ind	NHOP/	Two+
DOCUMENT CONTROL ANALYST	2	7	1	1	Male								
					Female	1		1					
PROJECT ANALYST	2	6	1		Male	1	1						
					Female								
Quality Assurance Manager	1	3	1	1	Male	1				1			
					Female								
PUBLIC RELATIONS SPECIALIST	2	4	1	1	Male	1		1					
					Female								
PROJECT CONTROL MANAGER	1	3	1	1	Male	1				1			
					Female								
PLANNING MGR-CAPITAL PROJECTS	1	3	1	1	Male	1				1			
					Female								
PROGRAM MANAGER	1	1	1	1	Male	1				1			
					Female								
<b>Department Total</b>			7	6	Male	6	1	1	0	4	0	0	0
<b>% of Total</b>				85.71	% of Total	85.71	14.29	14.29	.00	57.14	.00	.00	.00
					Female	1	0	1	0	0	0	0	0
					% of Total	14.29	.00	14.29	.00	.00	.00	.00	.00
<b>Facility Total</b>			637	446	Male	403	118	119	140	25	1	0	0
<b>% of Total</b>				70.02	% of Total	63.27	18.52	18.68	21.98	3.92	.16	.00	.00
					Female	234	73	91	63	4	1	0	2
					% of Total	36.73	11.46	14.29	9.89	.63	.16	.00	.31

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

### Work Force Analysis Summary

Omnitrans  
08/09/2011

Department	Total	Total Min			Total		White		Black		Hisp		Asian		AmInd		NHOPi		Two+					
		#	%		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%				
ADMINISTRATION	5	2	40.00	Male	3	60.00	1	20.00	1	20.00	1	20.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00		
				Female	2	40.00	2	40.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
FINANCE	12	9	75.00	Male	4	33.33	0	0.00	2	16.67	0	0.00	2	16.67	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				Female	8	66.67	3	25.00	0	0.00	3	25.00	2	16.67	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
HUMAN RESOURCES	9	4	44.44	Male	1	11.11	0	0.00	0	0.00	1	11.11	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				Female	8	88.89	5	55.56	0	0.00	3	33.33	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
INFORMATION TECHNOLOGY SV	6	5	83.33	Male	6	100.00	1	16.67	0	0.00	0	0.00	5	83.33	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				Female	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
MAINTENANCE	101	69	68.32	Male	95	94.06	29	28.71	10	9.90	50	49.50	6	5.94	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				Female	6	5.94	3	2.97	1	0.99	1	0.99	1	0.99	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
MARKETING	23	17	73.91	Male	8	34.78	3	13.04	0	0.00	5	21.74	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				Female	15	65.22	3	13.04	1	4.35	11	47.83	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
OPERATIONS	444	322	72.52	Male	263	59.23	73	16.44	104	23.42	78	17.57	7	1.58	1	0.23	0	0.00	0	0.00	0	0.00	0	0.00
				Female	181	40.77	49	11.04	86	19.37	42	9.46	1	0.23	1	0.23	0	0.00	0	0.00	2	0.45	0	0.00
PLANNING	6	3	50.00	Male	3	50.00	2	33.33	0	0.00	0	0.00	1	16.67	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				Female	3	50.00	1	16.67	0	0.00	2	33.33	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
PROCUREMENT	19	7	36.84	Male	11	57.89	6	31.58	1	5.26	4	21.05	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				Female	8	42.11	6	31.58	2	10.53	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
SAFETY AND SECURITY	5	2	40.00	Male	3	60.00	2	40.00	0	0.00	1	20.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				Female	2	40.00	1	20.00	0	0.00	1	20.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
SBX	7	6	85.71	Male	6	85.71	1	14.29	1	14.29	0	0.00	4	57.14	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				Female	1	14.29	0	0.00	1	14.29	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Facility Total % of Total	637	446	70.02	Male	403	63.27	118	18.52	119	18.68	140	21.98	25	3.92	1	0.16	0	0.00	0	0.00	0	0.00	0	0.00
				Female	234	36.73	73	11.46	91	14.29	63	9.89	4	0.63	1	0.16	0	0.00	2	0.31	0	0.00	0	0.00

Wage range is according to levels in Policy 402 in the Personnel Policy Manual (Exhibit 3). Represented employee wages reflected in applicable MOU's (Exhibits 1 and 2).

**Job Groups, EEO Codes, and Census Occupations  
Assigned to Job Titles**

Omnitrans 06/09/2011

Sorted by Job Title

## Job Groups, EEO Codes, and Census Occupations Assigned to Job Titles

Sorted by Job Title

OmniTrans  
08/09/2011

Job Title	Job Group	EEO Code	Census Occupation
ACCOUNTANT	20 Professionals	2	080 Accountants and Auditors
ACCOUNTING CLERK	05B Clerical Support (Union)	6	512 Bookkeeping/Accounting/Auditing Cler
ACCOUNTING MANAGER	01B Management	1	012 Financial Managers
ADMIN SECRETARY-PLANNING	05A Clerical Support	5	570 Secretaries and Administrative Assts
ADMINISTRATIVE CLERK - FIN	05B Clerical Support (Union)	6	586 Office Clerks, General
ADMINISTRATIVE CLERK - OPS	05B Clerical Support (Union)	6	586 Office Clerks, General
ADMINISTRATIVE CLERK - PROCUREMENT	05B Clerical Support (Union)	6	515 Procurement Clerks
ADMINISTRATIVE SECRETARY	05A Clerical Support	5	570 Secretaries and Administrative Assts
APPLICATION DEVELOPER	20 Professionals	2	100 Computer Scientists and Systems Anal
APPLICATIONS SPECIALIST- OPS	20 Professionals	2	110 Network/ Computer Systems Administra
ASSISTANT TO THE CEO/GM	20 Professionals	5	570 Secretaries and Administrative Assts
ASSISTANT TRANSPORTATION MANAGER	01B Management	1	016 Transportation/Storage/Distribution
BODY AND PAINT WORKER	07A Skilled Maintenance	7A	715 Automotive Body and Related Repairer
BUILDING MAINTENANCE MECHANIC	07A Skilled Maintenance	7A	734 Maintenance and Repair Workers, Gene
CHIEF FINANCIAL OFFICER	01A Sr. Management	1	001 Chief Executives
CLERICAL HELPER	05B Clerical Support (Union)	6	586 Office Clerks, General
COACH OPERATOR	07B Operators	7	912 Bus Drivers
COMMUNITY OUTREACH SPECIALIST	20 Professionals	2	282 Public Relations Specialists
CONSTRUCTION SAFETY MANAGER	01B Management	1	022 Construction Managers
CONTRACTS SPECIALIST	20 Professionals	2	053 Purch Agnts Exopt Whls/Retail/Farm
CUSTODIAN	80 Service Workers	8	422 Janitors and Building Cleaners
CUSTOMER SERVICES SUPERVISOR	01C Supervisors	1	006 Public Relations Managers
Chief Executive Officer	01A Sr. Management	1	001 Chief Executives
DATABASE ADMINISTRATOR	20 Professionals	2	106 Database Administrators
DIRECTOR OF FINANCE	01A Sr. Management	1	012 Financial Managers
DIRECTOR OF HUMAN RESOURCES	01A Sr. Management	1	013 Human Resources Managers
DIRECTOR OF INFORMATION TECHNOLOGY	01A Sr. Management	1	011 Computer/Information Systems Manager
DIRECTOR OF INTERNAL AUDIT SERVICES	01A Sr. Management	1	010 Administrative Services Managers

**Job Groups, EEO Codes, and Census Occupations  
Assigned to Job Titles**

Sorted by Job Title

Omnitrans  
06/09/2011

Job Title	Job Group	EEO Code	Census Occupation
DIRECTOR OF MAINTENANCE	01A Sr. Management	1	002 General and Operations Managers
DIRECTOR OF MARKETING	01A Sr. Management	1	005 Marketing and Sales Managers
DIRECTOR OF OPERATIONS	01A Sr. Management	1	002 General and Operations Managers
DIRECTOR OF PLANNING & DEVELOPMENT SVCS	01A Sr. Management	1	043 Managers, All Other
DIRECTOR OF PROCUREMENT	01A Sr. Management	1	015 Purchasing Managers
DIRECTOR OF SAFETY & REG COMPL	01A Sr. Management	1	043 Managers, All Other
DISPATCH SUPERVISOR	01C Supervisors	1	552 Dispatchers
DISPATCHER	20 Professionals	2	552 Dispatchers
DOCUMENT CONTROL ANALYST	20 Professionals	2	071 Management Analysts
EMPLOYEE RELATIONS MANAGER	01B Management	1	013 Human Resources Managers
EQUIPMENT MECHANIC	07A Skilled Maintenance	7A	721 Bus/Truck Mech and Diesel Engine Spo
FACILITY MANAGER	01B Management	1	043 Managers, All Other
FACILITY SUPERVISOR	01C Supervisors	1	700 Frst-Line Spw/Mgr Mech/Install/Repai
FIELD SUPERVISOR	01C Supervisors	1	900 Spvs Transport/Material Moving Worke
FLEET ANALYST I	05A Clerical Support	5	122 Operations Research Analysts
FLEET SAFETY AND TRAINING INSTRUCTOR	20 Professionals	2	062 HR/Training/Labor Relations Speciali
HUMAN RESOURCES ANALYST	20 Professionals	2	062 HR/Training/Labor Relations Speciali
HUMAN RESOURCES ASSISTANT	05A Clerical Support	5	536 HR Assts, Exopt Payroll and Timekeep
HUMAN RESOURCES CLERK	05A Clerical Support	5	586 Office Clerks, General
HUMAN RESOURCES LEAVE ADMINISTRATOR	20 Professionals	2	062 HR/Training/Labor Relations Speciali
HUMAN RESOURCES SPECIALIST	20 Professionals	2	062 HR/Training/Labor Relations Speciali
INFORMATION CLERK	05B Clerical Support (Union)	6	540 Receptionists and Information Clerks
INFORMATION CLERK-part time	05B Clerical Support (Union)	6	540 Receptionists and Information Clerks
LOSS PREVENTION & SECURITY SUPERVISOR	01C Supervisors	1	373 Spvs, Protect Srv Workers, All Othe
MAINTENANCE CLERK - ADMINISTRATION	05B Clerical Support (Union)	6	586 Office Clerks, General
MAINTENANCE CLERK - SHOP	05B Clerical Support (Union)	6	586 Office Clerks, General
MAINTENANCE MANAGER	01B Management	1	700 Frst-Line Spw/Mgr Mech/Install/Repai
MAINTENANCE WORKER	07A Skilled Maintenance	7A	734 Maintenance and Repair Workers, Gene

**Job Groups, EEO Codes, and Census Occupations  
Assigned to Job Titles**

Sorted by Job Title

Omnitrans  
06/09/2011

Job Title	Job Group	EEO Code	Census Occupation
MARKETING CLERK	05B Clerical Support (Union)	6	586 Office Clerks, General
MARKETING DELIVERY CLERK -part time	05B Clerical Support (Union)	6	586 Office Clerks, General
MARKETING SPECIALIST	20 Professionals	2	181 Market and Survey Researchers
MATERIALS SUPERVISOR	01C Supervisors	2	053 Purch Agnts Exopt Whls/Retail/Farm
MECHANIC HELPER	07A Skilled Maintenance	7A	761 Helpers-Install/Maint/Repair Worker
OPERATIONS ANALYST	20 Professionals	2	122 Operations Research Analysts
OPERATIONS SERVICES SUPERVISOR	01C Supervisors	1	770 First-Line Spw/Mgr Prod/Operating Wr
PARATRANSIT ELIGIBILITY TECHNICIAN	05B Clerical Support (Union)	6	586 Office Clerks, General
PARTS CLERK	05B Clerical Support (Union)	6	562 Stock Clerks and Order Fillers
PAYROLL TECHNICIAN	05A Clerical Support	5	514 Payroll and Timekeeping Clerks
PLANNING MGR-CAPITAL PROJECTS	01B Management	1	030 Engineering Managers
PLANNING PROJECT MANAGER	20 Professionals	2	184 Urban and Regional Planners
PROGRAM MANAGER	01A Sr. Management	1	043 Managers, All Other
PROJECT ANALYST	20 Professionals	2	071 Management Analysts
PROJECT CONTROL MANAGER	01B Management	1	043 Managers, All Other
PUBLIC RELATIONS SPECIALIST	20 Professionals	2	282 Public Relations Specialists
Planning & Scheduling Manager	01B Management	1	043 Managers, All Other
Quality Assurance Manager	01B Management	1	022 Construction Managers
RECEPTIONIST	05B Clerical Support (Union)	6	540 Receptionists and Information Clerks
SAFETY & REG COMPLIANCE SPECIALIST	20 Professionals	2	143 Indust Engs, Including Health and Sa
SALES SUPERVISOR	01C Supervisors	1	005 Marketing and Sales Managers
SENIOR BUYER	20 Professionals	1	053 Purch Agnts Exopt Whls/Retail/Farm
SENIOR SECRETARY - OPERATIONS	05A Clerical Support	5	570 Secretaries and Administrative Assts
SHIFT SUPERVISOR	01C Supervisors	1	700 Frst-Line Spw/Mgr Mech/Install/Repai
SR CONTRACTS SPECIALIST	20 Professionals	1	053 Purch Agnts Exopt Whls/Retail/Farm
SR. FINANCIAL ANALYST	20 Professionals	2	084 Financial Analysts
STOPS AND STATIONS SUPERVISOR	01C Supervisors	1	700 Frst-Line Spw/Mgr Mech/Install/Repai
TECHNICAL SERVICES MANAGER	01B Management	1	062 HR/Training/Labor Relations Speciali

**Job Groups, EEO Codes, and Census Occupations  
Assigned to Job Titles**

Sorted by Job Title

Omnitrans  
08/09/2011

Job Title	Job Group	EEO Code	Census Occupation
TIRE REPAIR WORKER	07A Skilled Maintenance	7A	715 Automotive Body and Related Repairer
TRANSIT PLANNER I	20 Professionals	2	184 Urban and Regional Planners
TRANSIT PLANNER II	20 Professionals	2	184 Urban and Regional Planners
TRANSPORTATION MANAGER	01B Management	1	016 Transportation/Storage/Distribution
TRANSPORTATION MANAGER - EV	01B Management	1	016 Transportation/Storage/Distribution
TREASURY MANAGER	01B Management	1	012 Financial Managers
UTILITY SERVICE WORKER	80 Service Workers	8	961 Cleaners of Vehicles and Equipment
WARRANTY COORDINATOR	05A Clerical Support	5	F04 Other Professional Workers
WEB DESIGNER	20 Professionals	2	100 Computer Scientists and Systems Anal

## **Job Group Analysis**

Omnitrans 06/09/2011

### Job Group Analysis

Job Group: 01A Sr. Management

Omnitrans  
06/09/2011

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
DIRECTOR OF FINANCE	FINANCE	2	1		1	1					
DIRECTOR OF SAFETY & REG COMPL	SAFETY AND SECURITY	2	1		1		1				
DIRECTOR OF MARKETING	MARKETING	2	1	1							
DIRECTOR OF INTERNAL AUDIT SERVICES	ADMINISTRATION	2	1		1	1					
DIRECTOR OF HUMAN RESOURCES	HUMAN RESOURCES	2	1	1							
DIRECTOR OF MAINTENANCE	MAINTENANCE	2	1								
DIRECTOR OF INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY SV	2	1		1			1			
DIRECTOR OF PROCUREMENT	PROCUREMENT	2	1	1							
DIRECTOR OF OPERATIONS	OPERATIONS	2	1								
PROGRAM MANAGER	SBX	1	1		1			1			
CHIEF FINANCIAL OFFICER	ADMINISTRATION	1	1								
DIRECTOR OF PLANNING & DEVELOPMENT SVCS	PLANNING	2	1		1			1			
Chief Executive Officer	ADMINISTRATION	contr	1		1		1				
<b>Job Group Total</b>			13	3	7	2	2	3	0	0	0
<i>% of Total</i>				23.08	53.85	15.38	15.38	23.08	0.00	0.00	0.00

### Job Group Analysis

Job Group: 01B Management

Omnitrans  
06/09/2011

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
ASSISTANT TRANSPORTATION MANAGER	OPERATIONS	5	2	1	2		2				
TECHNICAL SERVICES MANAGER	MAINTENANCE	4	1								
Planning & Scheduling Manager	PLANNING	3	1								
MAINTENANCE MANAGER	MAINTENANCE	3	2		1		1				
CONSTRUCTION SAFETY MANAGER	SAFETY AND SECURITY	4	1								
TREASURY MANAGER	FINANCE	3	1		1	1					
ACCOUNTING MANAGER	FINANCE	3	1	1	1			1			
TRANSPORTATION MANAGER	OPERATIONS	3	1								
FACILITY MANAGER	MAINTENANCE	3	1								
TRANSPORTATION MANAGER - EV	OPERATIONS	3	1								
Quality Assurance Manager	SBX	3	1		1			1			
EMPLOYEE RELATIONS MANAGER	HUMAN RESOURCES	3	1		1		1				
PROJECT CONTROL MANAGER	SBX	3	1		1			1			
PLANNING MGR-CAPITAL PROJECTS	SBX	3	1		1			1			
<b>Job Group Total</b>			16	2	9	1	4	4	0	0	0
<i>% of Total</i>				12.50	56.25	6.25	25.00	25.00	0.00	0.00	0.00

### Job Group Analysis

Job Group: 01C Supervisors

Omnitrans  
08/08/2011

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
FIELD SUPERVISOR	OPERATIONS	6	15	3	5	4	1				
MATERIALS SUPERVISOR	PROCUREMENT	6	1								
SALES SUPERVISOR	MARKETING	6	1	1	1		1				
CUSTOMER SERVICES SUPERVISOR	MARKETING	6	1	1	1		1				
OPERATIONS SERVICES SUPERVISOR	OPERATIONS	6	1								
LOSS PREVENTION & SECURITY SUPERVISOR	SAFETY AND SECURITY	6	1								
STOPS AND STATIONS SUPERVISOR	MARKETING	6	1								
SHIFT SUPERVISOR	MAINTENANCE	5	10	1	2		2				
FACILITY SUPERVISOR	MAINTENANCE	5	1								
DISPATCH SUPERVISOR	OPERATIONS	5	1								
<b>Job Group Total</b>			33	6	9	4	5	0	0	0	0
<i>% of Total</i>				18.18	27.27	12.12	15.15	0.00	0.00	0.00	0.00

### Job Group Analysis

Job Group: 05A Clerical Support

Omnitrans  
06/09/2011

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
HUMAN RESOURCES CLERK	HUMAN RESOURCES	9	2	2	2		2				
ADMIN SECRETARY-PLANNING	PLANNING	8	1	1	1		1				
ADMINISTRATIVE SECRETARY	ADMINISTRATION	8	1	1							
HUMAN RESOURCES ASSISTANT	HUMAN RESOURCES	8	2	2	1		1				
WARRANTY COORDINATOR	PROCUREMENT	8	1	1							
FLEET ANALYST I	MAINTENANCE	8	2	2							
PAYROLL TECHNICIAN	FINANCE	8	2	2	1		1				
SENIOR SECRETARY - OPERATIONS	OPERATIONS	8	1	1							
<b>Job Group Total</b>			12	12	5	0	5	0	0	0	0
<i>% of Total</i>				100.00	41.67	0.00	41.67	0.00	0.00	0.00	0.00

### Job Group Analysis

Job Group: 05B Clerical Support (Union)

Omnitrans  
08/09/2011

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
CLERICAL HELPER	OPERATIONS	12.83	1	1	1	1					
MARKETING DELIVERY CLERK -part time	MARKETING	12.83	1	1	1		1				
PARATRANSIT ELIGIBILITY TECHNICIAN	OPERATIONS	13.73	2	2	1		1				
ADMINISTRATIVE CLERK - PROCUREMENT	PROCUREMENT	13.73 - 16.51	2	2	1	1					
PARTS CLERK	PROCUREMENT	13.73 - 16.51	10	1	5	1	4				
INFORMATION CLERK	MARKETING	14.20 - 15.57	5	4	5	1	4				
MAINTENANCE CLERK - ADMINISTRATION	MAINTENANCE	14.87	1		1		1				
MAINTENANCE CLERK - SHOP	MAINTENANCE	15.57	1	1	1			1			
RECEPTIONIST	MARKETING	15.57	2	2	2		2				
INFORMATION CLERK-part time	MARKETING	15.76	1	1	1		1				
ACCOUNTING CLERK	FINANCE	16.51	2	2	1		1				
ADMINISTRATIVE CLERK - FIN	FINANCE	16.51	1	1	1		1				
ADMINISTRATIVE CLERK - OPS	OPERATIONS	16.51	2	2	1					1	
MARKETING CLERK	MARKETING	16.51	1	1	1		1				
<b>Job Group Total</b>			<b>32</b>	<b>21</b>	<b>23</b>	<b>4</b>	<b>17</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>% of Total</b>				<b>65.63</b>	<b>71.88</b>	<b>12.50</b>	<b>53.13</b>	<b>3.13</b>	<b>3.13</b>	<b>0.00</b>	<b>0.00</b>

### Job Group Analysis

Job Group: 07A Skilled Maintenance

Omnitrans  
06/09/2011

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
MAINTENANCE WORKER	MARKETING	12.99 - 17.36	6		4		4				
TIRE REPAIR WORKER	MAINTENANCE	13.76 - 18.43	2		2		2				
MECHANIC HELPER	MAINTENANCE	16.52 - 20.58	15	1	9	2	7				
EQUIPMENT MECHANIC	MAINTENANCE	18.93 - 25.30	39		33	3	26	4			
BUILDING MAINTENANCE MECHANIC	MAINTENANCE	23.51 - 25.30	5		2	1		1			
BODY AND PAINT WORKER	MAINTENANCE	25.30	2		1		1				
<b>Job Group Total</b>			<b>69</b>	<b>1</b>	<b>51</b>	<b>6</b>	<b>40</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% of Total</b>				<b>1.45</b>	<b>73.91</b>	<b>8.70</b>	<b>57.97</b>	<b>7.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### Job Group Analysis

Job Group: 07B Operators

Omnitrans  
08/09/2011

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
COACH OPERATOR	OPERATIONS	12.25 - 20.72	401	167	306	181	115	7	1		2
<b>Job Group Total</b>			401	167	306	181	115	7	1	0	2
<i>% of Total</i>				41.65	76.31	45.14	28.68	1.75	0.25	0.00	0.50

### Job Group Analysis

Job Group: 20 Professionals

Omnitrans  
06/09/2011

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
DISPATCHER	OPERATIONS	7	6	1	1	1					
MARKETING SPECIALIST	MARKETING	7	2	2							
DOCUMENT CONTROL ANALYST	SBX	7	1	1	1	1					
CONTRACTS SPECIALIST	PROCUREMENT	6	1	1							
FLEET SAFETY AND TRAINING INSTRUCTOR	OPERATIONS	6	6	2	3	2		1			
ACCOUNTANT	FINANCE	6	2		2				2		
PROJECT ANALYST	SBX	6	1								
APPLICATIONS SPECIALIST- OPS	OPERATIONS	6	1		1	1					
TRANSIT PLANNER I	PLANNING	7	1								
HUMAN RESOURCES ANALYST	HUMAN RESOURCES	6	1	1							
OPERATIONS ANALYST	OPERATIONS	6	2	1	1		1				
HUMAN RESOURCES SPECIALIST	HUMAN RESOURCES	6	1	1							
PLANNING PROJECT MANAGER	PLANNING	5	1	1							
SENIOR BUYER	PROCUREMENT	5	1								
TRANSIT PLANNER II	PLANNING	5	1	1	1		1				
APPLICATION DEVELOPER	INFORMATION TECHNOLOGY SV	5	3		2			2			
ASSISTANT TO THE CEO/GM	ADMINISTRATION	5	1	1							
SAFETY & REG COMPLIANCE SPECIALIST	SAFETY AND SECURITY	5	2	2	1		1				
HUMAN RESOURCES LEAVE ADMINISTRATOR	HUMAN RESOURCES	5	1	1							
COMMUNITY OUTREACH SPECIALIST	MARKETING	5	1	1	1		1				
SR. FINANCIAL ANALYST	FINANCE	5	2	2	1			1			

Continued...

### Job Group Analysis

Job Group: 20 Professionals

Omnitrans  
08/09/2011

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
SR CONTRACTS SPECIALIST	PROCUREMENT	4	2	2	1	1					
WEB DESIGNER	INFORMATION TECHNOLOGY SV	5	1		1			1			
DATABASE ADMINISTRATOR	INFORMATION TECHNOLOGY SV	4	1		1			1			
PUBLIC RELATIONS SPECIALIST	SBX	4	1		1	1					
<b>Job Group Total</b>			<b>43</b>	<b>21</b>	<b>19</b>	<b>7</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>% of Total</i>				<i>48.84</i>	<i>44.19</i>	<i>16.28</i>	<i>9.30</i>	<i>18.60</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>

### Job Group Analysis

Job Group: 80 Service Workers

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Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
UTILITY SERVICE WORKER	MAINTENANCE	12.03 - 16.07	15		14	3	10	1			
CUSTODIAN	MAINTENANCE	14.57 - 15.70	3	1	3	2	1				
<b>Job Group Total</b>			18	1	17	5	11	1	0	0	0
<i>% of Total</i>				5.56	94.44	27.78	61.11	5.56	0.00	0.00	0.00
<b>Facility Total</b>			637	234	446	210	203	29	2	0.00	2.00
<i>% of Total</i>				36.73	70.02	32.97	31.87	4.55	0.31	0.00	0.31

**Job Group Analysis Summary**

Omnitrans  
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Job Group	Total	Female		Total Min		Black		Hisp		Asian		Amind		NHOPi		Two+	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
01A Sr. Management	13	3	23.08	7	53.85	2	15.38	2	15.38	3	23.08	0	0.00	0	0.00	0	0.00
01B Management	16	2	12.50	9	56.25	1	6.25	4	25.00	4	25.00	0	0.00	0	0.00	0	0.00
01C Supervisors	33	6	18.18	9	27.27	4	12.12	5	15.15	0	0.00	0	0.00	0	0.00	0	0.00
05A Clerical Support	12	12	100.00	5	41.67	0	0.00	5	41.67	0	0.00	0	0.00	0	0.00	0	0.00
05B Clerical Support (Union)	32	21	65.63	23	71.88	4	12.50	17	53.13	1	3.13	1	3.13	0	0.00	0	0.00
07A Skilled Maintenance	69	1	1.45	51	73.91	6	8.70	40	57.97	5	7.25	0	0.00	0	0.00	0	0.00
07B Operators	401	167	41.65	306	76.31	181	45.14	115	28.68	7	1.75	1	0.25	0	0.00	2	0.50
20 Professionals	43	21	48.84	19	44.19	7	16.28	4	9.30	8	18.60	0	0.00	0	0.00	0	0.00
80 Service Workers	18	1	5.56	17	94.44	5	27.78	11	61.11	1	5.56	0	0.00	0	0.00	0	0.00
<b>Facility Total % of Facility Total</b>	<b>637</b>	<b>234</b>	<b>36.73</b>	<b>446</b>	<b>70.02</b>	<b>210</b>	<b>32.97</b>	<b>203</b>	<b>31.87</b>	<b>29</b>	<b>4.55</b>	<b>2</b>	<b>0.31</b>	<b>0</b>	<b>0.00</b>	<b>2</b>	<b>0.31</b>



## Availability Analysis

Omnitrans 06/09/2011

### Availability Analysis

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06/09/2011

Job Group: 01A Sr. Management

Factor	Raw Statistics (%)								Value Weight	Weighted Factor (%)							
	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+		Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	36.49	34.99	7.08	18.15	7.42	0.85	0.11	1.38	<b>44.45</b>	16.22	15.56	3.15	8.07	3.30	0.38	0.05	0.62
	Source of Data: Census 2000 Special EEO File San Bernardino, CA																
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	31.52	40.22	13.04	14.13	13.04	0.00	0.00	0.00	<b>44.44</b>	14.01	17.87	5.80	6.28	5.80	0.00	0.00	0.00
	Source of Data: Feeder Job Groups: Management (01B), Supervisors (01C), Professionals (20)																
3 Percentage of Minorities and Women Among Those from Other Recruitment Pools	32.55	26.86	6.00	13.86	4.38	1.31	0.17	1.13	<b>11.11</b>	3.62	2.98	0.67	1.54	0.49	0.15	0.02	0.13
	Source of Data: Census 2000 Special EEO File Riverside, CA																
									<b>100.00</b>								
Job Group Final Availabilities (%)										<b>33.84</b>	<b>36.41</b>	<b>9.61</b>	<b>15.89</b>	<b>9.58</b>	<b>0.52</b>	<b>0.07</b>	<b>0.74</b>

### Availability Analysis

Omnitrans  
06/09/2011

Job Group: 01B Management

Factor	Raw Statistics (%)								Value Weight	Weighted Factor (%)							
	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+		Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	26.76	35.95	5.66	22.59	4.87	1.03	0.18	1.62	<b>46.16</b>	12.35	16.59	2.61	10.43	2.25	0.48	0.08	0.75
Source of Data: Census 2000 Special EEO File San Bernardino, CA																	
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	35.53	36.84	14.47	11.84	10.53	0.00	0.00	0.00	<b>46.15</b>	16.40	17.00	6.68	5.47	4.86	0.00	0.00	0.00
Source of Data: Feeder Job Groups: Supervisors (01C), Professionals (20)																	
3 Percentage of Minorities and Women Among Those from Other Recruitment Pools	24.90	31.34	6.32	18.39	3.21	2.01	0.58	0.82	<b>7.69</b>	1.91	2.41	0.49	1.41	0.25	0.15	0.04	0.06
Source of Data: Census 2000 Special EEO File Riverside, CA																	
									<b>100.00</b>								
Job Group Final Availabilities (%)										<b>30.66</b>	<b>36.01</b>	<b>9.78</b>	<b>17.31</b>	<b>7.35</b>	<b>0.63</b>	<b>0.13</b>	<b>0.81</b>

### Availability Analysis

Omnitrans  
06/09/2011

Job Group: 01C Supervisors

Factor	Raw Statistics (%)								Value Weight	Weighted Factor (%)							
	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+		Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	15.71	37.24	6.41	25.42	2.81	0.68	0.26	1.67	26.66	4.19	9.93	1.71	6.78	0.75	0.18	0.07	0.45
	Source of Data: Census 2000 Special EEO File San Bernardino, CA																
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	35.74	75.98	39.79	32.98	2.55	0.21	0.00	0.43	66.67	23.83	50.64	26.53	21.99	1.70	0.14	0.00	0.28
	Source of Data: Feeder Job Groups: Skilled Maintenance (07A), Operators (07B)																
3 Percentage of Minorities and Women Among Those from Other Recruitment Pools	17.33	39.68	7.85	28.34	1.67	0.64	0.02	1.07	6.67	1.16	2.65	0.53	1.89	0.11	0.04	0.00	0.07
	Source of Data: Census 2000 Special EEO File Riverside, CA																
									100.00								
Job Group Final Availabilities (%)										29.17	63.22	28.76	30.65	2.56	0.37	0.07	0.80

### Availability Analysis

Omnitrans  
08/08/2011

Job Group: 05A Clerical Support

Factor	Raw Statistics (%)								Value Weight	Weighted Factor (%)							
	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+		Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	79.76	41.54	10.71	23.48	5.87	0.72	0.10	0.66	<b>50.00</b>	39.88	20.77	5.35	11.74	2.94	0.36	0.05	0.33
	Source of Data: Census 2000 Special EEO File San Bernardino, CA																
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	65.63	71.88	12.50	53.13	3.13	3.13	0.00	0.00	<b>41.67</b>	27.35	29.95	5.21	22.14	1.30	1.30	0.00	0.00
	Source of Data: Feeder Job Groups: Clerical Support (Union) (05B)																
3 Percentage of Minorities and Women Among Those from Other Recruitment Pools	83.23	36.46	6.70	21.27	4.69	0.89	1.03	1.89	<b>8.33</b>	6.93	3.04	0.56	1.77	0.39	0.07	0.09	0.16
	Source of Data: Census 2000 Special EEO File Riverside, CA																
									<b>100.00</b>								
<b>Job Group Final Availabilities (%)</b>										<b>74.16</b>	<b>53.76</b>	<b>11.12</b>	<b>35.65</b>	<b>4.63</b>	<b>1.73</b>	<b>0.14</b>	<b>0.49</b>

### Availability Analysis

Omnitrans  
08/09/2011

Job Group: 05B Clerical Support (Union)

Factor	Raw Statistics (%)								Value Weight	Weighted Factor (%)							
	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+		Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	72.61	54.02	9.41	37.34	4.88	0.97	0.15	1.27	<b>78.12</b>	56.72	42.20	7.35	29.17	3.81	0.76	0.12	0.99
	Source of Data: Census 2000 Special EEO File San Bernardino, CA																
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3 Percentage of Minorities and Women Among Those from Other Recruitment Pools	72.95	43.40	6.23	30.08	4.59	1.38	0.38	0.74	<b>21.88</b>	15.96	9.50	1.36	6.58	1.00	0.30	0.08	0.16
	Source of Data: Census 2000 Special EEO File Riverside, CA																
									<b>100.00</b>								
Job Group Final Availabilities (%)										<b>72.68</b>	<b>51.69</b>	<b>8.71</b>	<b>35.75</b>	<b>4.82</b>	<b>1.06</b>	<b>0.20</b>	<b>1.15</b>

### Availability Analysis

Omnitrans  
08/09/2011

Job Group: 07A Skilled Maintenance

Factor	Raw Statistics (%)								Value Weight	Weighted Factor (%)							
	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+		Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	2.26	59.69	3.81	51.07	1.96	1.47	0.34	1.06	35.82	0.81	21.38	1.37	18.29	0.70	0.53	0.12	0.38
	Source of Data: Census 2000 Special EEO File San Bernardino, CA																
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	5.56	94.44	27.78	61.11	5.56	0.00	0.00	0.00	46.27	2.57	43.70	12.65	28.28	2.57	0.00	0.00	0.00
	Source of Data: Feeder Job Groups: Service Workers (80)																
3 Percentage of Minorities and Women Among Those from Other Recruitment Pools	4.35	49.23	3.58	43.03	0.81	1.29	0.03	0.49	17.91	0.78	8.82	0.64	7.71	0.14	0.23	0.01	0.09
	Source of Data: Census 2000 Special EEO File Riverside, CA																
									100.00								
Job Group Final Availabilities (%)										4.16	73.90	14.86	54.28	3.41	0.76	0.13	0.46

### Availability Analysis

Omnitrans  
06/09/2011

Job Group: 07B Operators

Factor	Raw Statistics (%)								Value Weight	Weighted Factor (%)							
	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+		Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	53.79	63.39	28.26	31.68	1.71	1.44	0.00	0.30	80.69	43.41	51.15	22.81	25.56	1.38	1.16	0.00	0.24
Source of Data: Census 2000 Special EEO File San Bernardino, CA																	
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3 Percentage of Minorities and Women Among Those from Other Recruitment Pools	53.33	47.32	15.85	26.59	0.00	3.68	0.00	1.19	19.31	10.30	9.14	3.08	5.13	0.00	0.71	0.00	0.23
Source of Data: Census 2000 Special EEO File Riverside, CA																	
<b>100.00</b>																	
<b>Job Group Final Availabilities (%)</b>										<b>53.70</b>	<b>60.29</b>	<b>25.87</b>	<b>30.69</b>	<b>1.38</b>	<b>1.87</b>	<b>0.00</b>	<b>0.48</b>

### Availability Analysis

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Job Group: 20 Professionals

Factor	Raw Statistics (%)								Value Weight	Weighted Factor (%)							
	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+		Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	53.85	41.02	8.28	21.08	9.46	0.65	0.22	1.36	46.16	24.86	18.93	3.81	9.73	4.37	0.30	0.10	0.63
	Source of Data: Census 2000 Special EEO File San Bernardino, CA																
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	41.65	76.31	45.14	28.68	1.75	0.25	0.00	0.50	33.33	13.88	25.43	15.04	9.56	0.58	0.08	0.00	0.17
	Source of Data: Feeder Job Groups: Operators (07B)																
3 Percentage of Minorities and Women Among Those from Other Recruitment Pools	48.22	32.60	6.17	19.32	4.52	1.26	0.33	0.99	20.51	9.89	6.69	1.27	3.96	0.93	0.26	0.07	0.20
	Source of Data: Census 2000 Special EEO File Riverside, CA																
									<b>100.00</b>								
<b>Job Group Final Availabilities (%)</b>										<b>48.63</b>	<b>51.05</b>	<b>20.12</b>	<b>23.25</b>	<b>5.88</b>	<b>0.64</b>	<b>0.17</b>	<b>1.00</b>

### Availability Analysis

Omnitrans  
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Job Group: 80 Service Workers

Factor	Raw Statistics (%)								Value Weight	Weighted Factor (%)								
	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+		Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+	
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	17.12	70.56	8.87	58.63	1.53	0.66	0.05	0.82	77.78	13.32	54.88	6.90	45.60	1.19	0.51	0.04	0.64	
	Source of Data: Census 2000 Special EEO File San Bernardino, CA																	
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3 Percentage of Minorities and Women Among Those from Other Recruitment Pools	17.34	65.51	9.21	52.98	0.94	1.58	0.03	0.76	22.22	3.85	14.56	2.05	11.77	0.21	0.35	0.01	0.17	
	Source of Data: Census 2000 Special EEO File Riverside, CA																	
									100.00									
Job Group Final Availabilities (%)										17.17	69.44	8.95	57.38	1.40	0.86	0.04	0.81	

## **Factor Availabilities**

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**Factor Availabilities**

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Job Group	Female (%)	Minority (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	NHOPI (%)	Two+ (%)
<b>Factor 1 - Requisite Skills in Reasonable Recruiting Area</b>								
01A Sr. Management <i>Labor Area: San Bernardino, CA</i>	36.49	34.99	7.08	18.15	7.42	0.85	0.11	1.38
01B Management <i>Labor Area: San Bernardino, CA</i>	26.76	35.95	5.66	22.59	4.87	1.03	0.18	1.62
01C Supervisors <i>Labor Area: San Bernardino, CA</i>	15.71	37.24	6.41	25.42	2.81	0.68	0.26	1.67
05A Clerical Support <i>Labor Area: San Bernardino, CA</i>	79.76	41.54	10.71	23.48	5.87	0.72	0.10	0.66
05B Clerical Support (Union) <i>Labor Area: San Bernardino, CA</i>	72.61	54.02	9.41	37.34	4.88	0.97	0.15	1.27
07A Skilled Maintenance <i>Labor Area: San Bernardino, CA</i>	2.26	59.69	3.81	51.07	1.95	1.47	0.34	1.05
07B Operators <i>Labor Area: San Bernardino, CA</i>	53.79	63.39	28.26	31.68	1.71	1.44	0.00	0.30
20 Professionals <i>Labor Area: San Bernardino, CA</i>	53.85	41.02	8.28	21.08	9.46	0.65	0.22	1.36
80 Service Workers <i>Labor Area: San Bernardino, CA</i>	17.12	70.56	8.87	58.63	1.53	0.66	0.05	0.82

**Factor Availabilities**

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Job Group	Female (%)	Minority (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	NHOPI (%)	Two+ (%)
<b>Factor 2 - Promotable, Transferable, and Trainable within Organization</b>								
01A Sr. Management	31.52	40.22	13.04	14.13	13.04	0.00	0.00	0.00
01B Management	35.53	36.84	14.47	11.84	10.53	0.00	0.00	0.00
01C Supervisors	35.74	75.96	39.79	32.98	2.55	0.21	0.00	0.43
05A Clerical Support	65.63	71.88	12.50	53.13	3.13	3.13	0.00	0.00
05B Clerical Support (Union)	-	-	-	-	-	-	-	-
07A Skilled Maintenance	5.56	94.44	27.78	61.11	5.56	0.00	0.00	0.00
07B Operators	-	-	-	-	-	-	-	-
20 Professionals	41.65	76.31	45.14	28.68	1.75	0.25	0.00	0.50
80 Service Workers	-	-	-	-	-	-	-	-

**Factor Availabilities**

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Job Group	Female (%)	Minority (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	NHOPI (%)	Two+ (%)
<b>Factor 3 - Other Recruitment Pools</b>								
01A Sr. Management <i>Labor Area: Riverside, CA</i>	32.55	26.86	6.00	13.86	4.38	1.31	0.17	1.13
01B Management <i>Labor Area: Riverside, CA</i>	24.90	31.34	6.32	18.39	3.21	2.01	0.58	0.82
01C Supervisors <i>Labor Area: Riverside, CA</i>	17.33	39.68	7.95	28.34	1.67	0.64	0.02	1.07
05A Clerical Support <i>Labor Area: Riverside, CA</i>	83.23	36.46	6.70	21.27	4.69	0.89	1.03	1.89
05B Clerical Support (Union) <i>Labor Area: Riverside, CA</i>	72.95	43.40	6.23	30.08	4.59	1.38	0.38	0.74
07A Skilled Maintenance <i>Labor Area: Riverside, CA</i>	4.35	49.23	3.58	43.03	0.81	1.29	0.03	0.49
07B Operators <i>Labor Area: Riverside, CA</i>	53.33	47.32	15.85	26.59	0.00	3.68	0.00	1.19
20 Professionals <i>Labor Area: Riverside, CA</i>	46.22	32.60	6.17	19.32	4.52	1.26	0.33	0.99
80 Service Workers <i>Labor Area: Riverside, CA</i>	17.34	65.51	9.21	52.98	0.94	1.58	0.03	0.76

### Factor Components

#### Factor 1 - Requisite Skills in Reasonable Recruiting Area

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	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 01A Sr. Management</b>		<i>Labor Area: San Bernardino, CA</i>								
<u>Employee Job Titles:</u>										
CHIEF FINANCIAL OFFICER <i>001 - Chief Executives</i>	1.00	3888	909 23.38%	1053 27.08%	145 3.73%	440 11.32%	330 8.49%	40 1.03%	4 0.10%	94 2.42%
Chief Executive Officer <i>001 - Chief Executives</i>	1.00	3888	909 23.38%	1053 27.08%	145 3.73%	440 11.32%	330 8.49%	40 1.03%	4 0.10%	94 2.42%
DIRECTOR OF FINANCE <i>012 - Financial Managers</i>	1.00	3854	2230 57.86%	1549 40.19%	270 7.01%	850 22.06%	345 8.96%	30 0.78%	4 0.10%	50 1.30%
DIRECTOR OF HUMAN RESOURCES <i>013 - Human Resources Managers</i>	1.00	2269	1250 55.09%	1229 54.16%	260 11.46%	795 35.04%	139 6.13%	15 0.66%	0 0.00%	20 0.88%
DIRECTOR OF INFORMATION TECHNOLOGY <i>011 - Computer/Information Systems Manager</i>	1.00	862	268 30.99%	327 37.97%	70 7.94%	115 13.04%	124 14.09%	8 0.91%	0 0.00%	10 1.13%
DIRECTOR OF INTERNAL AUDIT SERVICES <i>010 - Administrative Services Managers</i>	1.00	525	260 49.52%	230 43.81%	70 13.33%	110 20.96%	50 9.52%	0 0.00%	0 0.00%	0 0.00%
DIRECTOR OF MAINTENANCE <i>002 - General and Operations Managers</i>	1.00	4529	1170 26.03%	1414 31.22%	305 6.73%	695 15.36%	265 5.86%	70 1.56%	14 0.31%	65 1.44%
DIRECTOR OF MARKETING <i>005 - Marketing and Sales Managers</i>	1.00	3799	1390 36.59%	1199 31.56%	200 5.26%	655 17.24%	300 7.90%	0 0.00%	0 0.00%	44 1.16%
DIRECTOR OF OPERATIONS <i>002 - General and Operations Managers</i>	1.00	4529	1170 26.03%	1414 31.22%	305 6.73%	695 15.36%	265 5.86%	70 1.56%	14 0.31%	65 1.44%
DIRECTOR OF PLANNING & DEVELOPMENT SVCS <i>043 - Managers, All Other</i>	1.00	9180	3210 34.97%	3170 34.53%	630 6.86%	1850 20.26%	425 4.63%	110 1.20%	15 0.16%	130 1.42%
DIRECTOR OF PROCUREMENT <i>015 - Purchasing Managers</i>	1.00	888	369 41.55%	248 27.93%	49 5.52%	120 13.51%	65 7.32%	0 0.00%	0 0.00%	14 1.58%
DIRECTOR OF SAFETY & REG COMPL <i>043 - Managers, All Other</i>	1.00	9180	3210 34.97%	3170 34.53%	630 6.86%	1850 20.26%	425 4.63%	110 1.20%	15 0.16%	130 1.42%

### Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
PROGRAM MANAGER <i>043 - Managers, All Other</i>	1.00	9180	3210 34.97%	3170 34.53%	630 6.86%	1860 20.26%	425 4.63%	110 1.20%	15 0.16%	130 1.42%
Total Weight:	13.00									

### Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 01B Management</b>		Labor Area: San Bernardino, CA								
<u>Employee Job Titles:</u>										
ACCOUNTING MANAGER <i>012 - Financial Managers</i>	1.00	3854	2230 57.86%	1549 40.19%	270 7.01%	850 22.06%	345 8.95%	30 0.78%	4 0.10%	50 1.30%
ASSISTANT TRANSPORTATION MANAGER <i>016 - Transportation/Storage/Distribution</i>	2.00	1549	219 14.14%	594 38.36%	84 5.42%	390 25.16%	85 5.49%	15 0.97%	0 0.00%	20 1.29%
CONSTRUCTION SAFETY MANAGER <i>022 - Construction Managers</i>	1.00	3393	288 8.49%	748 22.05%	39 1.15%	450 13.26%	120 3.54%	65 1.92%	10 0.29%	64 1.89%
EMPLOYEE RELATIONS MANAGER <i>013 - Human Resources Managers</i>	1.00	2269	1250 55.09%	1229 54.15%	260 11.45%	795 35.04%	139 6.13%	15 0.66%	0 0.00%	20 0.88%
FACILITY MANAGER <i>043 - Managers, All Other</i>	1.00	9180	3210 34.97%	3170 34.53%	630 6.86%	1860 20.26%	425 4.63%	110 1.20%	15 0.16%	130 1.42%
MAINTENANCE MANAGER <i>700 - Pre-Line SpcMgr MechInstallRepai</i>	2.00	2488	105 4.22%	858 34.49%	114 4.58%	605 24.32%	24 0.96%	25 1.00%	10 0.40%	80 3.22%
PLANNING MGR-CAPITAL PROJECTS <i>030 - Engineering Managers</i>	1.00	533	4 0.75%	124 23.25%	4 0.75%	95 17.82%	15 2.81%	0 0.00%	0 0.00%	10 1.88%
PROJECT CONTROL MANAGER <i>043 - Managers, All Other</i>	1.00	9180	3210 34.97%	3170 34.53%	630 6.86%	1860 20.26%	425 4.63%	110 1.20%	15 0.16%	130 1.42%
Planning & Scheduling Manager <i>043 - Managers, All Other</i>	1.00	9180	3210 34.97%	3170 34.53%	630 6.86%	1860 20.26%	425 4.63%	110 1.20%	15 0.16%	130 1.42%
Quality Assurance Manager <i>022 - Construction Managers</i>	1.00	3393	288 8.49%	748 22.05%	39 1.15%	450 13.26%	120 3.54%	65 1.92%	10 0.29%	64 1.89%
TECHNICAL SERVICES MANAGER <i>062 - HR/Training/Labor Relations Speciali</i>	1.00	4369	3045 69.70%	2069 47.35%	465 10.64%	1215 27.81%	270 6.18%	44 1.01%	35 0.80%	40 0.92%
TRANSPORTATION MANAGER <i>016 - Transportation/Storage/Distribution</i>	1.00	1549	219 14.14%	594 38.36%	84 5.42%	390 25.16%	85 5.49%	15 0.97%	0 0.00%	20 1.29%

### Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans

06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
TRANSPORTATION MANAGER - EV <i>016 - Transportation/Storage/Distribution</i>	1.00	1549	219 14.14%	594 38.36%	84 5.42%	390 25.16%	85 5.49%	15 0.97%	0 0.00%	20 1.29%
TREASURY MANAGER <i>012 - Financial Managers</i>	1.00	3854	2230 57.86%	1549 40.19%	270 7.01%	850 22.06%	345 8.96%	30 0.78%	4 0.10%	50 1.30%
Total Weight:	16.00									

### Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	Amind	NHOPI	Two+
<b>Job Group: 01C Supervisors</b>		<i>Labor Area: San Bernardino, CA</i>								
<u>Employee Job Titles:</u>										
CUSTOMER SERVICES SUPERVISOR <i>906 - Public Relations Managers</i>	1.00	164	75 45.73%	44 26.83%	20 12.20%	24 14.63%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
DISPATCH SUPERVISOR <i>532 - Dispatchers</i>	1.00	2038	1163 57.07%	828 40.63%	210 10.30%	550 26.99%	10 0.49%	14 0.69%	4 0.20%	40 1.96%
FACILITY SUPERVISOR <i>700 - First-Line Spv/Mgr Mech/Install/Repar</i>	1.00	2488	105 4.22%	858 34.49%	114 4.58%	605 24.32%	24 0.96%	25 1.00%	10 0.40%	80 3.22%
FIELD SUPERVISOR <i>900 - Spvs Transport/Material Moving Works</i>	15.00	1899	305 16.06%	749 39.44%	140 7.37%	500 26.33%	80 4.21%	10 0.53%	4 0.21%	15 0.79%
LOSS PREVENTION & SECURITY SUPERVISOR <i>373 - Spvrs, Protect Srv Workers, All Othe</i>	1.00	553	74 13.36%	188 34.00%	50 9.04%	120 21.70%	14 2.53%	0 0.00%	0 0.00%	4 0.72%
MATERIALS SUPERVISOR <i>033 - Purch Agents Except Whols/Retail/Farm</i>	1.00	1412	768 54.39%	417 29.53%	29 2.05%	310 21.95%	60 4.26%	14 0.99%	0 0.00%	4 0.28%
OPERATIONS SERVICES SUPERVISOR <i>770 - First-Line Spv/Mgr Prod/Operating Wr</i>	1.00	8424	1649 19.56%	5139 61.00%	585 6.94%	4165 49.44%	245 2.91%	75 0.89%	20 0.24%	49 0.58%
SALES SUPERVISOR <i>905 - Marketing and Sales Managers</i>	1.00	3799	1390 36.59%	1199 31.55%	200 5.25%	655 17.24%	300 7.90%	0 0.00%	0 0.00%	44 1.16%
SHIFT SUPERVISOR <i>700 - First-Line Spv/Mgr Mech/Install/Repar</i>	10.00	2488	105 4.22%	858 34.49%	114 4.58%	605 24.32%	24 0.96%	25 1.00%	10 0.40%	80 3.22%
STOPS AND STATIONS SUPERVISOR <i>700 - First-Line Spv/Mgr Mech/Install/Repar</i>	1.00	2488	105 4.22%	858 34.49%	114 4.58%	605 24.32%	24 0.96%	25 1.00%	10 0.40%	80 3.22%
<b>Total Weight:</b>	<b>33.00</b>									

### Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	Amind	NHOPI	Two+
<b>Job Group: 05A Clerical Support</b>		<i>Labor Area: San Bernardino, CA</i>								
<u>Employee Job Titles:</u>										
ADMIN SECRETARY-PLANNING <i>570 - Secretaries and Administrative Assts</i>	1.00	16160	15650 96.84%	6630 41.03%	1060 6.56%	4520 27.97%	675 4.18%	175 1.08%	35 0.22%	165 1.02%
ADMINISTRATIVE SECRETARY <i>570 - Secretaries and Administrative Assts</i>	1.00	16160	15650 96.84%	6630 41.03%	1060 6.56%	4520 27.97%	675 4.18%	175 1.08%	35 0.22%	165 1.02%
FLEET ANALYST I <i>122 - Operations Research Analysts</i>	2.00	309	159 51.46%	99 32.04%	15 4.85%	49 15.86%	35 11.33%	0 0.00%	0 0.00%	0 0.00%
HUMAN RESOURCES ASSISTANT <i>536 - HR Assts, Except Payroll and Timekeep</i>	2.00	294	219 74.49%	134 45.58%	70 23.81%	45 15.31%	19 6.46%	0 0.00%	0 0.00%	0 0.00%
HUMAN RESOURCES CLERK <i>586 - Office Clerks, General</i>	2.00	8894	7710 86.69%	4889 54.97%	925 10.40%	3180 35.76%	480 5.40%	140 1.57%	15 0.17%	149 1.68%
PAYROLL TECHNICIAN <i>514 - Payroll and Timekeeping Clerks</i>	2.00	936	843 90.08%	341 36.43%	100 10.69%	209 22.33%	28 2.99%	4 0.43%	0 0.00%	0 0.00%
SENIOR SECRETARY - OPERATIONS <i>570 - Secretaries and Administrative Assts</i>	1.00	16160	15650 96.84%	6630 41.03%	1060 6.56%	4520 27.97%	675 4.18%	175 1.08%	35 0.22%	165 1.02%
WARRANTY COORDINATOR <i>R04 - Other Professional Workers</i>	1.00	66881	40942 61.22%	24967 37.33%	6217 9.30%	12948 19.36%	3738 5.59%	910 1.36%	152 0.23%	1002 1.50%
<b>Total Weight:</b>	<b>12.00</b>									

### Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	Amind	NHOPI	Two+
<b>Job Group: 05B Clerical Support (Union)</b>		Labor Area: San Bernardino, CA								
<u>Employee Job Titles:</u>										
ACCOUNTING CLERK <i>312 - Bookkeeping/Accounting/Auditing Cler</i>	2.00	8704	7885 90.60%	3304 37.95%	485 5.67%	1935 22.23%	640 7.36%	104 1.19%	25 0.29%	115 1.32%
ADMINISTRATIVE CLERK - FIN <i>386 - Office Clerks, General</i>	1.00	8894	7710 86.69%	4889 54.97%	925 10.40%	3180 35.76%	480 5.40%	140 1.57%	15 0.17%	149 1.66%
ADMINISTRATIVE CLERK - OPS <i>386 - Office Clerks, General</i>	2.00	8894	7710 86.69%	4889 54.97%	925 10.40%	3180 35.76%	480 5.40%	140 1.57%	15 0.17%	149 1.66%
ADMINISTRATIVE CLERK - PROCUREMENT <i>315 - Procurement Clerks</i>	2.00	374	274 73.26%	194 51.87%	14 3.74%	140 37.43%	40 10.70%	0 0.00%	0 0.00%	0 0.00%
CLERICAL HELPER <i>386 - Office Clerks, General</i>	1.00	8894	7710 86.69%	4889 54.97%	925 10.40%	3180 35.76%	480 5.40%	140 1.57%	15 0.17%	149 1.66%
INFORMATION CLERK <i>340 - Receptionists and Information Clerks</i>	5.00	6649	6235 93.77%	3379 50.68%	555 8.35%	2460 37.00%	245 3.66%	44 0.66%	0 0.00%	75 1.13%
INFORMATION CLERK-part time <i>340 - Receptionists and Information Clerks</i>	1.00	6649	6235 93.77%	3379 50.68%	555 8.35%	2460 37.00%	245 3.66%	44 0.66%	0 0.00%	75 1.13%
MAINTENANCE CLERK - ADMINISTRATION <i>386 - Office Clerks, General</i>	1.00	8894	7710 86.69%	4889 54.97%	925 10.40%	3180 35.76%	480 5.40%	140 1.57%	15 0.17%	149 1.66%
MAINTENANCE CLERK - SHOP <i>386 - Office Clerks, General</i>	1.00	8894	7710 86.69%	4889 54.97%	925 10.40%	3180 35.76%	480 5.40%	140 1.57%	15 0.17%	149 1.66%
MARKETING CLERK <i>386 - Office Clerks, General</i>	1.00	8894	7710 86.69%	4889 54.97%	925 10.40%	3180 35.76%	480 5.40%	140 1.57%	15 0.17%	149 1.66%
MARKETING DELIVERY CLERK -part time <i>386 - Office Clerks, General</i>	1.00	8894	7710 86.69%	4889 54.97%	925 10.40%	3180 35.76%	480 5.40%	140 1.57%	15 0.17%	149 1.66%
PARATRANSIT ELIGIBILITY TECHNICIAN <i>386 - Office Clerks, General</i>	2.00	8894	7710 86.69%	4889 54.97%	925 10.40%	3180 35.76%	480 5.40%	140 1.57%	15 0.17%	149 1.66%

### Factor Components

#### Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>PARTS CLERK</b> <i>562 - Stock Clerks and Order Fillers</i>	10.00	9807	3713 37.86%	5812 59.28%	1095 11.17%	4140 42.21%	359 3.66%	74 0.76%	25 0.26%	119 1.21%
<b>RECEPTIONIST</b> <i>540 - Receptionists and Information Clerks</i>	2.00	6649	6235 93.77%	3379 50.82%	555 8.36%	2460 37.00%	245 3.66%	44 0.66%	0 0.00%	75 1.13%
<b>Total Weight:</b>	32.00									
<b>Job Group: 07A Skilled Maintenance</b>		<b>Labor Area: San Bernardino, CA</b>								
<u>Employee Job Titles:</u>										
<b>BODY AND PAINT WORKER</b> <i>715 - Automotive Body and Related Repairer</i>	2.00	955	55 5.76%	645 67.64%	25 2.62%	550 57.69%	45 4.71%	10 1.06%	0 0.00%	15 1.57%
<b>BUILDING MAINTENANCE MECHANIC</b> <i>734 - Maintenance and Repair Workers, Gene</i>	5.00	3077	173 5.62%	1567 50.93%	179 5.82%	1135 36.89%	105 3.41%	80 2.60%	29 0.94%	39 1.27%
<b>EQUIPMENT MECHANIC</b> <i>721 - Bus/Truck Mech and Diesel Engine Spc</i>	39.00	2997	28 0.93%	1467 48.96%	145 4.84%	1159 38.67%	60 2.00%	53 1.77%	10 0.33%	40 1.33%
<b>MAINTENANCE WORKER</b> <i>734 - Maintenance and Repair Workers, Gene</i>	6.00	3077	173 5.62%	1567 50.93%	179 5.82%	1135 36.89%	105 3.41%	80 2.60%	29 0.94%	39 1.27%
<b>MECHANIC HELPER</b> <i>761 - Helpers—Install/Maint/Repair Worker</i>	15.00	174	4 2.30%	160 91.96%	0 0.00%	160 91.96%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
<b>TIRE REPAIR WORKER</b> <i>715 - Automotive Body and Related Repairer</i>	2.00	955	55 5.76%	645 67.64%	25 2.62%	550 57.69%	45 4.71%	10 1.06%	0 0.00%	15 1.57%
<b>Total Weight:</b>	69.00									
<b>Job Group: 07B Operators</b>		<b>Labor Area: San Bernardino, CA</b>								
<u>Employee Job Titles:</u>										
<b>COACH OPERATOR</b> <i>912 - Bus Drivers</i>	401.00	2636	1418 53.79%	1671 63.39%	745 28.26%	835 31.66%	45 1.71%	38 1.44%	0 0.00%	8 0.30%
<b>Total Weight:</b>	401.00									

### Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 20 Professionals</b>		<b>Labor Area: San Bernardino, CA</b>								
<u>Employee Job Titles:</u>										
ACCOUNTANT <i>080 - Accountants and Auditors</i>	2.00	6138	3843 62.61%	2723 44.35%	500 8.15%	1090 17.76%	1045 17.03%	8 0.13%	0 0.00%	80 1.30%
APPLICATION DEVELOPER <i>100 - Computer Scientists and Systems Anal</i>	3.00	2093	880 42.04%	908 43.35%	235 11.23%	390 18.63%	230 10.99%	19 0.91%	4 0.19%	30 1.43%
APPLICATIONS SPECIALIST- OPS <i>110 - Network/ Computer Systems Administra</i>	1.00	652	123 18.87%	197 30.21%	24 3.68%	99 15.18%	70 10.74%	0 0.00%	0 0.00%	4 0.61%
ASSISTANT TO THE CEO/IGM <i>570 - Secretaries and Administrative Assis</i>	1.00	16160	15650 96.84%	6630 41.03%	1060 6.56%	4520 27.97%	675 4.18%	175 1.08%	35 0.22%	165 1.02%
COMMUNITY OUTREACH SPECIALIST <i>282 - Public Relations Specialists</i>	1.00	309	170 55.02%	124 40.13%	50 16.18%	40 12.94%	15 4.85%	4 1.29%	0 0.00%	15 4.85%
CONTRACTS SPECIALIST <i>053 - Purch Agents Except Wholesale/Retail/Farm</i>	1.00	1412	768 54.39%	417 29.53%	29 2.05%	310 21.96%	60 4.25%	14 0.99%	0 0.00%	4 0.28%
DATABASE ADMINISTRATOR <i>106 - Database Administrators</i>	1.00	213	59 27.70%	78 36.62%	0 0.00%	45 21.13%	29 13.62%	0 0.00%	0 0.00%	4 1.88%
DISPATCHER <i>552 - Dispatchers</i>	6.00	2038	1163 57.07%	828 40.63%	210 10.30%	550 26.99%	10 0.49%	14 0.69%	4 0.20%	40 1.96%
DOCUMENT CONTROL ANALYST <i>071 - Management Analysts</i>	1.00	1439	530 36.83%	444 30.86%	165 11.47%	190 13.20%	69 4.79%	0 0.00%	0 0.00%	20 1.39%
FLEET SAFETY AND TRAINING INSTRUCTOR <i>062 - HR/Training/Labor Relations Speciali</i>	6.00	4369	3045 69.70%	2069 47.35%	465 10.64%	1215 27.81%	270 6.18%	44 1.01%	35 0.80%	40 0.92%
HUMAN RESOURCES ANALYST <i>062 - HR/Training/Labor Relations Speciali</i>	1.00	4369	3045 69.70%	2069 47.35%	465 10.64%	1215 27.81%	270 6.18%	44 1.01%	35 0.80%	40 0.92%
HUMAN RESOURCES LEAVE ADMINISTRATOR <i>062 - HR/Training/Labor Relations Speciali</i>	1.00	4369	3045 69.70%	2069 47.35%	465 10.64%	1215 27.81%	270 6.18%	44 1.01%	35 0.80%	40 0.92%

### Factor Components

#### Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
HUMAN RESOURCES SPECIALIST <i>062 - HR/Training/Labor Relations Speciali</i>	1.00	4369	3045 69.70%	2069 47.35%	465 10.64%	1215 27.81%	270 6.18%	44 1.01%	35 0.80%	40 0.92%
MARKETING SPECIALIST <i>181 - Market and Survey Researchers</i>	2.00	163	79 48.47%	63 38.65%	10 6.13%	39 23.93%	14 8.62%	0 0.00%	0 0.00%	0 0.00%
OPERATIONS ANALYST <i>122 - Operations Research Analysts</i>	2.00	309	159 51.46%	99 32.04%	15 4.85%	49 15.86%	35 11.33%	0 0.00%	0 0.00%	0 0.00%
PLANNING PROJECT MANAGER <i>184 - Urban and Regional Planners</i>	1.00	49	30 61.22%	24 48.95%	4 8.16%	0 0.00%	20 40.82%	0 0.00%	0 0.00%	0 0.00%
PROJECT ANALYST <i>071 - Management Analysts</i>	1.00	1439	530 36.83%	444 30.85%	165 11.47%	190 13.20%	69 4.79%	0 0.00%	0 0.00%	20 1.39%
PUBLIC RELATIONS SPECIALIST <i>282 - Public Relations Specialists</i>	1.00	309	170 55.02%	124 40.13%	50 16.18%	40 12.94%	15 4.85%	4 1.29%	0 0.00%	15 4.85%
SAFETY & REG COMPLIANCE SPECIALIST <i>143 - Indust Engrs, Including Health and Sa</i>	2.00	625	65 10.40%	270 43.20%	50 8.00%	105 16.80%	65 10.40%	10 1.60%	0 0.00%	40 6.40%
SENIOR BUYER <i>053 - Purch Agents Except Whols/Retail/Farm</i>	1.00	1412	768 54.39%	417 29.52%	29 2.05%	310 21.96%	60 4.25%	14 0.99%	0 0.00%	4 0.28%
SR CONTRACTS SPECIALIST <i>053 - Purch Agents Except Whols/Retail/Farm</i>	2.00	1412	768 54.39%	417 29.52%	29 2.05%	310 21.96%	60 4.25%	14 0.99%	0 0.00%	4 0.28%
SR. FINANCIAL ANALYST <i>084 - Financial Analysts</i>	2.00	135	70 51.85%	60 44.44%	0 0.00%	45 33.33%	15 11.11%	0 0.00%	0 0.00%	0 0.00%
TRANSIT PLANNER I <i>184 - Urban and Regional Planners</i>	1.00	49	30 61.22%	24 48.95%	4 8.16%	0 0.00%	20 40.82%	0 0.00%	0 0.00%	0 0.00%
TRANSIT PLANNER II <i>184 - Urban and Regional Planners</i>	1.00	49	30 61.22%	24 48.95%	4 8.16%	0 0.00%	20 40.82%	0 0.00%	0 0.00%	0 0.00%
WEB DESIGNER <i>100 - Computer Scientists and Systems Anal</i>	1.00	2093	880 42.04%	908 43.35%	235 11.23%	390 18.63%	230 10.99%	19 0.91%	4 0.19%	30 1.43%

### Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
Total Weight:	43.00									
<b>Job Group: 80 Service Workers</b>		Labor Area: San Bernardino, CA								
<u>Employee Job Titles:</u>										
CUSTODIAN <i>422 - Janitors and Building Cleaners</i>	3.00	10955	2965 27.07%	7150 65.27%	1210 11.06%	5290 48.29%	360 3.29%	130 1.19%	30 0.27%	130 1.19%
UTILITY SERVICE WORKER <i>961 - Cleaners of Vehicles and Equipment</i>	15.00	2537	384 15.14%	1817 71.52%	214 8.44%	1540 60.70%	30 1.18%	14 0.55%	0 0.00%	19 0.75%
Total Weight:	18.00									

### Factor Components

Factor 2 - Promotable, Transferable, and Trainable within Organization

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 01A Sr. Management</b>										
<u>Feeders:</u>										
Job Group: 01B Management	-	16	2 12.50%	9 56.25%	1 6.25%	4 25.00%	4 25.00%	0 0.00%	0 0.00%	0 0.00%
Job Group: 01C Supervisors	-	33	6 18.18%	9 27.27%	4 12.12%	5 15.15%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Job Group: 20 Professionals	-	43	21 48.84%	19 44.19%	7 16.28%	4 9.30%	8 18.60%	0 0.00%	0 0.00%	0 0.00%
<hr/>										
<b>Job Group: 01B Management</b>										
<u>Feeders:</u>										
Job Group: 01C Supervisors	-	33	6 18.18%	9 27.27%	4 12.12%	5 15.15%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Job Group: 20 Professionals	-	43	21 48.84%	19 44.19%	7 16.28%	4 9.30%	8 18.60%	0 0.00%	0 0.00%	0 0.00%
<hr/>										
<b>Job Group: 01C Supervisors</b>										
<u>Feeders:</u>										
Job Group: 07A Skilled Maintenance	-	69	1 1.45%	51 73.91%	6 8.70%	40 57.97%	5 7.26%	0 0.00%	0 0.00%	0 0.00%
Job Group: 07B Operators	-	401	167 41.65%	306 76.31%	181 45.14%	115 28.68%	7 1.75%	1 0.25%	0 0.00%	2 0.50%

### Factor Components

Factor 2 - Promotable, Transferable, and Trainable within Organization

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 05A Clerical Support</b>										
<u>Feeders:</u>										
Job Group: 05B Clerical Support (Union)	-	32	21 65.63%	23 71.88%	4 12.50%	17 53.13%	1 3.13%	1 3.13%	0 0.00%	0 0.00%
<b>Job Group: 07A Skilled Maintenance</b>										
<u>Feeders:</u>										
Job Group: 80 Service Workers	-	18	1 5.56%	17 94.44%	5 27.78%	11 61.11%	1 5.56%	0 0.00%	0 0.00%	0 0.00%
<b>Job Group: 20 Professionals</b>										
<u>Feeders:</u>										
Job Group: 07B Operators	-	401	167 41.65%	306 76.31%	181 45.14%	115 28.68%	7 1.75%	1 0.25%	0 0.00%	2 0.50%

### Factor Components

Factor 3 - Other Recruitment Pools

Omnitrans

06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 01A Sr. Management</b>		<i>Labor Area: Riverside, CA</i>								
<u>Employee Job Titles:</u>										
CHIEF FINANCIAL OFFICER <i>001 - Chief Executives</i>	1.00	3894	655 16.82%	579 14.87%	55 1.41%	245 6.29%	140 3.60%	54 1.39%	0 0.00%	85 2.18%
Chief Executive Officer <i>001 - Chief Executives</i>	1.00	3894	655 16.82%	579 14.87%	55 1.41%	245 6.29%	140 3.60%	54 1.39%	0 0.00%	85 2.18%
DIRECTOR OF FINANCE <i>012 - Financial Managers</i>	1.00	3690	2150 58.27%	1060 28.73%	220 5.99%	545 14.77%	200 5.42%	50 1.36%	15 0.41%	30 0.81%
DIRECTOR OF HUMAN RESOURCES <i>013 - Human Resources Managers</i>	1.00	1814	950 52.37%	964 53.14%	245 13.51%	615 33.90%	60 3.31%	30 1.66%	4 0.22%	10 0.55%
DIRECTOR OF INFORMATION TECHNOLOGY <i>011 - Computer/Information Systems Manager</i>	1.00	645	95 14.73%	120 18.60%	60 9.30%	40 6.20%	20 3.10%	0 0.00%	0 0.00%	0 0.00%
DIRECTOR OF INTERNAL AUDIT SERVICES <i>010 - Administrative Services Managers</i>	1.00	462	203 43.94%	142 30.74%	85 18.40%	29 6.28%	24 5.19%	4 0.87%	0 0.00%	0 0.00%
DIRECTOR OF MAINTENANCE <i>002 - General and Operations Managers</i>	1.00	4823	1264 26.21%	1263 26.19%	200 4.15%	745 15.45%	189 3.92%	34 0.70%	30 0.62%	65 1.35%
DIRECTOR OF MARKETING <i>005 - Marketing and Sales Managers</i>	1.00	3802	1413 37.16%	827 21.75%	135 3.55%	520 13.68%	124 3.26%	14 0.37%	0 0.00%	34 0.89%
DIRECTOR OF OPERATIONS <i>002 - General and Operations Managers</i>	1.00	4823	1264 26.21%	1263 26.19%	200 4.15%	745 15.45%	189 3.92%	34 0.70%	30 0.62%	65 1.35%
DIRECTOR OF PLANNING & DEVELOPMENT SVCS <i>043 - Managers, All Other</i>	1.00	8054	2384 29.60%	2319 28.79%	365 4.53%	1215 15.09%	420 5.21%	164 2.04%	10 0.12%	145 1.80%
DIRECTOR OF PROCUREMENT <i>015 - Purchasing Managers</i>	1.00	962	402 41.79%	267 27.75%	25 2.60%	160 16.63%	58 6.03%	24 2.49%	0 0.00%	0 0.00%
DIRECTOR OF SAFETY & REG COMPL <i>043 - Managers, All Other</i>	1.00	8054	2384 29.60%	2319 28.79%	365 4.53%	1215 15.09%	420 5.21%	164 2.04%	10 0.12%	145 1.80%

### Factor Components

Factor 3 - Other Recruitment Pools

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
PROGRAM MANAGER <i>043 - Managers, All Other</i>	1.00	8054	2384 29.60%	2319 28.79%	365 4.53%	1215 15.09%	420 5.21%	164 2.04%	10 0.12%	145 1.80%
Total Weight:	13.00									

### Factor Components

#### Factor 3 - Other Recruitment Pools

Omnitrans

06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 01B Management</b>		<i>Labor Area: Riverside, CA</i>								
<u>Employee Job Titles:</u>										
ACCOUNTING MANAGER <i>012 - Financial Managers</i>	1.00	3690	2150 58.27%	1060 28.73%	220 5.95%	545 14.77%	200 5.42%	50 1.35%	15 0.41%	30 0.81%
ASSISTANT TRANSPORTATION MANAGER <i>016 - Transportation/Storage/Distribution</i>	2.00	1055	147 13.93%	355 33.66%	83 7.87%	205 19.43%	8 0.76%	39 3.70%	20 1.90%	0 0.00%
CONSTRUCTION SAFETY MANAGER <i>022 - Construction Managers</i>	1.00	4288	263 6.13%	823 19.19%	65 1.52%	624 14.66%	20 0.47%	54 1.25%	0 0.00%	60 1.40%
EMPLOYEE RELATIONS MANAGER <i>013 - Human Resources Managers</i>	1.00	1814	950 52.37%	964 53.14%	245 13.51%	615 33.90%	60 3.31%	30 1.65%	4 0.22%	10 0.55%
FACILITY MANAGER <i>043 - Managers, All Other</i>	1.00	8054	2384 29.60%	2319 28.79%	365 4.53%	1215 15.09%	420 5.21%	164 2.04%	10 0.12%	145 1.80%
MAINTENANCE MANAGER <i>700 - First-Line Spv/Mgr Mech/Install/Repat</i>	2.00	1844	84 4.56%	614 33.30%	115 6.24%	420 22.78%	40 2.17%	19 1.03%	0 0.00%	20 1.08%
PLANNING MGR-CAPITAL PROJECTS <i>030 - Engineering Managers</i>	1.00	439	4 0.91%	90 20.50%	20 4.55%	20 4.56%	50 11.39%	0 0.00%	0 0.00%	0 0.00%
PROJECT CONTROL MANAGER <i>043 - Managers, All Other</i>	1.00	8054	2384 29.60%	2319 28.79%	365 4.53%	1215 15.09%	420 5.21%	164 2.04%	10 0.12%	145 1.80%
Planning & Scheduling Manager <i>043 - Managers, All Other</i>	1.00	8054	2384 29.60%	2319 28.79%	365 4.53%	1215 15.09%	420 5.21%	164 2.04%	10 0.12%	145 1.80%
Quality Assurance Manager <i>022 - Construction Managers</i>	1.00	4288	263 6.13%	823 19.19%	65 1.52%	624 14.66%	20 0.47%	54 1.25%	0 0.00%	60 1.40%
TECHNICAL SERVICES MANAGER <i>052 - HR/Training/Labor Relations Speciali</i>	1.00	3111	1950 62.68%	1381 44.39%	330 10.61%	890 28.61%	59 1.90%	74 2.38%	10 0.32%	18 0.58%
TRANSPORTATION MANAGER <i>016 - Transportation/Storage/Distribution</i>	1.00	1055	147 13.93%	355 33.66%	83 7.87%	205 19.43%	8 0.76%	39 3.70%	20 1.90%	0 0.00%

### Factor Components

Factor 3 - Other Recruitment Pools

Omnitrans

06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
TRANSPORTATION MANAGER - EV <i>016 - Transportation/Storage/Distribution</i>	1.00	1055	147 13.93%	355 33.66%	83 7.87%	205 19.43%	8 0.76%	39 3.70%	20 1.90%	0 0.00%
TREASURY MANAGER <i>012 - Financial Managers</i>	1.00	3690	2150 58.27%	1060 28.73%	220 5.96%	545 14.77%	200 5.42%	50 1.36%	15 0.41%	30 0.81%
Total Weight:	16.00									

### Factor Components

Factor 3 - Other Recruitment Pools

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 01C Supervisors</b>		<i>Labor Area: Riverside, CA</i>								
<u>Employee Job Titles:</u>										
CUSTOMER SERVICES SUPERVISOR <i>906 - Public Relations Managers</i>	1.00	308	159 51.62%	58 18.83%	10 3.25%	20 6.49%	20 6.49%	8 2.60%	0 0.00%	0 0.00%
DISPATCH SUPERVISOR <i>552 - Dispatchers</i>	1.00	1473	999 67.82%	538 36.52%	79 5.35%	360 24.44%	35 2.38%	40 2.72%	4 0.27%	20 1.36%
FACILITY SUPERVISOR <i>700 - First-Line Spv/Mgr Mech/Install/Repar</i>	1.00	1844	84 4.56%	614 33.30%	115 6.24%	420 22.78%	40 2.17%	19 1.03%	0 0.00%	20 1.08%
FIELD SUPERVISOR <i>900 - Spvs Transport/Material Moving Works</i>	15.00	1362	239 17.55%	647 47.50%	140 10.28%	480 35.24%	12 0.88%	0 0.00%	0 0.00%	15 1.10%
LOSS PREVENTION & SECURITY SUPERVISOR <i>373 - Spvrs, Protect Drv Workers, All Othe</i>	1.00	463	119 25.70%	143 30.89%	50 10.80%	85 18.36%	0 0.00%	4 0.86%	0 0.00%	4 0.86%
MATERIALS SUPERVISOR <i>053 - Purch Agnts Except Whols/Retail/Farm</i>	1.00	1079	524 48.56%	384 35.69%	65 6.02%	295 27.34%	4 0.37%	10 0.93%	0 0.00%	10 0.93%
OPERATIONS SERVICES SUPERVISOR <i>770 - First-Line Spv/Mgr Prod/Operating Wr</i>	1.00	6679	1540 23.06%	3599 53.89%	285 4.27%	2870 42.97%	214 3.20%	80 1.20%	35 0.52%	115 1.72%
SALES SUPERVISOR <i>905 - Marketing and Sales Managers</i>	1.00	3802	1413 37.16%	827 21.76%	135 3.55%	520 13.68%	124 3.26%	14 0.37%	0 0.00%	34 0.89%
SHIFT SUPERVISOR <i>700 - First-Line Spv/Mgr Mech/Install/Repar</i>	10.00	1844	84 4.56%	614 33.30%	115 6.24%	420 22.78%	40 2.17%	19 1.03%	0 0.00%	20 1.08%
STOPS AND STATIONS SUPERVISOR <i>700 - First-Line Spv/Mgr Mech/Install/Repar</i>	1.00	1844	84 4.56%	614 33.30%	115 6.24%	420 22.78%	40 2.17%	19 1.03%	0 0.00%	20 1.08%
<b>Total Weight:</b>	<b>33.00</b>									

### Factor Components

Factor 3 - Other Recruitment Pools

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 05A Clerical Support</b>		<i>Labor Area: Riverside, CA</i>								
<u>Employee Job Titles:</u>										
ADMIN SECRETARY-PLANNING <i>370 - Secretaries and Administrative Assts</i>	1.00	14089	13585 96.42%	4414 31.33%	635 4.61%	2995 21.26%	405 2.87%	160 1.14%	70 0.60%	149 1.06%
ADMINISTRATIVE SECRETARY <i>370 - Secretaries and Administrative Assts</i>	1.00	14089	13585 96.42%	4414 31.33%	635 4.61%	2995 21.26%	405 2.87%	160 1.14%	70 0.60%	149 1.06%
FLEET ANALYST I <i>122 - Operations Research Analysts</i>	2.00	247	119 48.18%	87 35.22%	30 12.16%	24 9.72%	19 7.69%	0 0.00%	10 4.05%	4 1.62%
HUMAN RESOURCES ASSISTANT <i>336 - HR Assts, Exclt Payroll and Timekeep</i>	2.00	96	96 100.00%	36 37.50%	4 4.17%	24 25.00%	4 4.17%	0 0.00%	0 0.00%	4 4.17%
HUMAN RESOURCES CLERK <i>386 - Office Clerks, General</i>	2.00	7100	6165 86.83%	3180 44.79%	565 7.96%	2055 28.94%	380 5.36%	70 0.99%	35 0.49%	75 1.06%
PAYROLL TECHNICIAN <i>314 - Payroll and Timekeeping Clerks</i>	2.00	1298	1168 90.68%	503 38.76%	75 5.78%	305 23.60%	59 4.56%	24 1.86%	10 0.77%	30 2.31%
SENIOR SECRETARY - OPERATIONS <i>370 - Secretaries and Administrative Assts</i>	1.00	14089	13585 96.42%	4414 31.33%	635 4.61%	2995 21.26%	405 2.87%	160 1.14%	70 0.60%	149 1.06%
WARRANTY COORDINATOR <i>RR4 - Other Professional Workers</i>	1.00	59494	35378 59.46%	18475 31.06%	4047 6.80%	10174 17.10%	2460 4.13%	934 1.57%	123 0.21%	737 1.24%
<b>Total Weight:</b>	<b>12.00</b>									

### Factor Components

#### Factor 3 - Other Recruitment Pools

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 05B Clerical Support (Union)</b>		<i>Labor Area: Riverside, CA</i>								
<u>Employee Job Titles:</u>										
ACCOUNTING CLERK <i>512 - Bookkeeping/Accounting/Auditing Cler</i>	2.00	7643	6754 88.37%	2093 27.35%	245 3.21%	1460 19.10%	249 3.26%	65 0.85%	0 0.00%	74 0.97%
ADMINISTRATIVE CLERK - FIN <i>586 - Office Clerks, General</i>	1.00	7100	6165 86.83%	3180 44.79%	565 7.95%	2055 28.94%	380 5.35%	70 0.99%	35 0.49%	75 1.05%
ADMINISTRATIVE CLERK - OPS <i>586 - Office Clerks, General</i>	2.00	7100	6165 86.83%	3180 44.79%	565 7.95%	2055 28.94%	380 5.35%	70 0.99%	35 0.49%	75 1.05%
ADMINISTRATIVE CLERK - PROCUREMENT <i>515 - Procurement Clerks</i>	2.00	157	94 59.87%	32 20.38%	4 2.55%	8 5.10%	10 6.37%	10 6.37%	0 0.00%	0 0.00%
CLERICAL HELPER <i>586 - Office Clerks, General</i>	1.00	7100	6165 86.83%	3180 44.79%	565 7.95%	2055 28.94%	380 5.35%	70 0.99%	35 0.49%	75 1.05%
INFORMATION CLERK <i>540 - Receptionists and Information Clerks</i>	5.00	6149	5779 93.98%	2719 44.22%	315 5.12%	2035 33.09%	230 3.74%	75 1.22%	10 0.16%	54 0.88%
INFORMATION CLERK-part time <i>540 - Receptionists and Information Clerks</i>	1.00	6149	5779 93.98%	2719 44.22%	315 5.12%	2035 33.09%	230 3.74%	75 1.22%	10 0.16%	54 0.88%
MAINTENANCE CLERK - ADMINISTRATION <i>586 - Office Clerks, General</i>	1.00	7100	6165 86.83%	3180 44.79%	565 7.95%	2055 28.94%	380 5.35%	70 0.99%	35 0.49%	75 1.05%
MAINTENANCE CLERK - SHOP <i>586 - Office Clerks, General</i>	1.00	7100	6165 86.83%	3180 44.79%	565 7.95%	2055 28.94%	380 5.35%	70 0.99%	35 0.49%	75 1.05%
MARKETING CLERK <i>586 - Office Clerks, General</i>	1.00	7100	6165 86.83%	3180 44.79%	565 7.95%	2055 28.94%	380 5.35%	70 0.99%	35 0.49%	75 1.05%
MARKETING DELIVERY CLERK -part time <i>586 - Office Clerks, General</i>	1.00	7100	6165 86.83%	3180 44.79%	565 7.95%	2055 28.94%	380 5.35%	70 0.99%	35 0.49%	75 1.05%
PARATRANSIT ELIGIBILITY TECHNICIAN <i>586 - Office Clerks, General</i>	2.00	7100	6165 86.83%	3180 44.79%	565 7.95%	2055 28.94%	380 5.35%	70 0.99%	35 0.49%	75 1.05%

### Factor Components

Factor 3 - Other Recruitment Pools

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>PARTS CLERK</b> <i>562 - Stock Clerks and Order Fillers</i>	10.00	6903	2884 41.78%	3393 49.16%	465 6.74%	2485 36.00%	305 4.42%	70 1.01%	40 0.58%	28 0.41%
<b>RECEPTIONIST</b> <i>540 - Receptionists and Information Clerks</i>	2.00	6149	5779 93.98%	2719 44.22%	315 5.12%	2035 33.09%	230 3.74%	75 1.22%	10 0.16%	54 0.88%
<b>Total Weight:</b>	32.00									
<b>Job Group: 07A Skilled Maintenance</b> <u>Employee Job Titles:</u>		Labor Area: Riverside, CA								
<b>BODY AND PAINT WORKER</b> <i>715 - Automotive Body and Related Repairer</i>	2.00	723	10 1.38%	398 55.05%	0 0.00%	365 50.48%	0 0.00%	4 0.55%	4 0.55%	25 3.46%
<b>BUILDING MAINTENANCE MECHANIC</b> <i>734 - Maintenance and Repair Workers, Gene</i>	5.00	2405	112 4.66%	1210 50.31%	130 5.41%	924 38.42%	98 4.07%	14 0.58%	0 0.00%	44 1.83%
<b>EQUIPMENT MECHANIC</b> <i>721 - Bus/Truck Mech and Diesel Engine Spc</i>	39.00	1454	0 0.00%	604 41.54%	70 4.81%	500 34.39%	4 0.28%	30 2.05%	0 0.00%	0 0.00%
<b>MAINTENANCE WORKER</b> <i>734 - Maintenance and Repair Workers, Gene</i>	6.00	2405	112 4.66%	1210 50.31%	130 5.41%	924 38.42%	98 4.07%	14 0.58%	0 0.00%	44 1.83%
<b>MECHANIC HELPER</b> <i>761 - Helpers--Install/Maint/Repair Worker</i>	15.00	148	24 16.22%	99 66.89%	0 0.00%	99 66.89%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
<b>TIRE REPAIR WORKER</b> <i>715 - Automotive Body and Related Repairer</i>	2.00	723	10 1.38%	398 55.05%	0 0.00%	365 50.48%	0 0.00%	4 0.55%	4 0.55%	25 3.46%
<b>Total Weight:</b>	69.00									
<b>Job Group: 07B Operators</b> <u>Employee Job Titles:</u>		Labor Area: Riverside, CA								
<b>COACH OPERATOR</b> <i>912 - Bus Drivers</i>	401.00	2012	1073 53.33%	952 47.32%	319 15.86%	535 26.60%	0 0.00%	74 3.68%	0 0.00%	24 1.19%
<b>Total Weight:</b>	401.00									

### Factor Components

#### Factor 3 - Other Recruitment Pools

Omnitrans

06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 20 Professionals</b>		<i>Labor Area: Riverside, CA</i>								
<u>Employee Job Titles:</u>										
ACCOUNTANT <i>080 - Accountants and Auditors</i>	2.00	5469	3580 65.46%	1854 33.90%	450 8.23%	785 14.36%	485 8.87%	60 1.10%	35 0.64%	39 0.71%
APPLICATION DEVELOPER <i>100 - Computer Scientists and Systems Anal</i>	3.00	1785	395 22.13%	685 38.39%	195 10.92%	295 16.53%	120 6.72%	35 1.95%	0 0.00%	40 2.24%
APPLICATIONS SPECIALIST- OPS <i>110 - Network/ Computer Systems Administra</i>	1.00	493	64 12.98%	133 26.98%	30 6.09%	69 14.00%	15 3.04%	0 0.00%	0 0.00%	19 3.85%
ASSISTANT TO THE CEO/CM <i>370 - Secretaries and Administrative Assis</i>	1.00	14089	13585 96.42%	4414 31.33%	635 4.51%	2995 21.26%	405 2.87%	160 1.14%	70 0.50%	149 1.06%
COMMUNITY OUTREACH SPECIALIST <i>282 - Public Relations Specialists</i>	1.00	344	199 57.85%	114 33.14%	15 4.36%	65 18.90%	24 6.98%	0 0.00%	0 0.00%	10 2.91%
CONTRACTS SPECIALIST <i>053 - Purch Agents Except Whsl/Retail/Form</i>	1.00	1079	524 48.56%	384 35.60%	65 6.02%	295 27.34%	4 0.37%	10 0.93%	0 0.00%	10 0.93%
DATABASE ADMINISTRATOR <i>106 - Database Administrators</i>	1.00	202	113 55.94%	62 30.69%	0 0.00%	28 13.86%	34 16.83%	0 0.00%	0 0.00%	0 0.00%
DISPATCHER <i>352 - Dispatchers</i>	6.00	1473	999 67.82%	538 36.52%	79 5.36%	360 24.44%	35 2.39%	40 2.72%	4 0.27%	20 1.36%
DOCUMENT CONTROL ANALYST <i>071 - Management Analysts</i>	1.00	1498	425 28.37%	178 11.88%	45 3.00%	75 5.01%	44 2.94%	4 0.27%	0 0.00%	10 0.67%
FLEET SAFETY AND TRAINING INSTRUCTOR <i>062 - HR/Training/Labor Relations Speciali</i>	6.00	3111	1950 62.68%	1381 44.39%	330 10.61%	890 28.61%	59 1.90%	74 2.38%	10 0.32%	18 0.58%
HUMAN RESOURCES ANALYST <i>062 - HR/Training/Labor Relations Speciali</i>	1.00	3111	1950 62.68%	1381 44.39%	330 10.61%	890 28.61%	59 1.90%	74 2.38%	10 0.32%	18 0.58%
HUMAN RESOURCES LEAVE ADMINISTRATOR <i>062 - HR/Training/Labor Relations Speciali</i>	1.00	3111	1950 62.68%	1381 44.39%	330 10.61%	890 28.61%	59 1.90%	74 2.38%	10 0.32%	18 0.58%

### Factor Components

#### Factor 3 - Other Recruitment Pools

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
HUMAN RESOURCES SPECIALIST <i>062 - HR/Training/Labor Relations Speciali</i>	1.00	3111	1950 62.68%	1381 44.39%	330 10.61%	890 28.61%	59 1.90%	74 2.38%	10 0.32%	18 0.58%
MARKETING SPECIALIST <i>181 - Market and Survey Researchers</i>	2.00	260	35 13.46%	10 3.85%	0 0.00%	0 0.00%	10 3.85%	0 0.00%	0 0.00%	0 0.00%
OPERATIONS ANALYST <i>122 - Operations Research Analysts</i>	2.00	247	119 48.18%	87 35.22%	30 12.15%	24 9.72%	19 7.69%	0 0.00%	10 4.05%	4 1.62%
PLANNING PROJECT MANAGER <i>184 - Urban and Regional Planners</i>	1.00	125	55 44.00%	40 32.00%	0 0.00%	30 24.00%	10 8.00%	0 0.00%	0 0.00%	0 0.00%
PROJECT ANALYST <i>071 - Management Analysts</i>	1.00	1498	425 28.37%	178 11.88%	45 3.00%	75 5.01%	44 2.94%	4 0.27%	0 0.00%	10 0.67%
PUBLIC RELATIONS SPECIALIST <i>282 - Public Relations Specialists</i>	1.00	344	199 57.85%	114 33.14%	15 4.36%	65 18.90%	24 6.98%	0 0.00%	0 0.00%	10 2.91%
SAFETY & REG COMPLIANCE SPECIALIST <i>143 - Indust Engrs, Including Health and Sa</i>	2.00	804	155 19.28%	209 26.00%	15 1.87%	80 9.96%	110 13.68%	4 0.50%	0 0.00%	0 0.00%
SENIOR BUYER <i>053 - Purch Agnts Except Whol/Retail/Perm</i>	1.00	1079	524 48.56%	384 35.69%	65 6.02%	295 27.34%	4 0.37%	10 0.93%	0 0.00%	10 0.93%
SR CONTRACTS SPECIALIST <i>053 - Purch Agnts Except Whol/Retail/Perm</i>	2.00	1079	524 48.56%	384 35.69%	65 6.02%	295 27.34%	4 0.37%	10 0.93%	0 0.00%	10 0.93%
SR. FINANCIAL ANALYST <i>084 - Financial Analysts</i>	2.00	140	40 28.57%	10 7.14%	0 0.00%	10 7.14%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
TRANSIT PLANNER I <i>184 - Urban and Regional Planners</i>	1.00	125	55 44.00%	40 32.00%	0 0.00%	30 24.00%	10 8.00%	0 0.00%	0 0.00%	0 0.00%
TRANSIT PLANNER II <i>184 - Urban and Regional Planners</i>	1.00	125	55 44.00%	40 32.00%	0 0.00%	30 24.00%	10 8.00%	0 0.00%	0 0.00%	0 0.00%
WEB DESIGNER <i>100 - Computer Scientists and Systems Anal</i>	1.00	1785	395 22.13%	685 38.36%	195 10.92%	295 16.53%	120 6.72%	35 1.96%	0 0.00%	40 2.24%

### Factor Components

Factor 3 - Other Recruitment Pools

Omnitrans  
06/09/2011

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<i>Total Weight:</i>	43.00									
<b>Job Group: 80 Service Workers</b>		<i>Labor Area: Riverside, CA</i>								
<u><i>Employee Job Titles:</i></u>										
CUSTODIAN <i>422 - Janitors and Building Cleaners</i>	3.00	9237	2422 26.22%	5847 63.30%	850 9.20%	4650 50.34%	189 2.05%	74 0.80%	19 0.21%	65 0.70%
UTILITY SERVICE WORKER <i>961 - Cleaners of Vehicles and Equipment</i>	15.00	1953	304 15.67%	1288 65.95%	180 9.22%	1045 53.61%	14 0.72%	34 1.74%	0 0.00%	15 0.77%
<i>Total Weight:</i>	18.00									

## **Incumbency v. Estimated Availability Detail**

Omnitrans 06/09/2011

### **Comparison Test**

Two Standard Deviation Test [Small JG: JG Size  $\leq$  20, Any Difference with WPR]

### Incumbency v. Estimated Availability Detail

Omnitrans  
06/09/2011

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Expected Incumbents (#)	Difference (#) Exp. minus Inc.	Job Group Size	Number of Standard Deviations	Less than Reasonably Expected?
01A Sr. Management	13	Female	3	23.08	33.84	4.4	-1.4	Small	-0.82	Yes*
		Minority	7	53.85	36.41	4.7	2.3	Small	1.31	
		Black	2	15.38	9.61	1.2	0.8	Small	0.71	
		Hispanic	2	15.38	15.89	2.1	-0.1	Small	-0.05	
		Asian	3	23.08	9.58	1.2	1.8	Small	1.65	
		AmIndian	0	0.00	0.52	0.1	-0.1	Small	-0.26	
		NHOPi	0	0.00	0.07	0.0	0.0	Small	-0.09	
		Two+	0	0.00	0.74	0.1	-0.1	Small	-0.31	
01B Management	16	Female	2	12.50	30.66	4.9	-2.9	Small	-1.58	Yes*
		Minority	9	56.25	36.01	5.8	3.2	Small	1.69	
		Black	1	6.25	9.78	1.6	-0.6	Small	-0.46	
		Hispanic	4	25.00	17.31	2.8	1.2	Small	0.81	
		Asian	4	25.00	7.35	1.2	2.8	Small	2.71	
		AmIndian	0	0.00	0.63	0.1	-0.1	Small	-0.32	
		NHOPi	0	0.00	0.13	0.0	0.0	Small	-0.14	
		Two+	0	0.00	0.81	0.1	-0.1	Small	-0.36	
01C Supervisors	33	Female	6	18.18	29.17	9.6	-3.6		-1.39	Yes Yes
		Minority	9	27.27	63.22	20.9	-11.9		-4.28	
		Black	4	12.12	28.78	9.5	-5.5		-2.11	
		Hispanic	5	15.15	30.65	10.1	-5.1		-1.93	
		Asian	0	0.00	2.56	0.8	-0.8		-0.63	
		AmIndian	0	0.00	0.37	0.1	-0.1		-0.35	
		NHOPi	0	0.00	0.07	0.0	0.0		-0.15	
		Two+	0	0.00	0.80	0.3	-0.3		-0.52	
05A Clerical Support	12	Female	12	100.00	74.16	8.9	3.1	Small	2.04	Yes* Yes*
		Minority	5	41.67	53.76	6.5	-1.5	Small	-0.84	
		Black	0	0.00	11.12	1.3	-1.3	Small	-1.23	
		Hispanic	5	41.67	35.65	4.3	0.7	Small	0.44	
		Asian	0	0.00	4.63	0.6	-0.6	Small	-0.76	
		AmIndian	0	0.00	1.73	0.2	-0.2	Small	-0.46	
		NHOPi	0	0.00	0.14	0.0	0.0	Small	-0.13	
		Two+	0	0.00	0.49	0.1	-0.1	Small	-0.24	

Comparison of Incumbency to Availability is performed using the Two Standard Deviation Test [Small JG: JG Size <= 20, Any Difference with WPR]  
 Yes indicates Number of Standard Deviations <= -2.00  
 Yes\* indicates Difference <= 0.0

**Incumbency v. Estimated Availability Detail**

Omnitrans  
06/09/2011

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Expected Incumbents (#)	Difference (#) Exp. minus Inc.	Job Group Size	Number of Standard Deviations	Less than Reasonably Expected?
05B Clerical Support (Union)	32	Female	21	65.63	72.68	23.3	-2.3		-0.90	
		Minority	23	71.88	51.69	16.5	6.5		2.28	
		Black	4	12.50	8.71	2.8	1.2		0.76	
		Hispanic	17	53.13	35.75	11.4	5.8		2.05	
		Asian	1	3.13	4.82	1.5	-0.5		-0.45	
		AmIndian	1	3.13	1.06	0.3	0.7		1.14	
		NHOP1	0	0.00	0.20	0.1	-0.1		-0.25	
		Two+	0	0.00	1.15	0.4	-0.4		-0.61	
07A Skilled Maintenance	69	Female	1	1.45	4.16	2.9	-1.9		-1.13	
		Minority	51	73.91	73.90	51.0	0.0		0.00	
		Black	6	8.70	14.86	10.3	-4.3		-1.44	
		Hispanic	40	57.97	54.28	37.4	2.6		0.82	
		Asian	5	7.25	3.41	2.4	2.8		1.75	
		AmIndian	0	0.00	0.76	0.5	-0.5		-0.73	
		NHOP1	0	0.00	0.13	0.1	-0.1		-0.30	
		Two+	0	0.00	0.46	0.3	-0.3		-0.57	
07B Operators	401	Female	167	41.65	53.70	215.4	-48.4		-4.84	Yes
		Minority	306	76.31	60.29	241.8	64.2		6.56	
		Black	181	45.14	25.87	103.7	77.3		8.81	
		Hispanic	115	28.68	30.69	123.1	-8.1		-0.88	
		Asian	7	1.75	1.38	5.5	1.5		0.83	
		AmIndian	1	0.25	1.87	7.5	-6.5		-2.40	
		NHOP1	0	0.00	0.00	0.0	0.0		0.00	
		Two+	2	0.50	0.48	1.9	0.1		0.07	
20 Professionals	43	Female	21	48.84	48.63	20.9	0.1		0.03	Yes
		Minority	19	44.19	51.05	22.0	-3.0		-0.90	
		Black	7	16.28	20.12	8.7	-1.7		-0.63	
		Hispanic	4	9.30	23.25	10.0	-6.0		-2.17	
		Asian	8	18.60	5.88	2.5	5.5		3.55	
		AmIndian	0	0.00	0.64	0.3	-0.3		-0.63	
		NHOP1	0	0.00	0.17	0.1	-0.1		-0.27	
		Two+	0	0.00	1.00	0.4	-0.4		-0.66	

Comparison of Incumbency to Availability is performed using the Two Standard Deviation Test [Small JG: JG Size <= 20, Any Difference with WPR]  
 Yes indicates Number of Standard Deviations <= -2.00  
 Yes\* indicates Difference <= 0.0

**Incumbency v. Estimated Availability Detail**

Omnitrans  
06/09/2011

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Expected Incumbents (#)	Difference (#) Exp. minus Inc.	Job Group Size	Number of Standard Deviations	Less than Reasonably Expected?
80 Service Workers	18	Female	1	5.56	17.17	3.1	-2.1	Small	-1.31	Yes*
		Minority	17	94.44	69.44	12.5	4.5	Small	2.30	
		Black	5	27.78	8.95	1.6	3.4	Small	2.80	
		Hispanic	11	61.11	57.38	10.3	0.7	Small	0.32	
		Asian	1	5.56	1.40	0.3	0.7	Small	1.50	
		AmIndian	0	0.00	0.88	0.2	-0.2	Small	-0.40	
		NHOPI	0	0.00	0.04	0.0	0.0	Small	-0.09	
		Two+	0	0.00	0.81	0.1	-0.1	Small	-0.38	

*Comparison of Incumbency to Availability is performed using the Two Standard Deviation Test [Small JG: JG Size <= 20, Any Difference with WPR]  
 Yes indicates Number of Standard Deviations <= -2.00  
 Yes\* indicates Difference <= 0.0*

## **Annual Placement Goals**

Omnitrans 06/09/2011

### **Comparison Test**

**Two Standard Deviation Test [Small JG: JG Size  $\leq$  20, Any Difference with WPR]**

### Annual Placement Goals

Omnitrans  
06/09/2011

Job Group	Placement Goals (%)							
	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
01A Sr. Management	33.84	-	-	-	-	-	-	-
01B Management	30.66	-	-	-	-	-	-	-
01C Supervisors	-	63.22	28.76	-	-	-	-	-
05A Clerical Support	-	53.76	11.12	-	-	-	-	-
05B Clerical Support (Union)	-	-	-	-	-	-	-	-
07A Skilled Maintenance	-	-	-	-	-	-	-	-
07B Operators	53.70	-	-	-	-	1.87	-	-
20 Professionals	-	-	-	23.25	-	-	-	-
80 Service Workers	17.17	-	-	-	-	-	-	-

*Comparison of Incumbency to Availability is performed using the Two Standard Deviation Test [Small JG: JG Size <= 20, Any Difference with WPR]*

*By Job Group as of 5-7-12*



2012

Dear Employees:

I want to take this opportunity to reiterate to all employees that it has been and continues to be the policy of Omnitrans to maintain a work environment that is free from harassment based on race, color, gender, religion, national origin, age, disability and sexual orientation. It is also the policy of this Agency to ensure that no employee is subjected to retaliation because he or she has alleged unlawful harassment. Immediate and appropriate corrective action will be taken to address any form of harassment or retaliation.

I am fully committed to taking a proactive approach to ensure a welcome environment exists for all employees. We will continue to take all necessary steps to make certain that no employee of Omnitrans is subjected to harassment, based on race, color, gender, religion, national origin, age, disability and sexual orientation or any other prohibited factor. We will continue to educate our employees to ensure that everyone has a clear understanding of this issue.

Any employee who believes that he or she has been subjected to harassment should report such behavior immediately to a supervisor, any higher level manager, or the Department of Human Resources. Any supervisor or manager receiving notice from an employee or patron of alleged harassment based on race, color, gender, religion, national origin, age, disability and sexual orientation must immediately notify the Department of Human Resources at 909/379-7261. I assure you that the matter will be dealt with promptly and impartially and that employees will not suffer any form of reprisal or retaliation.

I will hold Directors, managers, and supervisors responsible for enforcing this policy. All management and supervisory personnel must:

- Watch for potential harassment in his or her work environment;
- Take all necessary steps to prevent harassment from occurring; and
- Immediately contact the Department of Human Resources when employees come to you with allegations of discrimination.

Appropriate corrective action will be swiftly taken against any manager, supervisor or employee who engages in harassment. Additionally, action will be taken against supervisors and managers who either condone or fail to act promptly to correct harassing conduct brought to their attention.

Omnitrans has both an ethical and legal obligation to provide a workplace that is free from discrimination. Without question, the elimination of workplace and sexual harassment is a continuous goal of the organization.

I ask each one of you to continue to work with me in this important effort to ensure that Omnitrans is a model among public and private employers.

Respectfully,



Mito Victoria  
CEO/General Manager

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Omnitrans • 1700 West Fifth Street • San Bernardino, CA 92411  
Phone: 909-379-7100 • Web site: [www.omnitrans.org](http://www.omnitrans.org) • Fax: 909-889-5779

Serving the communities of Chino, Chino Hills, Colton, County of San Bernardino, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Upland and Yucaipa.

2012



### EQUAL EMPLOYMENT OPPORTUNITY: POLICY STATEMENT

OMNITRANS reaffirms its policy that it is and shall be an equal opportunity employer and will do its utmost to further these principles. Successful achievement of the Agency's Affirmative Action goals will provide benefits to OMNITRANS through broader utilization and development of previously underutilized human resources.

So that the implementation of this policy is assured, the Agency is committed to recruit, hire and promote for all job classifications without regard to race, color, ancestry, religion, national origin, sex, age, mental or physical disability, sexual orientation or marital status. Affirmative action will be taken, including goals and timetables, in order to address underutilization of any affected class.

Employment and promotional decisions will center around valid job requirements developed before applicants are interviewed. Such decisions will be based solely on an individual's job-related qualifications.

We will insure that all other employment practices, such as transfers, compensation, benefits, layoffs, terminations, Agency-sponsored training and other terms and conditions of employment will also be administered without regard to race, color, ancestry, religion, national origin, sex, age, mental or physical disability, sexual orientation, or marital status. We will initiate and promulgate these policies to all department heads to assure that they are adopted and adhered to. Managerial and supervisory performance will be evaluated on the success of the Affirmative Action Program in the same way as their performance on other Agency goals and objectives.

The CEO/General Manager has been designated as the Agency's Affirmative Action Officer, and has assigned as his alternate the Director of Human Resources who has the primary responsibility for the implementation of the Affirmative Action Program. However, all management personnel share in this responsibility and will be assigned specific tasks to assure compliance is achieved.

Applicants and employees have the right to file complaints alleging discrimination with the CEO/General Manager or to the Director of Human Resources. Investigation may be assigned to persons outside of the Agency if deemed appropriate.

Omnitrans' full Affirmative Action Program is available for inspection by any applicant or employee upon request from the Human Resources Department from 8:00 a.m. – 5:00 p.m.



Milo Victoria  
CEO/ General Manager

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**OMNITRANS  
SUPPLEMENTAL TERMS AND CONDITIONS OF PURCHASE**

Exhibit 17

1. **PURCHASE ORDER (P.O.).** Omnitrans shall not be responsible for goods or services provided by Consultant to Omnitrans officials or employees without a duly authorized P.O.
2. **INVOICES.** Invoices shall be submitted under the same name as that which is shown on the face of this Purchase Service Agreement. The P.O. number must appear on all invoices, shipping notices, delivery and packing slips, packages and correspondence. Each P.O. shall be invoiced separately.
3. **PACKING SLIPS.** Packing slips must accompany each shipment unit (included with each package in shipment), showing Omnitrans' P.O. number, description, and part number for each item.
4. **ACCEPTANCE.** Services are subject to Omnitrans' inspection and approval within a reasonable time after delivery. If specifications are not met or not approved, material may be returned at supplier's expense.
5. **DELIVERY.** Unless otherwise indicated on the face of this order, delivery shall be FOB destination. COD shipments will not be accepted. Deliveries for all departments must be made through Omnitrans' Receiving Department. Nonpayment may result for goods delivered in any other manner.
6. **PARTIAL DELIVERIES.** Shipments must be identified as partial or complete, along with the number of shipping units.
7. **MODIFICATIONS.** Consultation shall not make any alterations or change to this Purchase Agreement in any fashion without prior written authorization from Omnitrans. Price increases caused by alteration or modification of the original P.O. must be authorized by the Director of Procurement. Increases over 10% of the original amount as it appears in Section 2, Scope of Work, requires a written Change Order.
8. **FEDERAL, STATE AND LOCAL LAWS.** All goods or services furnished pursuant to this P.O. shall comply with all CAL-OSHA standards and regulations and all applicable Federal, state and local laws and regulations.
9. **BUY AMERICA.** Vendor certifies that all products provided under this Purchase Agreement complies with the requirements of the Buy America Act codified in 41 USC §10a-10d.
10. **DISADVANTAGED BUSINESS ENTERPRISE.** The supplier shall not discriminate based on race, color, national origin, or sex in the performance of this P.O.
11. **ENERGY CONSERVATION.** The supplier agrees to comply with the requirements of the Resource Conservation and Recovery Act, as amended, 42 USC §§6901 et seq.
12. **TITLE VI OF THE CIVIL RIGHTS ACTS OF 1964.** Supplier agrees to comply with all applicable requirements of Title VI of the Civil Rights Act of 1964, 42 USC § 2000d and USDOT regulations "Nondiscrimination in Federally Assisted Programs of the Department of Transportation--Effectuation of Title VI of the Civil Rights Act," 49 CFR, part 21.
13. **RECORD RETENTION.** The supplier shall make available within 30 days, upon request by Omnitrans, all records related to this P.O. for a period of up to three (3) years after closure.
14. form ISO, CG 2010.
15. **AMERICANS WITH DISABILITIES ACT.** The Consultant agrees to comply with all the applicable requirements of the Americans with Disabilities Act of 1990, 42 USC §§12101 et seq. in conjunction with this P.O.
16. **DRUG AND ALCOHOL POLICY.** It is the policy of Omnitrans that anyone, while on Agency property, is prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol or illegally using or misusing legally prescribed drugs.
17. **INTEREST OF MEMBERS OF CONGRESS.** No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement.

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18. **INDEMNIFICATION.** The Consultant shall indemnify, keep and save harmless Omnitrans, its agents, officials and employees from any and all claims, actions, losses, damages, and/or liability arising out of this P.O. from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by Omnitrans on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The supplier's indemnification obligation applies to Omnitrans' "active" as well as "passive" negligence but does not apply to Omnitrans' "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.
  19. **FORCE MAJEURE (EVENTS BEYOND THE CONTROL OF THE CONSULTANT).** The Consultant will not be held liable for failure of delay in fulfillment if hindered or prevented by act of God, fire, strike, loss or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by government that are not reasonably foreseeable.
  20. **ACKNOWLEDGMENT.** By delivery of the goods or services purchased herein, the supplier agrees to all the terms and conditions of this Purchase Agreement.
  20. **TERMINATION.** Omnitrans may terminate this Agreement in whole or in part for Omnitrans' convenience or because of the failure of the Consultant to fulfill its obligation. The CEO/General Manager shall terminate by specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Consultant shall: (a) immediately discontinue all services affected and (b) deliver to the CEO/General Manager all data, drawings, specifications, reports, estimates, summaries and other information and materials accumulated in performing this contract, whether completed or in process. If the termination is for the convenience of Omnitrans, Omnitrans shall make an equitable adjustment in the P.O., but shall not allow anticipated profit on unperformed services.
  21. **APPLICABILITY.** The Terms and Conditions stated herein do not supersede or supplement the terms and conditions of any Omnitrans procurement wherein the terms and conditions were previously specified.
  22. **OSHA COMPLIANCE.** The items covered by this Agreement must conform with safety orders of OSHA, CALOSHA, and /or NIOSH, and applicable Safety Data Sheets.
  23. **QUESTIONS.** Questions regarding the Terms and Conditions of this Purchase are to be directed to the Procurement Office, phone 909.379.7146; fax: 909.379.7107; 1700 West Fifth Street, San Bernardino, CA 92411.

**End of Supplemental Terms and Conditions**

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## PERSONNEL POLICY MANUAL

Exhibit 18  
*POLICY 221 PAGE 1 OF 2*

**SUBJECT**

**Equal Employment Opportunity**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: January 1, 1999**

**I. Purpose**

To provide guidelines for the Equal Employment Opportunity Program.

**II. Scope**

All Departments

**III. Procedure**

- A. It has been the established policy of Omnitrans to utilize our available human resources effectively by selecting the best-qualified person for the job. We have always given appropriate attention to such factors as educational background, previous experience, proven skills, desirable character traits, and growth potential. The personnel hired and promoted in the past, along with those to be hired and promoted in the future, have been, and will continue to be, selected from all applicants on the basis of qualifications deemed essential for an employee to perform well. These include such factors as ability, availability, capability, aptitude, experience, education, health, and a willingness to work and serve.
- B. Since the objective of this policy is to use all qualified available human resources to the fullest, it is essential that we administer this policy in such a manner as not to discriminate against any person, employee, or job applicant included in a protected class.
- C. It is our policy to offer equal employment opportunity to all persons. No job applicant is to be discriminated against because of inclusion in a protected class.
- D. This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination of employment, and all other privileges, terms, and conditions of employment. Our Equal Opportunity Program will communicate the important guidelines and procedures that will be followed in providing equal employment and advancement opportunities on the basis of individual qualifications and job performance.
- E. Recruitment will be on the basis of qualifications only. However, all employment sources, including private employment agencies, state employment services, etc., have been advised of our nondiscriminatory policy.
- F. Liaison programs with schools have been implemented. All employment advertisements shall identify our Company as an "Equal Opportunity Employer, M/F."



## PERSONNEL POLICY MANUAL

Exhibit 18  
*POLICY 221 PAGE 2 OF 2*

### SUBJECT

**Equal Employment Opportunity**

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: **January 1, 1999**

G.

H. Advertisements are to be placed in the news media serving minority and female groups as well as those with broad distribution.

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

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

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

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

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

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

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

RESOLUTION NO. 50-80

A RESOLUTION ADOPTING POLICIES REGARDING AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYMENT

Of the Board of Directors of OMNITRANS, adopting an official policy statement to guide the efforts of the Board of Directors, OMNITRANS officials, Department heads, and other management and supervisory personnel to provide equal employment opportunities for protected group job applicants and employees.

WHEREAS, OMNITRANS is committed to the concept of equal employment opportunity as a basic personnel principle, and has a long standing policy of avoiding discriminatory practices against any person employed, or seeking employment, because of race, color, religion, national origin, sex, age, or disability, and,

WHEREAS, many social factors are beyond the ability of a single employer to remove; as a public employer, OMNITRANS nevertheless recognizes its obligation when required to develop practical plans for steps to be taken to achieve the goal of equal employment opportunity in the agency;

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of OMNITRANS does hereby adopt the following as a statement of policy to guide its own efforts and OMNITRANS officials, Department heads, and other management and supervisory personnel during the period in which the agency is developing action programs to provide real equal employment opportunities for protected group job applicants and employees.

SECTION 1. OMNITRANS' employment opportunities are to be made known effectively to protected group citizens. Advertising, publications, and other forms of communication and contact shall be utilized in ensuring the protected group persons are informed of agency employment opportunities.

SECTION 2. Minimum or desirable qualifications for agency employment shall not be higher than necessary to perform the duties of the job involved.

- 1 SECTION 3. Employment examinations shall be designed carefully with the  
 2 objective of determining which applicants are not fit to per-  
 3 form the duties involved and of avoiding examination barriers  
 4 irrelevant to the job.
- 5 SECTION 4. Positive efforts shall be made in recruitment, examination,  
 6 selection, promotion, and training procedures to ensure that  
 7 those persons who are otherwise qualified, but are disadvan-  
 8 taged by race, color, religion, national origin, sex, age or  
 9 disability, achieve positions in agency employment and are  
 10 provided promotional opportunities.
- 11 SECTION 5. Protected group employees of the agency shall be encouraged to  
 12 take advantage of agency training programs.
- 13 SECTION 6. Protected group employees shall be encouraged to seek advance-  
 14 ment in agency service and those who desire it shall be counsel-  
 15 ed on how to prepare themselves for promotional opportunities.
- 16 SECTION 7. Comprehensive employment statistics shall be maintained regard-  
 17 ing protected employees in OMNITRANS as appropriate for use in  
 18 preparation of the required federal and state reports.
- 19 SECTION 8. Agency employees, particularly those in supervisory and manage-  
 20 ment positions, shall be made aware of the cultural backgrounds  
 21 of persons from various groups.
- 22 SECTION 9. Representatives of employee organizations have been aware of the  
 23 declared Board of Directors of OMNITRANS policy and of Title VI  
 24 of the Civil Rights Act of 1964, as extended to include state  
 25 and local government by the passage of the Equal Employment Oppor-  
 26 tunity Act of 1972, which makes it unlawful to discriminate on  
 27 the basis of race, color, religion, national origin, sex, age,  
 28 disability.
- SECTION 10. Nothing contained in this Resolution shall be interpreted to re-  
 quire the agency to grant preferential treatment to any indi-  
 vidual because of the race, color, religion, national origin, sex  
 or age or disability to such individual.

I HEREBY CERTIFY that the foregoing resolution was duly adopted  
 by the Chairman and the Board of Directors of Omnitrans at a regular meeting  
 thereof, held on the 4th day of June, 1980, by the follow-  
 ing vote, to wit:

AYES: Supervisor Cal McElwain; Mayors Harold Hayes and Charl  
DeMirjyn; Mayors Pro Tempore Hugh Grant, Fay Myers Das  
trup and Elmer Digneo; Councilpersons Eileen Carter, Pa  
Garcia, Bill Freeman, Ralph Hernandez, John Longville,  
Frank Carpenter and John Mikels.

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ABSENT: Supervisors James Mayfield, Robert Hancock, Dennis  
Hansberger and Robert Townsend

Robert E. Chafin  
SECRETARY

The foregoing resolution is hereby approved this 5th day of  
June, 1980.

Cliff McElvan  
CHAIRMAN, BOARD OF DIRECTORS

Approved as to form:

Ronald D. Peaty  
Counsel for Omnitrans



# DIRECTOR OF MAINTENANCE

\$6439 - \$9659/mth. + Sign-on Bonus  
(\$6439 - \$8049/mth hiring range)



**Omnitrans, a growing public mass transit provider of the Inland Empire is seeking a *Director of Maintenance*.**

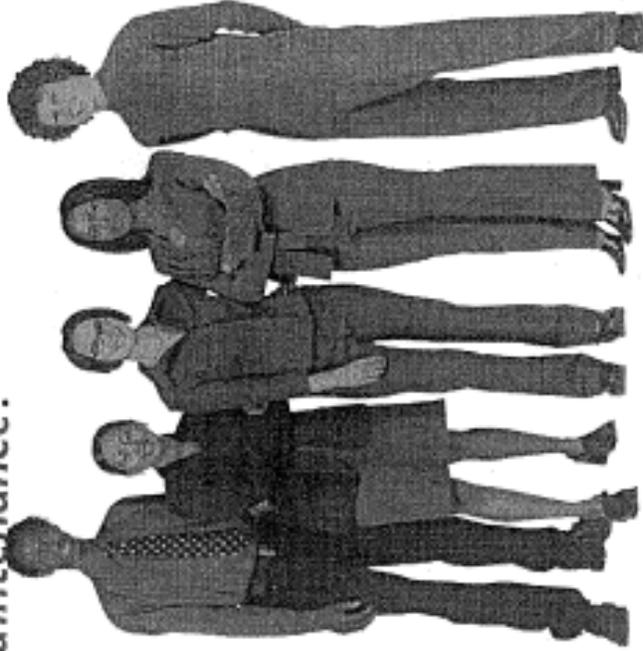
#### This individual will:

- Be under minimal guidance of the CEO to develop policy for vehicle & facilities maintenance to ensure the Agency's objectives are met.
- Serve as the department leader, providing leadership & direction to the maintenance department.

Page 13

#### Job Requirements:

- The ideal candidate will possess a BS or equivalent.
- 7 to 10 yrs of related exp/training; or an equiv. combination of ed/exp. (Transit experience highly desirable)
- Be familiar with current business op systems, software/programs & knowledge of financial & personnel mgmt including labor negotiations, Public organ. & admin.; Federal & State public funding, grants processing & transportation regulations.
- Must pass background & criminal investigations & pre-employment physical with drug screening.



Apps are available at **1700 W. 5th St, San Bernardino, CA 92411** & accepted until position is filled.

For further information call **909-379-7260** or visit our website at **www.omnitrans.org**.

Resumes are encouraged, but only as an attachment to a fully completed Omnitrans application. EOE/AA



# National Black Review

~ Education & Job Training ~

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765614

18107 Sherman Way • Suite 102 • Reseda • California 91335 • 1-800-872-7352  
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www.nationalblackreview.net

PLEASE MAKE CHECKS PAYABLE TO: NATIONAL BLACK REVIEW, INC.

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DATE	Payment Due Upon Receipt	AMOUNT
09/02/08	Authorized by: <b>MARGE EWING</b> Signature <u>Marge Ewing</u> Please Sign & Fax Return to: 818-779-2130	\$ 3,001.00 <sup>✓ME</sup> 9/16/08

FY 09 2 year  
FY 10

**MULTIPLE INSERTION**  
PO # 08-09M  
Time authorized: 11:37 AM

## Advertising Insertion

OMNITRANS  
1700 W. 5TH STREET  
SAN BERNARDINO, CA 92411

THANK YOU FOR RENEWING YOUR AD.

2 years  
FY 022834  
09 & 10  
P35106/001

P.O. Received  
9/17/08



# Choose Your Career Path Wisely



wide range of careers you may not have considered before.

## Decisions, Decisions...

Career counselors using a career assessment can help you find a career matching your skills and interests, which will help make your search more effective. You can also take self-assessments using a variety of online

## In-Demand

If job security and good pay are important, look at the US Department of Labor's list of growing and highest-paying jobs through 2014:

- Registered nurse
- Physical therapist
- Occupational therapist
- Health diagnosis technician
- Network systems administrator/analyst
- Computer software engineer
- Dental hygienist
- Law enforcement officer
- Teacher (all levels)
- Accountant



Determining your career goals and interests will keep you from wasting your time and money on a degree that doesn't match your desired career path.

In today's job market the type of degree can make all the difference, especially if you're hoping to land one of the current in-demand jobs listed below.

### New Career Path or Same Career Path?

You have two main career choices: If you're just starting out, you can pursue one of your interests; if you've already entered the work force, you can choose a new path. If you go the latter route, your past training and experience may qualify you for a

To learn more and find jobs in these and other career fields



Omnitrans says...

## Make New Friends





**"Continued Progress to All Minority Communities"**

Welcome to Omnitrans... Omnitrans is the public transit agency serving the San Bernardino Valley. Omnitrans carries over 15 million passengers each year throughout its 480-square mile service area. Now! Call the Job Line Find out about our current positions by calling our new Omnitrans Job Line number: 1-888-893-1604

[www.omnitrans.org](http://www.omnitrans.org)

1700 W. 5th Street, San Bernardino, CA 92411

National Black Review

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Reseda, California 91335  
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www.mendiopublishing.net

Mendio Publishing Service  
**El Mundo Latino**

Exhibit 21

INVOICE NO.

557873

APPROVED BY: MARGE EWING

7/9/09

COMPANY: OMNITRANS  
1700 W. 5TH STREET  
SAN BERNARDINO, CA 92411

*Advertising Insertion Order*

DESCRIPTION	APPROVAL DATE	AMOUNT DUE
JOB TRAINING EDITION	06/23/09	\$ 1,950.00
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*We accept All Major Credit Cards*

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JUL 13 2009

# Research Reveals That Hispanics Are the Happiest People

That's right! According to Dr. Ed Diener, a psychologist at the University of Illinois, looking at people from around the world, the happiest people are Hispanics. They tend to look at what's going to go right. But considering the difficult circumstances many Hispanics face in the United States is it truly possible for them to be the happiest people on earth? "Absolutely yes!" answers Dr. Camilo Cruz, self-appointed cheerleader for the Hispanic community. "Happiness is a personal decision, very much independent of circumstances.

Some people with all the money and toys in the world are miserable, but it's also common to find happy people of little means. Each person is as happy as they set out to be." Cruz should know about the business of success and happiness. His most recent book "La Vaca" (Once Upon A Cow), already a Spanish-language bestseller in Colombia and several bookstores in the US, was awarded the 2004 Latino Book Award for the Best Self-Help book in Spanish.

Twenty books ago, his first release "In Search of the American Dream - A Guide Succeeding in the United States" was on New York's La Prensa bestseller list for 42 weeks. People want happiness or success, but they allow excuses and justifications (Cruz calls them "vacas/cows") to keep them from it. In La Vaca, he states that a first step towards achieving a fulfilling life is eliminating those

well-worn excuses that keep us from utilizing our true potential. There's no preachy tone or scolding text, just a metaphor that can lead people to take responsibility and initiative in making productive changes in their lives.

Winning this award recognizes the value and the need for this type of message. People want insight into success and happiness. The proof is in the pudding: in public libraries, life skills and self-help titles are the most sought-after genres by Latinos.

Taller del Éxito, La Vaca's publisher, has received 15,000+ letters from Latino readers across the globe. "People tell us on a daily basis how La Vaca inspired personal or professional transformations," says Ida Jimenez, Vice-President of the company. "We're so pleased that the Latino book industry recognizes the power of Dr. Cruz's works as well." Dr. Cruz was recognized along with other Latino authors such as Isabel Allende and Paulo Coelho. b



ARLINGTON, Va. — A Latino family enjoys their time together. There are 8.5 million Latino families living in the United States — 63 percent have children under the age of 18 and 65 percent of Latino children live with both parents. Photos by Lloyd Wolf for the U.S. Census Bureau.

Source: Hispanic PR Newswire



OmniTrans is the public transit agency serving the San Bernardino Valley. Founded in 1978 through a joint powers agreement, OmniTrans carries over 15 million passengers each year throughout its 250 square mile service area. At OmniTrans we are an Equal Opportunity Employer committed to workplace diversity. Visit our website for Career Opportunities and information.

www.omnitrans.org

An Equal Opportunity Employer

Omni says...  
Make New Friends



EL MUNDO LATINO

2

# The Progressive Woman

Invoice No.

**162615**

18107 Sherman Way, Suite B-102, Reseda, California 91335, 818.776.2521

Hours: Monday - Friday 6:00 am - 1:00 pm (Pacific Time)

[www.theprogressivewoman.net](http://www.theprogressivewoman.net)

Approved By:

**MARGE EWING**  
**OMNITRANS**  
 1700 W. 5TH STREET  
 SAN BERNARDINO, CA 92411

Please Sign &amp; Fax to: (818) 776-2566

Signature Marge Ewing

Advertising Insertion Order  
 Due Upon Receipt

Date  
 08/04/09

**MINORITY ISSUE**

Amount Due  
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Control Code JOE

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This is a proof copy of your advertisement for our next edition of

# The Progressive Woman

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If you wish to submit a logo or special copy for your ad space, please provide original copy to us as soon as possible.

This does not imply past or future participation.

Email address to submit logo or ad copy: [theprogwoman@aol.com](mailto:theprogwoman@aol.com)  
(Photoshop/MAC format preferred)

Questions, call: (818) 776-2521 • Fax: (818) 776-2565

Attention: Marge Ewing

Date: 8/3/09

Invoice #: 162615

**www.omnitrans.org**  
An Equal Opportunity Employer  
1700 W. 5th St.  
San Bernardino, CA 92411

**Omni says...  
Make New Friends**

Omnitrans is the public transit agency serving the San Bernardino Valley. Founded in 1976 through a joint powers agreement, Omnitrans carries over 15 million passengers each year throughout its 480-square mile service area. As a leading employer in the San Bernardino Valley, we offer competitive salary and excellent benefits, including:

- PERS Retirement Plan
- Health & Dental Plans
- Group Life Insurance
- Deferred Compensation
- Credit Unions
- Tuition Reimbursement
- Paid Holidays
- Paid Sick Leave

Find out about our current positions by calling our new Omnitrans Job Line number:  
1-800-897-1001

Note: Ad size may be increased or decreased for ease of proofing and faxing.

**THE PRESS-ENTERPRISE**

**CLASSIFIED ADVERTISING**

**PROOF**

Printed by: Durant, Ranika  
at: 2:14 pm  
on: Friday, Dec 04, 2009

Ad #: 10090226

3512 Fourteenth St.  
Riverside, CA 92501-3878  
**1-800-514-7253**  
**951-684-1200**  
**951-368-9006 Fax**

**Account Information**

Phone #: (909) 379-7272  
Name: OMNITRANS  
Address: ATTN: ACCOUNTS PAYABLE  
1700 W 5TH ST  
SAN BERNARDINO CA 92411

Acct #: 107074  
Client:  
Placed by: Denise Gibson  
Fax #: (909) 379-7108

**Ad Copy:**

**MAINTENANCE CUSTOMER**  
\$11.76 - \$15.78 PER HR  
OMNITRANS, provider of public mass transit for the San Bernardino Valley, is looking for an on-call driver. Apply in full on Friday, December 18, 2009 at 1700 W. 5th St. San Bernardino, CA 92411. For info on the quiz call 909-295-7500 or visit our website at [www.omnitrans.org](http://www.omnitrans.org) 0001AA

**Ad Information**

Classification: EMPLOYMENT OPPORTUNITIES  
Publications: Press-Enterprise  
Online Product  
AfterCollege.com  
DiversityInc.com

Start date: 12-06-09  
Stop date: 12-06-09  
Insertions: 1

Rate code: EM-OPEN  
Ad type: Ad Liner  
Taken by: Durant, Ranika

Size: 1x18.290  
Bill size: 19.00x 5.14 agate lines

Amount due: **\$460.28**

*HR punas*

*Vendor #: 1353  
G/L #: 1600/509080*

*Requisition #: 10002161*

*PO #: 4500001639*

*amt: \$ ~~460.28~~*

# 3148

Exhibit 21

# The Progressive Woman

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162731

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[www.theprogressivewoman.net](http://www.theprogressivewoman.net)

Approved By:

**MARGE EWING**  
OMNITRANS  
1700 W. 5TH STREET  
SAN BERNARDINO, CA 92411



Please Sign & Fax Return  
Signature M. Ewing  
FAX: 800-400-8898

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**WORKING WOMEN EDITION**  
*for 2011 year (full)*

Amount Due  
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We accept checks, money orders, and all **major credit cards**  
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1600. 509080



# BLACK MEDIA NEWS

www.blackmedianews.net

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 Company: **OMNITRANS**  
 1700 W. 5TH STREET  
 SAN BERNARDINO, CA 92411



Please Sign & Fax Return  
 Signature M. Ewing  
 FAX: 800-400-8898

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**Payment Terms: Due Upon Receipt.**

Payment methods: Check, Money Order, Visa,  
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Advertising Insertion	Date of Authorization	Amount Due
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Mendio Publishing Service

# El Mundo Latino

# 2073  
Exhibit 2B

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558183

APPROVED BY: MARGE EWING

COMPANY: OMNITRANS  
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Signature M. Ewing  
FAX: 800-400-8898

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1600-509080

**Meredith Tshilonda**

**From:** WomensJobList Webmaster [support@womensjoblist.com]  
**Sent:** Tuesday, February 28, 2012 4:55 PM  
**To:** Meredith Tshilonda  
**Subject:** WomensJobList.com: New Job Posting

Reply-To: WomensJobList Webmaster X-Spam: [F=0.1698113208; B=0.500(0); STSI=0.500(-7); STSM=0.450(-7); CM=0.500; MH=0.500(2012022832); S=0.200(2010122901); SC=none] X-MAIL-FROM: X-SOURCE-IP: [209.68.6.99] X-AnalysisOut: [v=1.0 c=1 a=38HxUKcnCAwA:10 a=Pc9Wvb9JWeUA:10 a=k02v0dueOv] X-AnalysisOut: [4A:10 a=BLceEmwcHowA:10 a=8nJEP1OIZ-IA:10 a=mZuIfhifyNEXdZ] X-AnalysisOut: [r470splA=:17 a=3RAsBarSAAAA:8 a=\_fSiHM2sCZea9CCqF5UA:9 a=] X-AnalysisOut: [iZGfz5t\_YYOJr7t4kUQA:7 a=wPNLvfgTeEIA:10 a=ua\_VFiCiLowA:10] X-AnalysisOut: [a=1JgVG0PnZysA:10 a=vfac8149drwA:10 a=a4z5Gj9P\_1YA:10 a=g] X-AnalysisOut: [WDR7wA7QWVgY0Zd:21 a=BQjeJ4PCjfnNxSYF:21] Return-Path: support@womensjoblist.com X-OriginalArrivalTime: 29 Feb 2012 00:54:53.0939 (UTC) FILETIME=[BFB1F430:01CCF67C] Hello Meredith Tshilonda,

Your job has been successfully posted on WomensJobList.com.  
 Below is a summary of the total charges for this job posting.

The total cost of your order is \$219.99. Of this total \$0.00 is for your choice of no priority and \$219.99 is for duration choice of 60 days. Your transaction id is 21476259.

Your credit card statement will show a charge from WomensJobList.com.  
 Please save this email as a record of your purchase.

You are now a certified diversity partner. Copy the code below and email it to your webmaster or paste it into your website to display your Women Inclusion Employer Certification Seal.



```
<!-- Start WIE Certification Seal code. Copy and paste into your website but do not modify -->
<a href="http://www.womensjoblist.com/seal.php">
</a>
<!-- End WIE Certification Seal code. -->
```

We are proud of our talented candidate pool, so take advantage of your resume search rights and start contacting candidates via the link below.

<http://www.WomensJobList.com>

Below is a link to your posting. You may email this link to candidates and reference it for page view tracking.

<http://www.WomensJobList.com/jobs/21+76259-Document+Control+Analyst.html>

Post More Jobs on WomensJobList.com:

<http://www.WomensJobList.com/jobs/addjob.php> Page 133

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Document Control Analyst

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Omnitrans

Street:

201 North E Street, Suite 202

City:

San Bernardino

State:

CA

Zip:

92401

Phone:

909-379-7147

Fax:

909-379-7108

Company Profile:

OMNITRANS, provider of public mass transit for th seeking a highly skilled professional to join our aw. Spanning 16 miles with an investment of over \$18+ service will connect students, seniors, shoppers, o major business and government centers, retail mal

Contact Name:

Meredith Tshilonda

Job Location:

US-California-San Bernardino/Palm Springs

Job Title:

# The Progressive Woman

18107 Sherman Way, Suite B-102, Reseda, California 91335, 818.776.2521

Hours: Monday - Friday 6:00 am - 1:00 pm (Pacific Time)

[www.theprogressivewoman.net](http://www.theprogressivewoman.net)

Invoice No.

**162896**

Approved By:

**MARGE EWING  
OMNITRANS  
1700 W. 5TH STREET  
SAN BERNARDINO, CA 92411**

**SIGN & FAX: 800-400-8888**

Signature

*Marge Ewing*

*Advertising Insertion Order*  
**Due Upon Receipt**

Date	<b>WOMEN IN THE WORKPLACE</b>	Amount Due
<b>03/27/12</b>		<b>\$ 595.00</b>

Control Code "MAY"  
Verification time : 10:45 AM

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**Meredith Tshilonda**

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**From:** WomensJobList Webmaster [support@womensjoblist.com]  
**Sent:** Friday, April 13, 2012 12:45 PM  
**To:** Meredith Tshilonda  
**Subject:** WomensJobList.com: New Job Posting

Reply-To: WomensJobList Webmaster X-Spam: [F=0.1698113208; B=0.500(0); STSI=0.500(-4); STSM=0.450(-4); CM=0.500; MH=0.500(2012041312); S=0.200(2010122901); SC=none] X-MAIL-FROM: X-SOURCE-IP: [209.68.6.99] X-AnalysisOut: [v=1.0 c=1 a=38HxUKcnCAwA:10 a=Pc9Wvzb9JWeUA:10 a=k02v0ducOv] X-AnalysisOut: [4A:10 a=BLceEmwcHowA:10 a=8nJEP10IZ-IA:10 a=mZulthifyNEXdZ] X-AnalysisOut: [r470splA=:17 a=3RAsBarSAAAAA:8 a=\_fSiHM2sCZea9CCqF5UA:9 a=] X-AnalysisOut: [jZGhz5t\_YYOJr7t4kUQA:7 a=wPNLvFGTeEIA:10 a=YVNSsL6hr6oA:10] X-AnalysisOut: [ a=1JgVG0PnZysA:10 a=vfae8149drwA:10 a=a4z5Gj9P\_1YA:10 a=c] X-AnalysisOut: [K1naD0nDQZ-B0dZ:21 a=URduM-3Bwu2fUSh6:21] Return-Path: support@womensjoblist.com X-OriginalArrivalTime: 13 Apr 2012 19:44:37.0380 (UTC) FILETIME=[DBF33C40:01CD19AD] Hello Meredith Tshilonda,

Your job has been successfully posted on WomensJobList.com.  
 Below is a summary of the total charges for this job posting.

The total cost of your order is \$219.99. Of this total \$0.00 is for your choice of no priority and \$219.99 is for duration choice of 60 days. Your transaction id is 21476371.

Your credit card statement will show a charge from WomensJobList.com.  
 Please save this email as a record of your purchase.

You are now a certified diversity partner. Copy the code below and email it to your webmaster or paste it into your website to display your Women Inclusion Employer Certification Seal.



```
<!-- Start WIE Certification Seal code. Copy and paste into your website but do not modify -->
<a href="http://www.womensjoblist.com/seal.php">
</a>
<!-- End WIE Certification Seal code. -->
```

We are proud of our talented candidate pool, so take advantage of your resume search rights and start contacting candidates via the link below.

<http://www.WomensJobList.com>

Below is a link to your posting. You may email this link to candidates and reference it for page view tracking.

<http://www.WomensJobList.com/jobs/21476371-Part-Time-IT-nach-Operativ.html>

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**Omnitrans**

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Job Title:

Part Time Coach Operator

Company Name:

Omnitrans

Street:

1700 West Fifth Street

City:

San Bernardino

State:

CA

Zip:

92411

Phone:

909-379-7147

Company Profile:

Omnitrans is a provider of public transportation for

Contact Name:

Meredith Tshlonda

Job Location:

US-California-San Bernardino/Palm Springs

Position Type:

Part Time

Number of Openings:

6

[Apply Online](#):

**Meredith Tshilonda**

---

**From:** Scott Gasperin [careers@nativejobs.com]  
**Sent:** Monday, April 16, 2012 4:58 AM  
**To:** Meredith Tshilonda  
**Subject:** Re: Job Announcement

Hi Meredith,  
Your announcement has been posted in the Other category.  
I will process your purchase and send a receipt in the next couple days.

Thanks,  
Scott

Scott Gasperin, Publisher  
The Tribal Employment Newsletter  
[www.nativejobs.com](http://www.nativejobs.com)

----- Original Message -----  
**From:** Meredith Tshilonda  
**To:** careers@nativejobs.com  
**Sent:** Friday, April 13, 2012 3:34 PM  
**Subject:** Job Announcement

Good afternoon. Attached is our job announcement. I have submitted the online form with credit card payment info.

Meredith Tshilonda  
  
HR Analyst  
  
Omnitrans  
  
San Bernardino, CA  
  
(909) 379-7147

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**\$15.46 - \$20.72/hr. (\$12.25/hr. during 5-week training period)**  
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**THE JOB:** Coach Operators are under general direction to safely operate a transit coach over assigned routes according to published schedules. They provide excellent customer service as well as assisting handicapped patrons; and perform related duties as required, but are not limited to the following:

- Operates passenger transit coaches of varying sizes over scheduled routes in a timely manner.
- Secures fares, tickets/passes and transfers from coach passengers, and provides transfers and route information to transit customers.
- Observes and complies with State and local traffic laws and ordinances, and Agency rules, to ensure passenger safety.
- Exercises tact and courtesy in dealing with transit customers.
- Completes accident, incident and various other reports as required.

**REQUIREMENTS:**

- Stable work history.
- Minimum age of 21.
- Excellent driving record (DMV H6 required with application).
- Ability to obtain and maintain a Class B Perm/License with endorsements.

**ABILITY TO:**

- Maintain a good attendance record and be at work on time.
- Communicate effectively both orally and in writing.
- Remain calm and composed under occasionally stressful conditions.
- Deal courteously and effectively with passengers, fellow employees and the general public.
- Follow written instructions and verbal orders.
- Maintain a neat, professional appearance.

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**Omnitrans**  
**Affirmative Action Plan**  
**2009 to 2012**  
Mike Victoria, Affirmative Action Officer  
**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Presented By:  
Marge Erwig, Director of Human Resources

March 2010

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**Objectives and Goals**

- Reaffirm The Agency's policy on Equal Opportunity
- Identify the Agency's AAP Placement GOALS
- Management Joint Responsibility
- How The Agency can be effective in meeting Placement Goals

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**The Company's AAP Reaffirmation**

- Is and shall be an Equal Opportunity Employer (EOE)
- Will do the utmost to further EOE Principles
- It provides for benefits to Omnitrans
- Committed to recruit, hire and promote without regard to Race, Color, Ancestry, Religion, National Origin, Sex, Age, Mental or Physical Disability, Sexual Orientation or Marital Status
- Affirmative action is taken to address under-utilization of any affected class.

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**Why AAP Is Critical to Our Survival!**

- Mandatory to implement-severe consequences for being non-compliant
- Mandatory in order to receive government contracts and funding—including FTA funding
- FTA does triennial audit of our EEO practices.
- We submit our AAP to FTA on triennial basis.
- Our AAP is subject to an audit by OFCCP
- Penalty for non-compliance ranges from thousands of dollars of penalties to loss of any future government funding.

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**Our AAP Positions Under-utilized in the following Job Groups and Placement Goals for 2009-2012**

Note: "Any problem areas will be addressed by our good faith efforts to meet each goal."

- Omnitrans is under-utilized for females and minorities for the following job groups:
  - Sr. Management (Policy 201 levels 1 & 2)
  - Management "Manager" job titles
  - Supervisors "Supervisor" job titles
  - Operators (Coach Operators)
  - Service Workers (JISWs & Custodians)

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**Placement Goals (Continued)**

Placement Goals for these Under-utilized Job Groups are:

- Sr. Management – 1 Female
- Management – 2 Females, 1 American Indian
- Supervisors – 11 Minorities
- Operators – 53 Females, 5 American Indians
- Service Workers – 2 Females

Note: "Omnitrans has identified these Job Groups in which the abundance of minorities and/or women is less than that which would normally be expected based on their availability."

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**Placement Goals (Continued)**

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Placement Goals by department:  
 Operations: 58 females, 6 Am. Indians  
 Information Technology: 2 females  
 Marketing: 1 Asian  
 Planning: 2 females  
 Human Resources: 1 black  
 Procurement: 2 females, 1 hispanic  
 SBX/IPMO: 1 hispanic

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**Management and Supervisor's Joint Responsibility in Implementing AAP**

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Note: "...Managerial/supervisory performance will be evaluated on the success of the Affirmative Action Program in its own right as well as performance on other Agency goals and objectives."

**Action-oriented programs**

Monitoring and periodic inter-divisional programs designed to correct any problem areas identified and to attain established goals and objectives:

- Internal and External Dissemination of Policy
- Outreach Activities/Events/Workshops (EEO, Job Dates, Monthly Publications, etc.)
- Training Job Openings Database
- EEO and Director of HR Responsibilities for Implementation
- Training of Personnel Involved in Selection
- Review of Personnel Processes and Procedures: Coordination of Qualifications
- Audit and Reporting Systems

These demonstrate that the employee:

- Has made a good faith effort to ensure identified barriers, expand employment opportunities and promote maximum results.

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**Management's and Supervisor's Role**

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**Desires for Supervisors or the Manager include (but are not limited to):**

- Use "good faith" effort in selecting candidates for identified under-utilization of minorities or females in Job Groups
- Assist the AAO in the identification of any problem areas and helping to eliminate any barriers to EEO
- Whenever possible, becoming involved in local minority organizations, women's organizations, community action groups, and community service programs
- HR Director will perform periodic audits of hiring and promotion personnel training programs to assist impediments to the attainment of affirmative action goals and objectives. Results from these audits are communicated through appropriate management meetings.
- Reviewing the qualifications of employees to ensure that minorities and women are given full opportunity for transfer and promotion.

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### Affirmative Action Plan Document

- Available in the Human Resources Department
- Available at any time for review by any employee in HR Only, Mon-Fri 8am - 6pm
- The HR Director will continue provide affirmative action information, interpretation, results and/or direction as needed throughout the duration of this AAP.

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### Conclusion

- Compliance is critical to success
- Managers and Supervisors are critical to AAP success
- Further individualized and group training will be provided through the duration of this AAP

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EMPLOYMENT DEVELOPMENT DEPT  
Job Services  
480 Mountain View Avenue  
P.O. Box 1131  
San Bernardino, CA 92402-1131

EDD  
Attn: Laura Harris  
1325 Spruce St. #110  
Riverside, CA 92507

EMPLOYMENT DEVELOPMENT DEPT  
Job Services  
3460 Orange Street  
P.O. Box 12007  
Riverside, CA 92502-2207

Jobs & Employment Services Dept.  
Attn: Maria Gonzalez  
646 N. Sierra Way  
San Bernardino, CA 92415

EMPLOYMENT DEVELOPMENT DEPT  
Job Services  
814 West Colton Avenue  
Redlands, CA 92374-2930

Linda Drake Association  
231 E. Alessandro Blvd #A  
Riverside, CA 92508-6039

Rock Christian Church  
2345 S. WATERMAN  
SAN BERNARDINO, CA 92408

Redlands GAIN  
760 E. Stuart Avenue  
Redlands, CA 92374

Mr. Dick McFarlane  
ROHR, INC.  
Employment Transition Center  
8200 Arlington Avenue, Building 2  
Riverside, CA 92503

Fontana JESD  
16730 Arrow Blvd.  
Fontana, CA 92335

Ms. Mary Nemnich  
EDD, State of California  
Job Connection  
600 N. Sierra Way  
San Bernardino, CA 92410

City of Chino  
13220 Central Avenue  
Chino, CA 91710

Employment Development Department  
Riverside One-Stop  
1161 Spruce Street  
Riverside, CA 92507-2428

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Colton, CA 92324

Ms. Cathy Beardsly  
17590 Foothill Blvd.  
Fontana, CA 92335-2735

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Ms. Jan Crouch  
GAIN  
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San Bernardino, CA 92415-0039

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REDLANDS, CA. 92373

Pomona Job Club  
ATTN: Caryn  
2235 N. Garey Ave.  
Pomona, CA 91767

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150 South Palm Avenue  
Rialto, CA 92376

Rocio Rodriguez  
3380 Shelby Ave  
Ontario, CA 91764

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San Bernardino, CA 92418

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SAN BERNARDINO, CA 92408

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COLTON, CA 92324-3516

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Yucaipa, CA 92399

VA Loma Linda  
Healthcare System (116A)  
Attn : Signe Margit  
11201 Benton Street  
Loma Linda, CA 92357

Calvary Chapel of San Bernardino  
1499 E. Baseline  
San Bernardino, CA 92410

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Redlands, CA 92373

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Irvine, CA 92697-4600

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Victorville, CA 92392.

Town of Apple Valley.  
14955 Dale Evans Parkway,  
Apple Valley, California 92307

City of Pomona  
505 S. Garey Ave.  
Pomona, CA 91766

City of Claremont  
207 Harvard Ave.,  
Claremont, CA 91711

City of West Covina  
1444 West Garvey Avenue  
West Covina, CA 91793

City of Walnut  
21201 La Puente Road  
Walnut, CA 91789

Diamond Bar City Hall  
21825 Copley Drive  
Diamond Bar, CA 91765

Pasadena City Hall Location  
100 N. Garfield Ave.  
Pasadena, CA 91109

City of Anaheim  
200 S. Anaheim Boulevard, #332  
Anaheim, CA 92805

City of Brea,  
1 Civic Center Circle  
Brea, CA 92821

City of Buena Park  
6650 Beach Blvd.,  
Buena Park, CA 90620

City of Fullerton.  
Human Resources,  
303 W. Commonwealth,  
Fullerton, CA 92832

Employment Information Services  
Office (EISO)  
3333 Wilshire Blvd., Suite 100,  
Los Angeles, CA 90010

County of Riverside  
Human Resources Department  
4080 Lemon Street  
Riverside, CA 92502

County of San Bernardino  
157 West Fifth Street  
San Bernardino CA 92415-0440

San Diego Workforce Partnership, Inc.  
3910 University Avenue,  
Suite 400  
San Diego, CA 92105

East County Career Center  
924 E. Main Street  
El Cajon, CA 92021

Metro Career Center  
3910 University Ave.  
San Diego, CA 92105

South Metro Career Center  
4389 Imperial Avenue  
San Diego, CA 92113

North County Coastal Career Center  
1949 Avenida Del Oro  
Oceanside, CA 92056

North County Inland Career Center  
463 North Midway Drive,  
Suite 100B  
Escondido, CA 92027

South County Career Center  
1111 Bay Boulevard, Suite E  
Chula Vista, CA 91911

County of Ventura  
Human Resources  
800 South Victoria Ave.  
Ventura, CA 93003

County of Orange  
333 W. Santa Ana Blvd.  
Santa Ana, CA 92701-4062

**Affirmative Action Program for  
Workers with Disabilities,  
Special Disabled Veterans,  
Veterans of the Vietnam Era,  
Other Protected Veterans, and  
Recently Separated Veterans**



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Milo Victoria, CEO/General Manager      Date

---

Marjorie Ewing, Director of Human Resources      Date

**PART II**

**SECTION I**

## **INSPECTION OF THIS AAP**

*41 §CFR 60-741.41*

*41 §CFR 60-250.41*

The full Affirmative Action Program for disabled workers, special disabled veterans, veterans of the Vietnam Era, other protected veterans, and recently separated veterans shall be available for inspection by any applicant or employee upon request. The location and hours during which the AAP can be obtained are posted where such information is available to both applicants and employees. See Exhibit 1.

## SECTION II

### PERSONS COVERED BY THIS AFFIRMATIVE ACTION PROGRAM

*41 CFR §60-741.2*

*41 CFR §60-250.2*

#### **Special disabled veteran** means:

A person entitled to disability compensation under laws administered by the Department of Veterans Affairs for a disability

- rated at 30 percent or more; or
- rated at 10 percent or 20 percent in the case of a veteran who has been determined to have a serious employment handicap; or

*A person who was discharged or released from active duty because of a service-connected disability.*

#### **Qualified special disabled veteran** means:

A special disabled veteran as defined above who:

- satisfies the requisite skill, experience, education and other job-related requirements of the employment position such veteran holds or desires, and
- who, with or without a reasonable accommodation, can perform the essential functions of such position.

#### **Veteran of the Vietnam Era** means:

A person who served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred:

- in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or
- between August 5, 1964, and May 7, 1975, in all other cases; or

A person who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed:

- in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or
- between August 5, 1964, and May 7, 1975, in all other cases.

**Other protected veteran** means:

Veterans of wars, campaigns, and expeditions for which a campaign badge is authorized under laws administered by the Department of Defense. This includes, but is not limited to, World War I, World War II, the Korean War, the Gulf War, Grenada, and Bosnia.

**Recently separated veteran** means:

Any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty.

**Individual with a disability** means any person who:

- Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- Has a record of such impairment; or
- Is regarded as having such an impairment.

**Qualified individual with a disability** means:

- An individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position, **EXCEPT,**
- The terms **individual with a disability** and **qualified individual with a disability** do not include individuals currently engaging in the illegal use of drugs, when the employer acts on the basis of such use. These terms also do not include an individual who is an alcoholic whose current use of alcohol prevents such individual from performing the essential functions of the employment position such individual holds or desires or whose employment, by reason of such current alcohol abuse, would constitute a direct threat to property or to the health or safety of the individual or others.

**Substantially limits** means:

- Unable to perform a major life activity that the average person in the general population can perform; or
- Significantly restricted as to the condition, manner, or duration under which an individual can perform a particular major life activity as compared to the

condition, manner, or duration under which the average person in the general population can perform that same major life activity.

- With respect to the major life activity of working, “substantially limits” means significantly restricted in the ability to perform either a class of jobs or a broad range of jobs in various classes as compared to the average person having comparable training, skills, and abilities. The inability to perform a single, particular job does not constitute a substantial limitation in the major life activity of working.

**Major life activities** means:

Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

### **SECTION III**

#### **POLICY STATEMENT**

*41 CFR §60-741.44(a)*

*41 CFR §60-250.44(a)*

It is the policy of Omnitrans to seek and employ qualified personnel at all locations and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination. To achieve this, Omnitrans will take affirmative action to employ and advance in employment qualified individuals with disabilities, disabled veterans, and veterans of the Vietnam Era, other protected veterans, and recently separated veterans, and will administer all personnel actions without regard to disability and base all such decisions on valid job requirements.

Omnitrans will ensure that applicants and employees with disabilities are informed of the contents of its policy statement. Employees and applicants shall not be subject to unlawful harassment.

Attached as Exhibit 2, is Omnitrans' policy statement signed by the Director of Human Resources.

## SECTION IV

### INTERNAL DISSEMINATION OF POLICY

*41 CFR §60-741.44(g)*

*41 CFR §60-250.44(g)*

Omnitrans will disseminate this Affirmative Action Policy internally in the following ways:

1. Omnitrans' policy manual contains its EEO/AA Policy, which covers individuals with disabilities, special disabled veterans, veterans of the Vietnam Era, recently separated veterans, and other protected veterans. See Exhibit 6.
2. Omnitrans' EEO/AA Policy is posted in all offices and on all employee bulletin boards. See Exhibit 1.
3. Omnitrans periodically informs all employees of its commitment to engage in affirmative action to increase employment opportunities for qualified individuals with disabilities, qualified special disabled veterans, qualified veterans of the Vietnam Era, and qualified veterans of wars, campaigns or expeditions for which a campaign badge has been authorized. This may include scheduling meetings with management employees or all employees to discuss the policy and to explain individual responsibilities.
4. Omnitrans' Policy and the existence of the Affirmative Action Program are discussed in new employee orientation meetings.
5. The Affirmative Action Program for Disabled Workers, Special Disabled Veterans, Veterans of the Vietnam Era, Other Protected Veterans, and Recently Separated Veterans is available for inspection upon request by any employee or applicant during normal business hours in the Human Resources Department.
6. Management and other employees engaged in employment, placement, and transfer or promotion processes receive additional training on applicable opportunity laws for the handicapped and covered veterans. Our AAP is covered in depth with employees who work in Human Resources.
7. From time to time we meet with union officials to explain Omnitrans' equal employment opportunity policy and to request their cooperation and support.

## SECTION V

### EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT

*41 CFR §60-741.44(f)*

*41 CFR §60-250.44(f)*

1. Omnitrans enlists the assistance and support of recruiting sources that are capable of referring qualified individuals with disabilities, special disabled veterans, Vietnam Era veterans, other protected veterans and recently separated veterans for employment opportunities with Omnitrans.

Specifically, Omnitrans has sent a copy of its policy to local EDD offices.

Omnitrans has invited EDD to attend briefing sessions on our premises where they tour the facilities, and where we can discuss our selection process, worker specifications, etc.

2. As required by these regulations, Omnitrans lists all employment opportunities and those opportunities that we expect to fill from within our own organization, with the state employment office where the position is located.
3. When we have vacancies for which we expect to recruit externally, we notify the sources listed in item 1. We request that they refer applicants in accordance with our standard procedures.
4. Newspaper advertisements and other recruiting communications carry the tag line, Equal Opportunity Employer, M/F/D/V.
5. Jobs are listed on the Army Career & Alumni Program (ACAP) – *Employers Who Want to Hire Veterans* website. (See Exhibit 9)
6. Advertisements in *The Veteran Journal* publication. (See Exhibit 10)

## SECTION VI

### RESPONSIBILITY FOR IMPLEMENTATION

*41 CFR §60-741.44 (i)*

*41 CFR §60- 250.44(i)*

Milo Victoria, Omnitrans' CEO/General Manager has overall responsibility for the Program. The CEO/General Manager is designated as the Affirmative Action Officer and is responsible for implementing, monitoring, and administering the Program. Implementation of this program has the support of top management.

The Director of Human Resources will support the CEO/General Manager by:

1. Develop policy statements, affirmative action programs, and internal and external communication techniques, including discussions with managers, supervisors, and employees to ensure that Omnitrans' policy is being followed.
  2. Identify problem areas in the implementation of the affirmative action program in conjunction with line management, and develop solutions.
  3. Design and implement audit and reporting systems.
  4. Serve as liaison between the Omnitrans and enforcement agencies.
  5. Serve as liaison between Omnitrans and organizations by and for disabled workers, and all veterans covered by this AAP.
  6. Keep management informed of the latest developments in the affirmative action area.
  7. Arrange for career counseling as requested by known disabled workers and all veterans covered by this AAP.
  8. Advise supervisors that their work performance, including the prevention of harassment of employees placed through affirmative action efforts, is being evaluated on the basis of their affirmative action efforts, as well as on the basis of other criteria.

## **SECTION VII**

### **TRAINING OF PERSONNEL INVOLVED IN SELECTION**

*41 CFR §60-741.44(j)*

*41 CFR §60-250.44(j)*

All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes shall be trained to ensure that the commitments in Omnitrans' affirmative action program are carried out.

## SECTION VIII

### REVIEW OF PERSONNEL PROCESSES PROPER CONSIDERATION OF QUALIFICATIONS

*41 CFR §60-741.44 (b)*

*41 CFR §60-250.44 (b)*

1. Omnitrans reviews its employment procedures at least annually to ensure careful, thorough, and systematic consideration of the job qualifications of applicants and employees for job vacancies filled either by hiring or promotion and for all training opportunities, including applicants and employees known to have a disability, known special disabled veterans, known veterans of the Vietnam Era, known veterans of wars, campaigns and expeditions for which a campaign badge has been authorized, and recently separated veterans.
2. In order to ensure that there has been proper consideration of the qualifications of covered applicants and employees, Omnitrans will file such application in a file for each specific vacancy (whether new hire, promotion, transfer, etc.) for which the person applied. These files shall be easily retrievable for review by the Department of Labor and for the contractor's own review in carrying out compliance activities.
3. Omnitrans will, in each case where a covered veteran or disabled person is rejected for employment, promotion, or training, make and retain a record sufficient to describe the reasons for the non-selection and the name of the person who was selected. If an accommodation was considered, the record will also reflect this information.
4. Omnitrans will make and retain a record of all accommodations undertaken which make it possible to place a covered veteran or disabled individual in a job.

## SECTION IX

### REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

*41 CFR §60-741.44(c)*

*41 CFR §60- 250.44(c)*

1. Omnitrans has reviewed all of its jobs for physical and mental qualifications. None have requirements that tend to screen out qualified disabled individuals unless they are job related and consistent with business necessity.
2. In the same way, Omnitrans will review physical and mental qualifications of any job whenever the position description for that job is revised.
3. Omnitrans administers physical examinations only post-offer/pre-employment. Physical examinations are not given to all applicants/employees, they but are given to each applicant offered an opportunity in a particular job title.
4. Information obtained about any applicant's or employee's medical condition or history shall be collected and maintained on separate forms and in separate medical files.

These files will be treated as confidential except:

- (i) Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the applicant or employee and necessary accommodations;
- (ii) First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
- (iii) Government officials engaged in enforcing the laws administered by OFCCP or enforcing the Americans with Disabilities Act shall be provided relevant information on request.

Information obtained regarding the medical history or condition of any applicant or employee shall not be used for any purpose inconsistent with the law.

## **SECTION X**

### **REASONABLE ACCOMMODATIONS**

*41 CFR §60-741.44(d)*

*41 CFR §60-250.44(d)*

1. Omnitrans will make reasonable accommodations to the known physical and mental limitations of an otherwise qualified individual unless it can demonstrate that the accommodation would impose an undue hardship on the operation of its business.
2. If an employee with a known disability is having significant difficulty performing his or her job, and it is reasonable to conclude that the performance problem may be related to the known disability, such employee's supervisor will confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee responds affirmatively, the contractor shall confidentially inquire whether the employee is in need of a reasonable accommodation. This does not mean that poor performance will be tolerated; a reasonable accommodation is that which will permit the employee to perform the job in accordance with those standards established by the supervisor for all employees in the same or similar position.

## **SECTION XI**

### **HARASSMENT**

*41 CFR §60-741.44(e)*

*41 CFR §60-250.44(e)*

1. Omnitrans prohibits harassment of its employees on account of their status as disabled, as a special disabled veteran, as a veteran of the Vietnam Era, as an other protected veteran or a recently separated veteran within the meaning of these regulations. Any employee who believes himself or herself to have been harassed in violation of this policy is urged to bring this to the attention of the supervisor or the Director of Human Resources or the CEO/General Manager immediately.
2. Any supervisor who witnesses such harassment or is otherwise informed of a violation of this policy is directed to bring this to the immediate attention of the Director of Human Resources. Failure of a supervisor with such knowledge to promptly advise responsible Omnitrans officials is grounds for discipline up to and including discharge.
3. The investigation of any such complaint shall be carried out promptly and shall involve only those persons with a need to know.
4. Any employee guilty of harassment of another employee in violation of this policy is subject to discipline up to and including discharge, depending on the severity of the offense.

## **SECTION XII**

### **MANDATORY JOB LISTING**

*41 CFR §60-250.5(a)(2)*

1. Listing of employment openings with the employment service system shall be made concurrently with the use of any other external recruitment source or effort.
2. Jobs will be listed with the local state employment office in the area where the job is located.
3. Omnitrans will treat referrals from the state employment service in the same way that it treats referrals from other sources. That is, such referrals may or may not be interviewed in the same way that Omnitrans determines to interview applicants who are referred by other means.

## SECTION XIII

### AUDIT AND REPORTING SYSTEM

*41 CFR §§60-741.44(h) and -741.80*

*41 CFR §§60-250.44(h) and -250.80*

1. Omnitrans has designed and implemented an audit and reporting system that:
  - (i) measures the effectiveness of our program;
  - (ii) indicates any need for remedial action;
  - (iii) assists us in determining the degree to which our objectives have been obtained;
  - (iv) assists us in determining whether individuals covered by this Affirmative Action Program have had the opportunity to participate in all Omnitrans-sponsored educational, training, recreational, and social activities; and
  - (v) measures our compliance with specific obligations.

These are the responsibility of the CEO/General Manager.

2. Where problems are identified, Omnitrans will undertake the necessary action to bring the program into compliance.
3. Omnitrans retains all records relating to employment decisions, such as advertisements and postings, applications and résumés, interview notes, tests and test results, requests for accommodation, etc. for a period of 2 years from the date the record was made or the date of the selection decision, whichever occurs first.

## SECTION XIV

### OTHER MATTERS

As required by applicable regulations, Omnitrans:

1. Will include the equal opportunity clause in each of our covered contracts and purchase orders, either in totality or by incorporation by reference. *41 CFR §60-741.5, 41 CFR §60-250.5*
2. Will post in conspicuous places, available to applicants and employees, notices in the form prescribed by the Department of Labor which state Omnitrans' obligation under the law to refrain from discrimination and to engage in affirmative action with respect to individuals with disabilities, disabled veterans, and veterans of the Vietnam Era. *41 CFR §60-741.5, 41 CFR §60-250.5.*
3. Will not, when employing or promoting disabled veterans and veterans of the Vietnam era, reduce the amount of compensation offered because of any disability income, pension or other benefit the applicant or employee receives from another source. *41 CFR §60-741.21(i), 41 CFR §60-250.21 (i)*
4. Will not deny a qualified individual with a disability equal access to insurance or subject such individual to different terms or conditions of insurance based on disability alone, if the disability does not pose increased risks. *41 CFR §60-741.25, 41 CFR §60-250.25*
5. Will notify each applicant and employee of the availability of this Affirmation Action Program for inspection and the hours and location where it can be examined.
6. Will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contractual understanding that Omnitrans is bound by the terms of the Rehabilitation Act and the Vietnam Era Veterans Readjustment Assistance Act. *41 CFR §60-741.5, 41 CFR §60-250.5*

## **SECTION XV EXHIBITS**

1. EEO Policy Statement/Notice of Right of Inspection
2. EEO Policy Statement Concerning Non-Harassment
3. Purchase Order Information
4. Sample Job Announcement
5. Notice of Non-Discrimination on the Basis of Disability
6. Policy 221
7. Policy 704
8. Policy 225
9. ACAP – Employers Who Want to Hire Veterans listing
10. The Veteran Journal

2011



### EQUAL EMPLOYMENT OPPORTUNITY: POLICY STATEMENT

OMNITRANS reaffirms its policy that it is and shall be an equal opportunity employer and will do its utmost to further these principles. Successful achievement of the Agency's Affirmative Action goals will provide benefits to OMNITRANS through broader utilization and development of previously underutilized human resources.

So that the implementation of this policy is assured, the Agency is committed to recruit, hire and promote for all job classifications without regard to race, color, ancestry, religion, national origin, sex, age, mental or physical disability, sexual orientation or marital status. Affirmative action will be taken, including goals and timetables, in order to address underutilization of any affected class.

Employment and promotional decisions will center around valid job requirements developed before applicants are interviewed. Such decisions will be based solely on an individual's job-related qualifications.

We will insure that all other employment practices, such as transfers, compensation, benefits, layoffs, terminations, Agency-sponsored training and other terms and conditions of employment will also be administered without regard to race, color, ancestry, religion, national origin, sex, age, mental or physical disability, sexual orientation, or marital status. We will initiate and promulgate these policies to all department heads to assure that they are adopted and adhered to. Managerial and supervisory performance will be evaluated on the success of the Affirmative Action Program in the same way as their performance on other Agency goals and objectives.

The CEO/General Manager has been designated as the Agency's Affirmative Action Officer, and has assigned as his alternate the Director of Human Resources who has the primary responsibility for the implementation of the Affirmative Action Program. However, all management personnel share in this responsibility and will be assigned specific tasks to assure compliance is achieved.

Applicants and employees have the right to file complaints alleging discrimination with the CEO/General Manager or to the Director of Human Resources. Investigation may be assigned to persons outside of the Agency if deemed appropriate.

Omnitrans' full Affirmative Action Program is available for inspection by any applicant or employee upon request from the Human Resources Department from 8:00 a.m. – 5:00 p.m.

Milo Victoria  
CEO/ General Manager

Omnitrans • 1700 West Fifth Street • San Bernardino, CA 92411  
Phone: 909-379-7100 • Web site: [www.omnitrans.org](http://www.omnitrans.org) • Fax: 909-889-5779

Serving the communities of Chino, Chino Hills, Colton, County of San Bernardino, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Upland and Yucaipa.



**POLICY STATEMENT: EQUAL EMPLOYMENT OPPORTUNITY FOR PERSONS WITH DISABILITIES, THE VIETNAM ERA VETERANS, AND OTHER VETERANS.**

Omnitrans has posted and otherwise published its Equal Employment Opportunity and Affirmative Action Policy. Incorporated by reference into that policy, as required by regulations covering certain military veterans and individuals with disabilities, is the following additional provision for such persons.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) Filing a complaint; (2) Assisting or participating in an investigation, compliance evaluation, hearing or any other activity related to the administration of the affirmative action provisions of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (VEVRAA), or any other Federal, state or local law requiring equal opportunity for special disabled veterans, veterans of the Vietnam Era or other covered veterans; or related to the administration of section 503 of the Rehabilitation Act of 1973, as amended or other Federal, state or local law requiring equal opportunity for disabled persons; or (3) Opposing any act or practice made unlawful by VEVRAA or its implementing regulations in this part or any other Federal, state or local law requiring equal opportunity for special disabled veterans, veterans of the Vietnam Era, or other covered veterans or made unlawful by Section 503 or its implementing regulations in this part of any other Federal, state or local law requiring equal opportunity for disabled persons; or (4) Exercising any other right protected by VEVRAA or its implementing regulations in this part or other right protected by section 503 or its implementing regulations in this part.

See also Omnitrans' Harassment Policy covering all employees and forbidding harassment on account of disability or status as a disabled veteran, veteran of the Vietnam Era or other covered veteran as well as sex, race, color, religion, national origin, age, marital status, political affiliation or sexual orientation.

  
\_\_\_\_\_  
Marjorie Ewing, Director of Personnel

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Omnitrans • 1700 West Fifth Street • San Bernardino, CA 92411  
Phone: 909-379-7100 • Web site: [www.omnitrans.org](http://www.omnitrans.org) • Fax: 909-889-5779

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**OMNITRANS  
SUPPLEMENTAL TERMS AND CONDITIONS OF PURCHASE**

Exhibit 3

1. **PURCHASE ORDER (P.O.).** Omnitrans shall not be responsible for goods or services provided by Consultant to Omnitrans officials or employees without a duly authorized P.O.
2. **INVOICES.** Invoices shall be submitted under the same name as that which is shown on the face of this Purchase Service Agreement. The P.O. number must appear on all invoices, shipping notices, delivery and packing slips, packages and correspondence. Each P.O. shall be invoiced separately.
3. **PACKING SLIPS.** Packing slips must accompany each shipment unit (included with each package in shipment), showing Omnitrans' P.O. number, description, and part number for each item.
4. **ACCEPTANCE.** Services are subject to Omnitrans' inspection and approval within a reasonable time after delivery. If specifications are not met or not approved, material may be returned at supplier's expense.
5. **DELIVERY.** Unless otherwise indicated on the face of this order, delivery shall be FOB destination. COD shipments will not be accepted. Deliveries for all departments must be made through Omnitrans' Receiving Department. Nonpayment may result for goods delivered in any other manner.
6. **PARTIAL DELIVERIES.** Shipments must be identified as partial or complete, along with the number of shipping units.
7. **MODIFICATIONS.** Consultation shall not make any alterations or change to this Purchase Agreement in any fashion without prior written authorization from Omnitrans. Price increases caused by alteration or modification of the original P.O. must be authorized by the Director of Procurement. Increases over 10% of the original amount as it appears in Section 2, Scope of Work, requires a written Change Order.
8. **FEDERAL, STATE AND LOCAL LAWS.** All goods or services furnished pursuant to this P.O. shall comply with all CAL-OSHA standards and regulations and all applicable Federal, state and local laws and regulations.
9. **BUY AMERICA.** Vendor certifies that all products provided under this Purchase Agreement complies with the requirements of the Buy America Act codified in 41 USC §10a-10d.
10. **DISADVANTAGED BUSINESS ENTERPRISE.** The supplier shall not discriminate based on race, color, national origin, or sex in the performance of this P.O.
11. **ENERGY CONSERVATION.** The supplier agrees to comply with the requirements of the Resource Conservation and Recovery Act, as amended, 42 USC §§6901 et seq.
12. **TITLE VI OF THE CIVIL RIGHTS ACTS OF 1964.** Supplier agrees to comply with all applicable requirements of Title VI of the Civil Rights Act of 1964, 42 USC § 2000d and USDOT regulations "Nondiscrimination in Federally Assisted Programs of the Department of Transportation--Effectuation of Title VI of the Civil Rights Act," 49 CFR, part 21.
13. **RECORD RETENTION.** The supplier shall make available within 30 days, upon request by Omnitrans, all records related to this P.O. for a period of up to three (3) years after closure.
14. form ISO, CG 2010.
15. **AMERICANS WITH DISABILITIES ACT.** The Consultant agrees to comply with all the applicable requirements of the Americans with Disabilities Act of 1990, 42 USC §§12101 et seq. in conjunction with this P.O.
16. **DRUG AND ALCOHOL POLICY.** It is the policy of Omnitrans that anyone, while on Agency property, is prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol or illegally using or misusing legally prescribed drugs.
17. **INTEREST OF MEMBERS OF CONGRESS.** No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement.

**OMNITRANS  
SUPPLEMENTAL TERMS AND CONDITIONS OF PURCHASE**

Exhibit 3

18. **INDEMNIFICATION.** The Consultant shall indemnify, keep and save harmless Omnitrans, its agents, officials and employees from any and all claims, actions, losses, damages, and/or liability arising out of this P.O. from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by Omnitrans on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The supplier's indemnification obligation applies to Omnitrans' "active" as well as "passive" negligence but does not apply to Omnitrans' "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.
19. **FORCE MAJEURE (EVENTS BEYOND THE CONTROL OF THE CONSULTANT).** The Consultant will not be held liable for failure of delay in fulfillment if hindered or prevented by act of God, fire, strike, loss or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by government that are not reasonably foreseeable.
20. **ACKNOWLEDGMENT.** By delivery of the goods or services purchased herein, the supplier agrees to all the terms and conditions of this Purchase Agreement.
20. **TERMINATION.** Omnitrans may terminate this Agreement in whole or in part for Omnitrans' convenience or because of the failure of the Consultant to fulfill its obligation. The CEO/General Manager shall terminate by specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Consultant shall: (a) immediately discontinue all services affected and (b) deliver to the CEO/General Manager all data, drawings, specifications, reports, estimates, summaries and other information and materials accumulated in performing this contract, whether completed or in process. If the termination is for the convenience of Omnitrans, Omnitrans shall make an equitable adjustment in the P.O., but shall not allow anticipated profit on unperformed services.
21. **APPLICABILITY.** The Terms and Conditions stated herein do not supersede or supplement the terms and conditions of any Omnitrans procurement wherein the terms and conditions were previously specified.
22. **OSHA COMPLIANCE.** The items covered by this Agreement must conform with safety orders of OSHA, CALOSHA, and /or NIOSH, and applicable Safety Data Sheets.
23. **QUESTIONS.** Questions regarding the Terms and Conditions of this Purchase are to be directed to the Procurement Office, phone 909.379.7146; fax: 909.379.7107; 1700 West Fifth Street, San Bernardino, CA 92411.

**End of Supplemental Terms and Conditions**

## About Omnitrans

**MISSION:** "To provide citizens of the San Bernardino Valley with comprehensive public mass transportation services which maximize customer use, comfort, safety and satisfaction, while efficiently using financial and other resources."

**LOCATION:** Centrally located in Southern California, the San Bernardino Valley is one of the major growth areas in the entire United States. Our service area extends from Yucaipa in the east to Montclair/Chino in the west.

**BENEFITS:** Omnitrans offers the following benefits for full-time regular positions. The Agency's monthly contribution varies depending on the unit the position is assigned to.

- Paid Vacation
- PERS Retirement Plan
- Deferred Compensation
- Paid Holidays
- Health & Dental Plans
- Credit Unions
- Paid Sick Leave
- Group Life Insurance
- Tuition Reimbursement

## General Requirements

**APPLICATION PROCEDURE:** Applications are accepted only for those positions currently posted on the Employment Opportunities Board. Official application forms and related materials must be fully and correctly completed, returned to and received in the Personnel Department no later than the deadline time and date listed on the front of this bulletin. **ONLY THOSE APPLICANTS WHO CLEARLY INDICATE THAT THEY MEET THE MINIMUM REQUIREMENTS STATED ON THE FRONT OF THIS JOB ANNOUNCEMENT WILL BE CONSIDERED IN THE SELECTION PROCESS.**

**MEDICAL EXAMINATION:** All applicants are required to take a medical exam prior to appointment. The exam will include an alcohol and drug screen. Failure to meet medical standards will preclude placement in that position.

**IMMIGRATION AND CONTROL ACT OF 1986:** In order to comply with the provisions of this law, all applicants, prior to placement, must provide proof of work eligibility and attest that they are a citizen, permanent resident alien, or otherwise authorized to be employed.

### AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.



1700 WEST FIFTH STREET  
SAN BERNARDINO  
CALIFORNIA 92411



## NOTICE OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973, notice is hereby given that Omnitrans, a Joint Powers Agency providing public transportation in the County of San Bernardino, does not, in any facets of its employment practices, discriminate on the basis of disability. Any facets is defined to include admission or access to, or treatment or employment, in any programs or activities sponsored or coordinated by the Agency.

Pursuant to subsection 27.33, notice is hereby given that the Agency will make reasonable accommodation to the known disabilities of otherwise qualified applicants. Reasonable accommodation is defined to exclude those factors which impose an undue hardship on the Agency's programs.

Pursuant to subsection 27.35, notice is hereby given that the Agency shall not make use of employment criteria that have an adverse impact on persons with disabilities, unless such employment criteria are shown to be related to essential job functions.

Pursuant to subsection 27.37, notice is hereby given that the Agency shall not conduct pre-employment offer inquiries as to the nature of an applicant's disabilities.

Pursuant to subsection 27.13, notice is hereby given that the Agency designates the following person responsible for coordinating its efforts to comply with this part of Section 504:

M. Ewing  
Director of Human Resources  
Omnitrans  
1700 West Fifth Street  
San Bernardino, CA 92411  
(909) 889-0811 Extension 123



## PERSONNEL POLICY MANUAL

Exhibit 6  
POLICY 221 PAGE 1 OF 2

### SUBJECT

**Equal Employment Opportunity**

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: January 1, 1999

### I. Purpose

To provide guidelines for the Equal Employment Opportunity Program.

### II. Scope

All Departments

### III. Procedure

- A. It has been the established policy of Omnitrans to utilize our available human resources effectively by selecting the best-qualified person for the job. We have always given appropriate attention to such factors as educational background, previous experience, proven skills, desirable character traits, and growth potential. The personnel hired and promoted in the past, along with those to be hired and promoted in the future, have been, and will continue to be, selected from all applicants on the basis of qualifications deemed essential for an employee to perform well. These include such factors as ability, availability, capability, aptitude, experience, education, health, and a willingness to work and serve.
- B. Since the objective of this policy is to use all qualified available human resources to the fullest, it is essential that we administer this policy in such a manner as not to discriminate against any person, employee, or job applicant included in a protected class.
- C. It is our policy to offer equal employment opportunity to all persons. No job applicant is to be discriminated against because of inclusion in a protected class.
- D. This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination of employment, and all other privileges, terms, and conditions of employment. Our Equal Opportunity Program will communicate the important guidelines and procedures that will be followed in providing equal employment and advancement opportunities on the basis of individual qualifications and job performance.
- E. Recruitment will be on the basis of qualifications only. However, all employment sources, including private employment agencies, state employment services, etc., have been advised of our nondiscriminatory policy.
- F. Liaison programs with schools have been implemented. All employment advertisements shall identify our Company as an "Equal Opportunity Employer, M/F."



## PERSONNEL POLICY MANUAL

Exhibit 6  
POLICY 221 PAGE 2 OF 2

### SUBJECT

### Equal Employment Opportunity

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: January 1, 1999

- G. Advertisements are to be placed in the news media serving minority and female groups as well as those with broad distribution.
- H. Our application form is periodically reviewed to ensure a continued compliance with federal and state laws in regard to interviewing, selection, and testing procedures, and sound business practices.
- I. Omnitrans will provide promotional and upgrading opportunities to all employees by basing criteria solely on the employee's ability, physical fitness and qualifications. Employees who fail to qualify for upgrading and promotion are encouraged to improve their development by taking advantage of any training programs made available to them by Omnitrans and/or government and community agencies specifically geared to improving skill level and education.
- J. When necessary to reduce our workforce, layoffs or recalls will be made without unlawful discrimination. When it becomes necessary to terminate any non-probationary employee, such termination of employment will be for cause, without unlawful discrimination.
- K. Omnitrans compensates personnel fairly according to their job classification. Omnitrans supported benefit programs for employees will be made available to all personnel without unlawful discrimination.
- L. Omnitrans makes any tuition reimbursement and training programs available to those desiring training and shall adequately communicate to all employees and potential employees the availability of this training in a nondiscriminatory manner. Those not qualifying for our training opportunity because of deficiencies in previous training or education shall be encouraged to participate in developmental programs.
- M. Omnitrans will take appropriate steps to ensure that all personnel know of our sincere desire to support and take affirmative action toward providing equal employment opportunity by use and distribution of bulletin boards, EEO posters, Agency policy, employee handbooks, supervisor's manuals, and supervisory/employee meetings.
- N. All Omnitrans facilities and sponsored activities shall continue to be available to all employees on a non-segregated, nondiscriminatory basis.



## PERSONNEL POLICY MANUAL

Exhibit 7

POLICY 704 PAGE 1 OF 3

**SUBJECT**

**Harassment Prevention**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: April 6, 2005**

### **I. Purpose**

To state Omnitrans' policy on providing a workplace free of discrimination and harassment; to provide a method of investigating complaints.

### **II. Scope**

All Departments

### **III. Procedure**

- A. All employees, supervisory, and non-supervisory alike, must comply with this policy and take appropriate measures to insure that such conduct does not occur. This policy covers, but is not limited to, discrimination and harassment for the following reasons: race, color, national origin, religion, age, sex, sexual harassment, gender harassment, harassment due to pregnancy, childbirth or related medical conditions, sexual orientation, marital status, mental or physical disability, veteran status, and any other protected basis.
- B. This policy applies to all employees and applicants for employment in all hiring aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, compensation, benefits, employee activities and termination of employment. It also applies to how employees treat and are treated by customers, vendors, and other people related to our business. Per AB1825, any employee who is required to supervise or give direction to other employees will be mandated to attend a two (2) hour sexual harassment training session every two (2) years.
- C. Harassment may take many forms. It includes, by way of example:
1. Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations or comments.
  2. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoon, drawings, or gestures.
  3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or other protected basis.
  4. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.



## PERSONNEL POLICY MANUAL

Exhibit 7

POLICY 704 PAGE 2 OF 3

**SUBJECT**

**Harassment Prevention**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: April 6, 2005**

- D. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct that is either sexual in nature or directed at someone because of his or her gender. Sexual harassment undermines the employment relationship by creating an intimidating, hostile, or offensive work environment and will not be tolerated.
- E. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include, but are not limited to:
1. Verbal-sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
  2. Non-verbal-sexually suggestive objects or pictures (e.g., scantily clad models, cartoons, etc.) suggestive or insulting sounds, leering, whistling, obscene gestures.
  3. Physical-unwanted physical contact, including touching, pinching, brushing the body, pushing.
- F. Whatever form it takes, harassment is insulting and demeaning to the recipient and will not be tolerated in the work place. Violations of this policy may result in disciplinary action up to and including termination of employment.
- G. All employees must comply with this policy and take appropriate measures to prevent harassment from occurring. Managers and supervisors are responsible for informing their employees that such conduct will not be tolerated and is subject to immediate corrective action.
- H. Omnitrans encourages any employee who believes that he or she is being discriminated or harassed to come forward and report such incidents to management. Any employee who believes that he or she has been subjected to discrimination or harassment from either co-worker, supervisor, or non-employee is encouraged to make it clear to the offender that such behavior is offensive and should immediately bring the matter to the attention of management in the manner described below:
1. In cases where it is inappropriate to discuss issues with supervisors or department heads, the below listed individuals should be contacted. Under no circumstances need an employee report the discrimination or harassment to a supervisor whom he or she is accusing of discrimination or harassment.



**PERSONNEL POLICY MANUAL**

Exhibit 7

POLICY 704 PAGE 3 OF 3

**SUBJECT**

**Harassment Prevention**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: April 6, 2005**

2. If a situation develops which an employee feels should be investigated, the employee should provide a written complaint to either of the following:

- CEO/General Manager
- Director of Human Resources

3. Omnitrans will promptly and thoroughly investigate any complaint as it arises and will take appropriate action to correct the situation if the circumstances warrant.

4. Omnitrans will not retaliate or allow any form of retaliation against any employee for making a complaint or participating in an investigation.

I. Omnitrans will, to the maximum extent feasible, maintain the confidentiality of such complaints on a need-to-know basis. However, investigation of such complaints will generally require disclosure to the accused party and other witnesses in order to gather pertinent facts.

J. If Omnitrans determines that unlawful discrimination or harassment has occurred, remedial action will be taken in accordance with the circumstances involved. Any employee determined by Omnitrans to be responsible for unlawful discrimination or harassment will be subject to appropriate disciplinary action, up to and including termination of employment.

K. Whenever action is taken against the harasser, the employee lodging the complaint will be told corrective action is being taken and Omnitrans will take action deemed appropriate in its sole and absolute discretion to remedy any loss to the employee resulting from harassment. Omnitrans will not retaliate against any employee for filing a complaint and will not tolerate or permit retaliating by management, employees, or coworkers.

L. Employees should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment & Housing investigate and prosecute complaints of prohibited harassment in employment and may be contacted by the employee at anytime.

**EEOC**  
 255 E. Temple St., 4<sup>th</sup> Floor  
 Los Angeles, CA 90012  
 213-894-1000

**DFEH**  
 611 W. Sixth St., 15<sup>th</sup> Floor  
 Los Angeles, CA 90017  
 800-884-1684



## PERSONNEL POLICY MANUAL

Exhibit 8

POLICY 225

PAGE 1 OF 10

### SUBJECT

**Americans With Disabilities Act (ADA) of 1990**

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: May 2, 2007

### I. Purpose

To establish Omnitrans' policy that will promote the equal treatment of qualified employees and applicants for employment who are disabled, who have a known relationship or association with an individual with a disability, or who have opposed unlawful employment acts or practices that violate laws intended to protect the rights of individuals with disabilities.

The ADA makes it illegal for employers to use qualification standards, employment tests or other selection criteria that tend to screen out individuals with disabilities, unless the standards, tests or criteria are directly job-related and consistent with business necessity. Further, the ADA makes it illegal to select and administer tests to applicants who have impaired sensory, manual or speaking skills in a manner that would result in the test measuring the disability rather than the skills it proposes to measure.

### II. Scope

- A. An employee or applicant for employment who is a qualified individual with a disability.
- B. An employee or applicant for employment who has a known relationship or an association with an individual with a disability.
- C. An employee or applicant for employment who has opposed any Omnitrans acts or practices that relate to disability that are unlawful.
- D. An employee or applicant for employment who has made a charge, testified, assisted or participated in any manner in any investigation, proceeding, or hearing related to alleged violations of applicable disability laws.

### III. Policy

It is the policy of Omnitrans to provide equal employment opportunities for qualified individuals with disabilities and to prohibit employment practices that discriminate against qualified individuals because of a disability. This is in accordance with the Americans with Disabilities Act (ADA) signed into law on July 26, 1990 and the California Fair Employment and Housing Act, Government Code Section 12940 et seq. Under Title 1, 29 CFR 1630 of this Act, a qualified individual is one who can perform the essential functions of a position that he/she holds or desires, with or without accommodation.



## PERSONNEL POLICY MANUAL

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POLICY 225

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### SUBJECT

**Americans With Disabilities Act (ADA) of 1990**

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: May 2, 2007

Omnitrans does not discriminate against individuals with disabilities and seeks equality for qualified individuals with disabilities, individuals with a known relationship or association with an individual with a disability, and individuals who oppose unlawful employment acts or practices that violate laws intended to protect the rights of individuals with disabilities, in all aspects of employment, including hiring, advancement, discharge, compensation, training, and other terms, conditions and privileges of employment.

#### IV. Definitions

- A. Disability – A physical or mental impairment that limits one or more of the major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment.
- B. Essential Functions – The fundamental job duties of the employment position the individual with a disability holds or desires. In determining which duties are fundamental to the position, Omnitrans will consider the purpose and result of the particular job function, rather than the manner in which the function is presently or traditionally performed.
- C. Major Life Activities – Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- D. Physical or Mental Impairment – Means:
1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems:
    - a. neurological;
    - b. musculoskeletal;
    - c. special sense organs;
    - d. respiratory (including speech organs);
    - e. cardiovascular;
    - f. reproductive;
    - g. digestive;
    - h. genito-urinary;
    - i. hemic and lymphatic;
    - j. skin; and
    - k. endocrine; or
  2. any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.



## PERSONNEL POLICY MANUAL

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**Americans With Disabilities Act (ADA) of 1990**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: May 2, 2007**

E. Qualified Individual with a Disability – An individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

F. Reasonable Accommodation – the term “reasonable accommodation” means the following:

modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires;

modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or

modifications or adjustments that enable an employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

Examples of reasonable accommodations are making existing facilities used by employees readily accessible to and usable by individuals with disabilities, or job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, and other similar accommodations for individuals with disabilities.

G. Record of Such Impairment – A history of, or being classified as having, a mental or physical impairment that limits one or more major life activities.

H. Regarded as Having Such an Impairment – The term “regarded as having such an impairment” means the following:

1. A physical or mental impairment that does not limit major life activities but is treated by Omnitrans as constituting such limitation;

2. A physical or mental impairment that limits major life activities only as a result of the attitudes of others toward such impairment; or



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### SUBJECT

**Americans With Disabilities Act (ADA) of 1990**

APPROVED BY OMNITRANS  
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DATE: May 2, 2007

3. none of the impairments defined previously in this policy but is treated by Omnitrans as having a limiting impairment.

- I. Undue Hardship – An action requiring significant difficulty or expense in, or resulting from, the provision of the accommodation.

### V. Responsibility

- A. The Director of Human Resources is responsible for the general administration of this policy.
- B. The Certified Ergonomics Assessment Specialist is responsible for reviewing and interpreting medical documentation provided by an individual's attending physician. The Ergonomics Specialist's interpretation is to be in accordance with the ADA definition of "disability" found in section IV of this policy.
- C. The ADA Review Panel is responsible for determining an appropriate reasonable accommodation for qualified individuals with disabilities. The panel shall consist of the Ergonomics Specialist, the Director of Human Resources or designee, the County Counsel or designee, the affected Department Head and the affected supervisor and/or manager. The Director of Human Resources may designate, on a case-by-case basis, other members deemed appropriate for evaluating the requested accommodation.
- D. All employees have the responsibility to ensure that their conduct does not discriminate against employees that are covered by this policy, or otherwise circumvent the purpose and intent of this policy.

### VI. Guidelines

- A. Pre-employment Inquiries – Applicants for employment shall not be asked, in any manner, including but not limited to inquiries on application forms or in interviews, whether or to what extent they may have a disability. This prohibition extends to questions related to general health. The only acceptable pre-employment inquiry related to disability is whether the job applicant can perform the duties of the job in question. Only if the applicant for employment has an obvious disability that might affect his or her ability to perform essential job functions, or if the applicant for employment volunteers the fact of a disability or the need for an accommodation to the interviewer, may the applicant then be asked to describe and/or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform the essential functions of the job.



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BOARD OF DIRECTORS**

**DATE: May 2, 2007**

### B. Employment Tests and Medical Examinations

1. Employment tests and medical examinations may only be used if they are job-related for the position to be filled, given to all applicants in the same job category, do not tend to screen out individuals with disabilities on the basis of disability, and are consistent with business necessity.
2. Any employment test or other selection criteria that are consistent with this policy must also be administered in the most effective manner to ensure that applicants or employees with disabilities that impair sensory, manual, or speaking skills, are not disadvantaged by the method of administration and that the test results accurately reflect the skills, aptitude or other factors of the applicant or employee that the test purports to measure, rather than the impaired sensory, manual, or speaking skills of such employee or applicant (except where such skills are the factors that the test purports to measure).
3. Physical examinations shall be required of all candidates after making an offer of employment and before the candidate begins employment duties. The offer of employment shall be conditioned on the results of such examination, if all entering employees in the same job category are subjected to such an examination regardless of disability. If, as a result of such examination, certain criteria are used to screen out employees with disabilities, then the exclusionary criteria must be job-related and consistent with business necessity, and the performance of the essential job functions must not be capable to be accomplished with reasonable accommodation.
4. Employees may only be required to submit a post-employment physical or medical examination if such examination is job-related and consistent with business necessity. Omnitrans may make inquiries into the ability of an employee to perform job-related functions.

- C. Accommodation – Generally, it is the responsibility of the individual with a disability to inform the supervisor or any person involved in the recruitment process that an accommodation is needed. However, supervisors and managers should be sensitive to the needs of employees and use appropriate judgment when employees imply a need for accommodation by commenting about on-the-job difficulties. The supervisor of an employee may ask the employee whether an accommodation is needed. Similarly, personnel involved in the recruitment process should be sensitive to the special needs of



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DATE: May 2, 2007

applicants, but at the same time must abide by the restrictions imposed on the pre-employment process set forth in this policy.

### VII. Procedure

A. Requesting an Accommodation – an applicant or employee is responsible for making a request for an accommodation, in writing, to the hiring manager or his or her supervisor. The written request must include the following:

1. a description of the particular job duties or employment activities involved;
2. the precise limitations imposed by the individual's disability and how those limitations could be overcome with a reasonable accommodation;
3. suggestions regarding potential accommodations, as well as any preference for accommodation that the individual may have; and
4. the nature and extent of the accommodation(s) that is suggested by the individual.

B. Reviewing a Request for Accommodation

1. Upon receipt of a request for an accommodation, the supervisor or hiring manager must forward the request for accommodation to the Director of Human Resources, along with a memorandum that analyzes the particular job involved and identifies its purpose and essential functions.
2. The Director of Human Resources will review the request for an accommodation to determine if the person making the request is a qualified individual with a disability under this policy and applicable law. If a determination cannot be made, the Director of Human Resources will forward medical documentation to the Ergonomics Specialist.
3. Upon receipt of all medical documentation by the Ergonomics Specialist, a review of the documentation will be conducted and a determination shall be made as to whether or not the person requesting an accommodation meets the applicable definition of a qualified individual with a disability. The Ergonomics Specialist will forward a written analysis and determination to the Director of Human Resources.



## PERSONNEL POLICY MANUAL

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**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: May 2, 2007**

4. Medical information disclosed by an employee in connection with a request for an accommodation or in response to Omnitrans' request for additional information to determine the degree to which an employee may be impaired, shall be kept strictly confidential and shall not be disclosed except to those members of the ADA Review Panel, as appropriate, in considering the employee's request or medical professionals rendering an opinion concerning the employee's medical condition.

5. Upon receipt of a determination that the person requesting an accommodation qualifies for consideration under this policy and applicable law, the Director of Human Resources or his or her designee shall engage in the interactive process with the individual requesting an accommodation and that individual's supervisor or hiring manager to discuss the precise job-related limitations imposed by the individual's disability and how those limitations could be overcome by reasonable accommodation.

The Director of Human Resources or his or her designee shall prepare a memorandum that outlines the content of the meeting and convene an ADA Review Panel.

6. The Director of Human Resources shall forward the memorandum defined in this section to the ADA Review Panel within thirty (30) calendar days after the determination of eligibility was made by the Ergonomics Specialist, so that a final determination concerning a reasonable accommodation can be made.

7. If the Director of Human Resources or the Ergonomics Specialist determines that the individual requesting an accommodation does not qualify for consideration under this policy and applicable law, the Director of Human Resources will notify the individual and the supervisor or hiring manager, in writing, of the determination.

C. Considering a Reasonable Accommodation

The ADA Review Panel has the responsibility of determining the merits of the requested accommodation and selecting the actual accommodation. The ADA Review Panel shall:



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BOARD OF DIRECTORS**

**DATE: May 2, 2007**

1. identify the essential functions of the job and, if necessary, perform a work site evaluation;
2. evaluate whether the disability prevents the individual from performing the essential functions of the job;
3. formulate and recommend accommodations which may include, but are not limited to, the following:
  - a. modifying the work site;
  - b. modifying equipment;
  - c. providing special equipment;
  - d. adjusting work schedules to facilitate medical treatment;
  - e. granting annual, sick, or leave without pay;
  - f. providing flexible leave options;
  - g. temporary or permanent reassignment to another position for which the disabled employee is otherwise qualified; and
  - h. simplifying and truncating job responsibilities.
4. determine if the accommodation requested by the qualified individual with a disability represents an undue hardship for Omnitrans.

**D. Resolution and Notification**

1. The ADA Review Panel is to form a consensus opinion as to a reasonable accommodation.
2. The Director of Human Resources shall notify, in writing, the person requesting accommodation and the individual's supervisor or hiring manager, of the accommodation determination within ten (10) calendar days of the decision.
3. In the event that the ADA Review Panel finds that accommodation cannot be provided to an employee because it would create an undue hardship for Omnitrans, or that the employee is unable to perform his/her present job even with the provision of a reasonable accommodation, then the Director of Human Resources, in consultation with the employee's department head and supervisor, shall attempt to reassign the employee to a vacant position for which the employee meets the minimum qualifications.



## PERSONNEL POLICY MANUAL

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BOARD OF DIRECTORS

DATE: May 2, 2007

## VIII. Requirements

- A. Omnitrans may require applicants or employees claiming to be disabled and in need of a reasonable accommodation to provide medical or other documentation showing: (1) the existence and nature of the disability; (2) the appropriateness of any accommodation proposed by the applicant or employee; and (3) a medical opinion as to when an applicant or employee suffering from a temporary disability may be expected to recover from the disability.
- B. The employee may be required to undergo medical examination by a physician authorized and paid for by Omnitrans in an effort to obtain the information in Section A above, unless the employee's disability is also a disability covered by the Family and Medical Act (FMLA). If the disability is covered by FMLA, medical documentation may be requested in accordance with FMLA requirements.
- C. A notice that addresses the essential provisions and purpose of this policy and applicable laws shall be posted and kept in a conspicuous location within Omnitrans facilities where business or activity is customarily conducted.

## IX. Recordkeeping

- A. All documents or other records obtained pursuant to the procedures set forth in this policy, or otherwise pertaining to the medical condition or history of an individual with a disability or a person requesting accommodation, will be collected and maintained in separate files and maintained by the Human Resources Department. The files will be held strictly confidential and information may only be released, if necessary, to do the following:
  - 1. inform supervisors regarding necessary restrictions on the work or duties of the employee and/or necessary accommodations;
  - 2. inform first aid and safety personnel, when appropriate; or
  - 3. inform government officials of relevant information necessary for an investigation into Omnitrans' compliance with applicable law.
- B. Omnitrans shall preserve all records obtained in accordance with this policy for a period of five (5) years from the date of receipt of such records, or from the date of the action which is the subject of such records, whichever is greater.



## PERSONNEL POLICY MANUAL

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**Americans With Disabilities Act (ADA) of 1990**

**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**

**DATE: May 2, 2007**

- C. Where a charge of discrimination is filed against Omnitrans, all records which may be relevant to the charge or action shall be preserved until a final disposition of the charge is made.

### **X. Appeal Rights**

Any person who believes that he or she have been discriminated against on the basis of disability is entitled and encouraged to seek reconsideration of any adverse decision or situation by requesting a meeting with the Director of Human Resources to discuss the employee or applicant's concerns. In addition, any person who believes that he or she may have been discriminated against on the basis of disability may seek assistance by contacting the California Department of Fair Employment & Housing or the Federal Equal Employment Opportunity Commission.

EEOC  
255 E. Temple St., 4<sup>th</sup> Floor  
Los Angeles, CA 90012  
213-894-1000

DFEH  
611 W. Sixth St., 15<sup>th</sup> Floor  
Los Angeles, CA 90017  
800-884-1684

ORAU provides responsive, innovative solutions to address national needs in the areas of worker/public health & environmental stewardship, emergency response, & scientific research & education. ORAU manages the Oak Ridge Institute for Science and Education (ORISE) for the U.S. Department of Energy.

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**Oakland Police Department**  
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# Military Saves Week: Why Military Personnel Need More Financial Literacy

By Lynnette Khalfani-Cox



You might not know this, but this week is Military Saves Week, a time dedicated to raising financial literacy and boosting the savings levels of members of the military. Even the Department of Defense has gotten in on the act, officially recognizing the need to get military families to save more. The DOD is participating in the fifth year of the Military Saves campaign, and is now observing Military Saves Week, which runs from February 20 to February 27, 2011.

One reason it's especially important to get our servicemen and women to save more money is because many of them — particularly privates and specialists in their early 20s — only earn

very modest salaries. In fact, "If they have a wife or child, many of them qualify for food stamps. So they're really paid at a low level," says Christine Trube, founder of Bonds of Courage, a New Jersey based organization that assists active troops and post 9/11 veterans with getting the financial, career and educational resources they need to succeed.

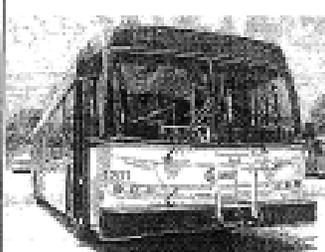
Among communities of color, the need to save is particularly pressing because active and retired military personnel who lack savings fall victim, disproportionately, to everything from homelessness to predatory payday lenders. The National Coalition for Homeless Veterans reports that roughly 56% of all homeless veterans are African American and Latino, even though these groups make up just 13% and 15% of the U.S. population, respectively.

Meanwhile, payday lenders for years have sought to make customers out of military families. Such high-cost lending has only been curbed by federal restrictions recently when Congress started to require, as of late 2007, that payday lenders charge interest rates of no more than 36% when making short-term loans to military personnel and their families. Still, military members face a growing list of financial problems. Fortunately, the soon-to-be launched Consumer Financial Protection Bureau will tackle both the issue of high-cost payday loans and the need to better educate America's military members about personal finances.

Until then, however, each one of us should promote the cause of responsible money-management and encourage all our fellow citizens — military and non-military — to save more money as a way to build greater financial security.

Article Source: BlackVoices.com

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