

Equal Employment Opportunity Program For Minorities and Women

March 1, 2020 – Feb. 29, 2024



Omnitrans

Connecting Our Community.

A handwritten signature in blue ink, appearing to read "Erin Rogers".

Erin Rogers, Interim CEO/ General Manager

A handwritten signature in blue ink, appearing to read "Suzanne Pfeiffer".

Suzanne Pfeiffer, Director of Human Resources

PART I

**FULL REPORT PROVIDED AS A SEPARATE LINK
AND A HARD COPY WILL BE PROVIDED UPON REQUEST**

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2020

**EQUAL EMPLOYMENT OPPORTUNITY
STATEMENT OF POLICY**

Dear Employees,

OMNITRANS reaffirms its policy that it is and shall be an equal opportunity employer (EOE) and will do its utmost to further these principles. It is our goal to increase the diversity in our workplace and to provide the best work environment possible. Our senior management team regularly receives and reviews EEO reports and has the responsibility to monitor progress, reinforce policies and hold the organization accountable to meet objectives.

To ensure the implementation of this policy, 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, gender identity, pregnancy, genetic information, veteran status, marital status, or other protected class. Affirmative action will be taken, including goals and timetables, in order to address underutilization of any affected class.

Employment and promotional decisions are based on valid job requirements developed before applicants are interviewed. Such decisions are based solely on an individual's job-related qualifications. The Agency is committed to provide reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

OMNITRANS will ensure that all other employment practices, such as transfers, compensation, benefits, layoffs, terminations, demotions, agency-sponsored training, treatment of employees, 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, gender identity, pregnancy, genetic information, veteran status, marital status, or other protected class. We will initiate and promulgate these policies to all department heads to assure that they are adopted and followed accordingly. Managerial and supervisory performance will be evaluated on the success of the Equal Employment Opportunity (EEO) Program in the same way as their performance on other Agency goals and objectives.

The Director of Human Resources, Suzanne Pfeiffer, has been designated as the Equal Employment Opportunity (EEO) Officer and can be reached at (909) 379-7261. 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. Investigations may be assigned to persons outside of the Agency if deemed appropriate. The Agency strongly prohibits and will not tolerate retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation or any complaint, or otherwise oppose discrimination.

OmniTrans' 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. Monday through Friday excluding holidays.

Respectfully,


Erin Rogers
Interim CEO/General Manager

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SECTION II

DISSEMINATION OF POLICY

No citation; voluntarily included in this EEO Plan

A. Internal Dissemination

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

1. The Equal Employment Opportunity Program is part of our Agency policy manual. (See Exhibit 18)
2. The CEO/General Manager's Policy Statement is posted on the Agency's bulletin boards. (See Exhibit 16)
3. The policy is explained in new employee orientation. (See Exhibit 28)
4. 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. (See Exhibit 28)
5. Picturing both minority and non-minority men and women in publications in which employees are featured. (See Exhibits 23, 24 and 25)
6. Informing those individuals involved in a job interview panel of our policy. (See Exhibit 26)

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. The Policy Statement is posted on the Agency's website career page.
4. In all advertising for job openings in newspaper, online or other advertising media, the statement, "Equal Opportunity Employer" (or EEO/AA), is inserted. (See Exhibit 21)

5. Informing 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 Equal Opportunity Program.
7. Showing both minority and non-minority men and women when employees are pictured in help-wanted or other advertising. (See Exhibit 25)
8. Sending written notification of Omnitrans' policy to subcontractors, vendors, and suppliers.
9. Omnitrans official *Employment Opportunity* flyers which are posted on agency bulletin boards, as well as mailed to the distribution list (see Exhibit 22), include the statement "*An Equal Opportunity/Affirmative Action Employer*" (See Exhibit 20)

SECTION III

DESIGNATION OF RESPONSIBILITY

41 CFR §60-2.17(a)

A. **Program Responsibility**

The Director of Human Resources, Suzanne Pfeiffer, will assume overall responsibility for the implementation and evaluation of the Agency Equal Employment Opportunity (EEO) Program. The Director of Human Resources reports directly to the CEO/General Manager and has the authority and the resources to ensure effective implementation. The Director of Human Resources is also accountable for compliance with all equal employment opportunity laws and policies, and all company policies and practices with respect to affirmative recruitment, non-discriminatory selection, record keeping, and reporting on compliance activities.

B. **Agency Equal Employment Opportunity Officer**

The Director of Human Resources will serve as the Agency's Equal Employment Opportunity (EEO) Officer. The Director of Human Resources 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 be responsible for:

1. Keeping the EEO Program 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, gender identity, or marital status.
5. Ensuring 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. Ensuring that all employees, including minority and female employees, are encouraged to participate in all company-sponsored educational, training, recreational, and social activities.
9. Prohibiting and preventing 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 EEO 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 EEO 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 28)

C. **Responsibilities of the Company's Management to Ensure Implementation of the EEO Program (41 CFR 60-2.17(a))**

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

1. Assisting in the identification of problem areas, formulating solutions, identifying and removing barriers, 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;
4. Cooperating with the EEO Officer in review of information and investigation of complaints; and
5. Encouraging employee participation to support the advancement of the EEO Program (e.g. professional development and career growth opportunities, shadowing, mentoring).

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 XI of this EEO Plan. In Section XI 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 IX of the EEO Plan and internal monitoring in Section X of the EEO Plan.

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 EEO Plan 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 EEO 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 EEO Plan 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, gender identity 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 EEO Plan.

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 EEO Plan as Job Groups 07B Operators. The jobs for Teamsters Local 166 are addressed in the statistical portion of the EEO Plan 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 and may be adjusted on the basis of a number of market surveys. The current salary structure has been effective since July 10, 2019 (See Exhibits 3, 4 and 5). There are seven levels for exempt positions and three 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, midpoint 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 possible for a person at the high end of the range in Level VII, 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 VII 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, gender identity, 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, gender identity 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
- 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, gender identity, or marital status.

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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 Analyst 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 Analyst 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 Human Resources Analyst 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 Human Resources Analyst 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. 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, gender identity, or marital status. We have determined that there are no barriers to equal opportunity in these practices.

SECTION VIII

ACCOMPLISHMENT OF PRIOR YEAR PLACEMENT GOALS

41 CFR §60-1.12(b), -2.1(c), and -2.16

Where goals were established for the prior year, the company developed action-oriented programs designed to accomplish the established goals and objectives, thereby enhancing employment and advancement opportunities in the company for females and minorities. The results of the prior year's EEO Program are identified on the Goal Attainment report.

GOAL ATTAINMENT REPORT

<u>Job Group</u>		<u>Class</u>	<u>Employees at plan date#</u>	<u>Goal Placement Rate%</u>	<u>Placements #</u>	<u>Actual Placement Rate%</u>	<u>Goal Attained?</u>
01C	Supervisors	Female	4	32.09	9	39.13	Yes
01C	Supervisors	Minority	13	70.80	18	78.26	Yes
01C	Supervisors	Black	4	28.49	4	17.39	No
05A	Clerical Support	Minority	6	61.58	14	93.33	Yes
05A	Clerical Support	Black	0	7.58	0	0.00	No
07B	Operators	Female	174	54.75	168	49.12	No
07B	Operators	Asian	5	3.56	9	2.63	No
07B	Operators	AmIndian	1	2.19	1	0.29	No
07B	Operators	NHOPI	0	1.10	3	0.88	No
20	Professionals	Hispanic	4	29.38	12	35.29	Yes

We met the goals for Female and Minority in Supervisors, Minority in Clerical Support, and Hispanic in Professionals. We did not meet the goals for Black in Supervisors, Females, Asians, Native Hawaiians and Other Pacific Islanders, and American Indians in Operators. We have reviewed movement into each job group and are confident that the most qualified candidates were hired into each position, and no hiring decisions were made to exclude qualified female or minority applicants. The Agency made efforts to achieve the previous years' goals. All positions were posted on EDD and Minorities & Success websites. Coach Operator job openings were also posted on Women's Job List, and the Native American Job Board. In the new plan year, we will seek new outreach opportunities in order to meet goals that were not met in the previous plan years. Most supervisory positions are filled by promotions. An intensive Leadership Development Program was implemented in 2018 and continues to offer supervisory training to employees – we will continue to ensure all employees have access to training regardless of protected class.

Goals Not Met

We have reviewed the recruitment process for job groups in which goals were not met both short-term (past year) and long-term (past four years); we looked at each requisition and the steps taken to fill open positions. We looked at the number of applicants for minorities and women and the rate of selection. The following job groups and goals were analyzed:

Short-Term (July 2018 – June 2019):

Supervisors (Black) – there were four requisitions for four open positions in this job group with a total of 53 candidates and 5 hires. Of these, 9 candidates were black (17%), and none of these were selected for hire. Of the 9 candidates: 3 applied late in the process and the position was filled before they were considered; 3 did not provide the required DMV printout with their application; one did not show up for the test; and two interviewed but were not selected. For the two who were interviewed, interview notes were reviewed, and the panels selected two internal candidates who had more current, relevant experience than the two who were not selected.

Clerical Support (Black) – this is considered a small job group with only 13 incumbents. On average there is only one to two job openings per year in this job group, in which case, it can be challenging to meet the short-term goal (1 year) in this job group. The long-term goal (4 or more years) is achievable, and we are focused on meeting this goal. There was one job opening in fiscal year 18/19; there were 26 candidates and one hire. There were 5 candidates who are black (19%), however, the one candidate who was selected was Hispanic and had more experience in the job duties, and there were a total of 6 Hispanic candidates (23%). In review of the recruitment, we feel the appropriate candidate was selected for the position.

Operators (Female, Asian, American Indian, Native Hawaiian or Other Pacific Islander) – this is the largest job group with over 480 incumbents. We selected 72 females at a rate of 46%, though female applicants make up 49% of the candidates. In looking at our hiring process, the physical agility test resulted in a higher number of female candidates failing. This test is done pre-hire to ensure candidates can perform the required physical functions of the job using one of our buses. We had the physical therapist come and re-assess our buses and the physical requirements of the job to ensure his testing is up to date with our current fleet of buses. The change in the test has resulted in a higher number of candidates (both male and female) passing the test. This was done in the second part of the fiscal year. In January 2020, we suspended the use of the physical agility test for candidates. We will continue to evaluate the other steps in the process to ensure any selection discrepancies are addressed. For American Indians, no candidates were selected in this job group, however, there were only 3 American Indian applicants out of 896. We had only two Native Hawaiian and Other Pacific Islander (NHOPI) candidates, and both were selected. For American Indians and NHOPIs, we need to increase the number of applicants. We will post Coach Operator jobs on the Native American Job Board nativeamericanjobs.com. We will continue to network and search for an effective job board for NHOPI candidates. We selected 4 Asian candidates and were close to meeting the placement goal. Several candidates did not pass one of the written tests in the process. We eliminated the test in January 2019 and will monitor for improvement in selection of Asian candidates.

Long-Term Goals (July 2015 – June 2019)

Supervisors (Black) – there were seven requisitions in this job group with a total of 210 candidates and 12 hires. Of these, 63 (30%) were black and two black candidates were hired. We evaluated the steps in the hiring process. 11% of black candidates were screened out as not meeting minimum qualifications; we are looking at all supervisor job descriptions to see if the minimum qualifications are appropriate and necessary for the position. We are also re-training HR staff in screening applications for minimum qualifications. Positions in this job group are commonly filled by promotions of internal staff. Five of the seven open positions were for supervisory positions in the Operations department in which the Operator job group is a feeder. Black Operators make up 48% of the total number of Operators, however, only 30% of those who applied for supervisor

positions were black. This indicates we should increase outreach to black candidates to increase the number of applicants. In fiscal year 19/20, we have added courses for employees to build supervisory skills which may give them skills to be promoted as supervisors. We will ensure selection for participation in training is fair and equitable.

Clerical Support (Black) – there were eight requisitions in this job group with a total of 225 candidates and 8 hires. Of these, 30 (13%) were black and none of these were hired. We evaluated the steps in the hiring process and found that 20% of black candidates were rejected for not providing the required typing certificate along with their application. This was higher than for any of the other ethnic groups. The number of black applicants also appears to be low for this group. We are looking at job requirements including typing speed and the typing certificate requirement to ensure it is still relevant for the jobs. One of the eight jobs requires candidates to be bilingual in English and Spanish and two others list it as desirable – it is possible that these requirements may deter some who are not bilingual from applying. A large percentage of our customers are Spanish-speaking only and some customer service jobs require employees to be bilingual for this reason.

Operators (Female, Asian, American Indian, Native Hawaiian or Other Pacific Islander) – In this job group, there were 2881 applicants; of those, 1474 (51%) were female. 147 (48%) females were hired falling short of the goal of 54.75%. The numbers show that we need to increase the number of female applicants and look at our hiring practices to determine why females are hired at a lower rate. As with the short-term goals, the physical agility test resulted in a higher number of female candidates failing. In Spring of 2019, we had the physical therapist who performs the test come on-site and re-evaluate the physical requirements of the job on our newer fleet of buses; he is now using the revised requirements to test applicants and the pass rate has improved for both females and males. In the next quarter, we will have a contractor come on-site and conduct a deeper job analysis of the essential functions of the job. We also, in the past year, eliminated one of the two written tests which had a slightly higher number of females who failed the test. This has improved the number of applicants who pass the testing phase.

For Asians, American Indians, and Native Hawaiians or Other Pacific Islanders (NHOPI), a high percentage of those who apply are hired, however, there is a need to increase the number of applicants in order to meet EEO goals. We will continue to partner with minority job boards for outreach to these groups and look for more effective sources for applicants. Another observation is that the number of candidates who failed the written test were higher for Asians, American Indians and NHOPIs than for other ethnic groups. In 2019, we eliminated one of the written tests that had a high fail rate and will continue to monitor the pass/fail rate for the written test.

Good Faith Efforts

In addition to posting all of our jobs to our Agency website, we also post jobs to the EDD Cal Jobs Website and the Minorities & Success website. We send all of our job notifications to a distribution list of cities, counties, transit agencies, EDD offices, colleges, and hiring centers (see Exhibit 22). This is our good faith effort to reach as many qualified candidates as possible. Some of these locations have a high number of potential minority and/or female applicants (ex: UCR has an 85.4% minority student population; Cal State San Bernardino has a 61% female student population.) In addition to these locations, we use targeted recruiting sources for female and

minority candidates (See the list on Page 20). Annually, we monitor the effectiveness of these sources; we make changes as necessary to discontinue ineffective sources and seek new sources to attract qualified female and minority applicants. The criteria used to determine the effectiveness of a recruitment source is the number of candidates and the number of hires from the source. (See Exhibit 27 for data.)

Analysis of Previous Three Years Hiring Metrics Data (Exhibit 27)

The most effective sources for attracting applicants are: Omnitrans.org; employee referral; Omnitrans job alert emails; walk-in; Omnitrans bulletin board; Indeed.com; governmentjobs.com; EDD.

The most effective sources that have led to actual hires in the past EEO Plan year are: Omnitrans.org; employee referral; job alert emails; Omnitrans bulletin boards; walk in.

The most effective sources for meeting specific EEO goals are: Omnitrans.org (106); employee referrals (49); Omnitrans bulletin board (47); job alert emails (43). The Omnitrans bulletin board is the most effective source for promotions—this is an effective source for promoting into the Professional and Supervisor job groups. Our workforce is very diverse, which should lead to reaching minority and female candidates for various job groups. For Coach Operator candidates, the top sources for candidates are Omnitrans.org, job alert emails, employee referrals, and walk ins. To apply for an open position, applicants can walk into the HR department and complete an online application, or they can go to our website and apply electronically.

Trends over the past three years (Exhibit 27)

Omnitrans.org continues to be our primary source for applicants. Once on the site, applicants can submit a request to receive email notifications for any new open positions (job alerts). Job alert emails are a major source for applicants. Employee referrals continue to be another major source for applicants. In 2019, we changed applicant tracking system; the new system automatically posts our positions to governmentjobs.com which has become our primary external job board. Although our list of locations we send job posting flyers to do not individually generate many applicants, taken collectively, they have brought many applicants over the past three years; we will continue to send flyers to these locations (Exhibit 22). Some of the sources that focus on recruitment for females, minorities, veterans, and individuals with disabilities have not brought many applicants. In the new plan year, we will search for more effective sources that may refer female and minority applicants as well as veterans and individuals with disabilities.

Omnitrans documents all of its outreach and recruitment efforts and maintains these documents, including written assessments of the effectiveness of these efforts, for three years, in accordance with 41 CFR 60-741.44(f)(4).

SECTION IX

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 XI of this EEO Plan.

We have identified some differences in the participation of females in the Operators and Clerical Support (Union) job groups. We have identified some differences in participation of minorities in the Supervisors job group. We have identified some differences in participation of Black in the Supervisors job group. We have identified differences in participation of Hispanics and American Indians in the Operators job group. We will carefully monitor openings, recruitments and selections for openings in these job groups in this EEO Plan Year. Further, we will require that openings in these job groups be posted Agency wide as well as externally.

**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:

Women's Job List (www.womensjoblist.com)
Women's Transportation Seminar (Inland Empire Chapter)
Tribal Employment Newsletter (www.nativejobs.com)
Conference of Minority Transportation Officials (www.comto.org)
Minorities & Success (www.mspg.org)
Hispanic-jobs.com

Omnitrans will continue to mail listings of our openings to the organizations, schools, other transit agencies, and cities listed in Exhibit 22.

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 EEO Plan 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. Applicants can apply for jobs online and at our facility at a computer workstation. Although it is our policy to accept applications only when we have vacancies, we allow visitors to our website to sign up for a job alert which notifies them by email any time a new position opens and is posted to our website.

For the Supervisor job group, many placements come from internal candidates. We have implemented an employee development program to help internal candidates develop skills needed to promote into supervisory and management positions. The program has led to several promotions for program participants since 2018.

Personnel Procedures:

Our recruiters will continue to provide hiring managers the applications of qualified applicants. Positions are filled by the Human Resources Department in conjunction with the hiring department. 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 X

INTERNAL AUDITING AND REPORTING SYSTEM

41 CFR §60-2.17(d)

Suzanne Pfeiffer, 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 Equal Employment Opportunity 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 XI
METHODOLOGY FOR EEO 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 EEO Plan 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 713 incumbents employed as of March 1, 2020.

“Lines of Progression”

There are no formal "Lines of Progression" for positions in this EEO Plan. To the extent that there is a usual "promotional sequence," it is considered 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 713 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 EEO Plan 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 EEO Plan:

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 two factors for minorities and two 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 EEO Plan 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 2010 census data (the most current available) for occupational classifications for its reasonable recruiting areas. 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 EEO Plan Year [41 CFR §60-2.14(e)]:

Riverside-San Bernardino-Ontario, CA Metro

This reasonable recruitment area has 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 EEO Plan 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 EEO Plan 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 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.

Placement Goals by Job Group and Timetables (See Exhibit 15)

In the March 1, 2020 EEO Plan for Omnitrans, there is one Job Group in which a placement goal for women exists. There are three 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.

Long Term Placement Goals:

Omnitrans' long-term placement goals are to correct the areas of underutilization indicated below within the four-year plan period:

Job Group 1C – Supervisors:	75.08%; 6 Minorities
Job Group 1C – Supervisors:	30.72%; 5 Black
Job Group 5B – Clerical Support (Union):	72.94%; 7 Females
Job Group 7B – Operators:	54.75%; 38 Females
Job Group 7B – Operators:	37.02%; 26 Hispanics
Job Group 7B – Operators:	2.19%; 10 American Indians

Short-Term Placement Goals:

Omnitrans' short-term placement goals are to take immediate actions in order to achieve long-term goals and are set for a period of one year.

Omnitrans sets short-term goals by communicating with each department regarding anticipated staffing changes, pending retirements or other turnover, and anticipated new positions or positions being eliminated. In 2020, the agency will reduce service by about 11 percent, resulting in the elimination of several vacant positions. Coach Operators will be reduced by about 45 FTE. We will still hire for this position, but only to keep up with attrition for at least the next year. In the prior plan year, we hired many Coach Operators to keep up with service needs. With the anticipated reduction in the number of hires in each job group, it may take longer to meet long-term goals due to a lack of recruitment opportunities.

Progress toward goals is tracked monthly and is communicated with recruiters and the Sr. Leadership Team. This monthly report shows current vacancies for job groups with hiring goals (See Exhibit 29).

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

Section XII Exhibits List

1. ATU Local 1704 Pay Schedule
2. Teamsters Local 166 Pay Schedule
3. Personnel Policy 402 – Salary Ranges MC Classifications
4. Personnel Policy 403 – Salary Administration
5. Personnel Policy 404 – Advancement, Promotion, Salary Adjustment
6. Personnel Policy 201 – Personnel Requisition and Recruitment
7. Personnel Policy 202 – Employment/Eligibility List
8. Personnel Policy 210 – Appointment to Open Positions
9. Work Force Analysis (Organizational Profile)
10. Job Groups, EEO Codes, Census Titles
11. Job Group Analysis
12. Availability Analysis
13. Factor Components/ Factor Availabilities
14. Incumbency vs. Availability
15. Annual Placement Goals
16. Equal Employment Opportunity Policy Statements
17. Purchase Order Information
18. Personnel Policy 221 – Equal Employment Opportunity
19. Board Resolution—Affirmative Action and EOE
20. Agency Job Flyer
21. Minority Publication Advertising
22. Mailing List for Job Postings
23. Omnitrans Blog Articles
24. Omniviews Articles
25. Video for Coach Operator Career Opportunities
26. Interview Panel Brochure
27. Recruitment/ Application Source Analysis
28. Training Slides
29. Monthly EEO Goals Update

MEMORANDUM OF UNDERSTANDING

for the

COACH OPERATORS UNIT

between

OMNITRANS



and the

AMALGAMATED TRANSIT UNION LOCAL 1704



Effective April 1, 2016 through March 31, 2019

**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**

For Employees Hired Before 12/07/2016:

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,E: 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 *	\$17.88	\$18.97	\$20.10	\$21.32	\$22.58	\$23.96
(+9.5%)						
Year 2	\$18.37	\$19.49	\$20.65	\$21.91	\$23.20	\$24.62
(+2.75%)						
Year 3	\$18.88	\$20.02	\$21.22	\$22.51	\$23.84	\$25.30
(+2.75%)						

* Year 1 reflects wage of 2.5% plus PERS Sharing of 7% for a total of 9.5%

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

Between



OmniTrans

Connecting Our Community



TEAMSTERS UNION

LOCAL 166

Effective July 1, 2016 through June 30, 2021

32.7. Effective July 1, 2020 through June 30, 2021**@ 3% increase to Step E**

	A	B	C	D	E
	7-1-2020	7-1-2020	7-1-2020	7-1-2020	7-1-2020
	80%	85%	90%	95%	100%
Accounting Clerk	17.06	18.13	19.19	20.26	21.32
Admin Clerk	17.06	18.13	19.19	20.26	21.32
Bldg Maint. Mechanic	26.13	27.77	29.40	31.03	32.67
Body / Paint Worker	26.13	27.77	29.40	31.03	32.67
Custodian	16.22	17.23	18.24	19.26	20.27
Customer Service Representative I	16.09	17.09	18.10	19.11	20.11
Customer Service Representative I /Receptionist	16.09	17.09	18.10	19.11	20.11
Customer Service Representative II	17.06	18.13	19.19	20.26	21.32
Equipment Mechanic	26.13	27.77	29.40	31.03	32.67
Maintenance Clerk	16.09	17.09	18.10	19.11	20.11
Mechanic Helper	21.26	22.59	23.92	25.24	26.57
Parts Clerk	17.06	18.13	19.19	20.26	21.32
Stops & Stations Worker	17.93	19.05	20.17	21.30	22.42
Tire Repair Worker	19.04	20.23	21.42	22.61	23.80
Utility Service Worker	16.60	17.64	18.67	19.71	20.75

32.7.1. Employees shall advance between the appropriate ranges in accordance with the following schedules:

From Step A to Step B— At the completion of 2080 hours worked.

From Step B to Step C— At the completion of 2080 hours worked.

From Step C to Step D — At the completion of 2080 hours worked

From Step D to Step E — At the completion of 2080 hours worked.



Omnitrans

PERSONNEL POLICY MANUAL

POLICY 402 PAGE 1 OF 3

SUBJECT

**Salary Ranges
Management Confidential Classifications**

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: July 10, 2019

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.

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	(reserved for future consideration)					
2	Director of Finance Director of Human Resources Director of Information Technology Director of Maintenance Director of Marketing Director of Operations Director of Procurement Director of Rail Operations Director of Safety & Regulatory Compliance Director of Special Transportation Services (STS) Director of Strategic Development	Exempt	Bi-weekly Monthly Annual	\$ 3,952.15 \$ 8,563.00 \$102,756.00	\$ 4,907.08 \$ 10,632.00 \$127,584.00	\$ 5,862.46 \$ 12,702.00 \$152,424.00
3	Accounting Manager Contracts Manager Database Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Safety & Regulatory Compliance Manager Service Planning Manager Transportation Manager Treasury Manager Rail Compliance Officer	Exempt	Bi-weekly Monthly Annual	\$ 3,228.46 \$ 6,995.00 \$ 83,940.00	\$ 3,999.69 \$ 8,666.00 \$ 103,992.00	\$ 4,771.38 \$ 10,338.00 \$ 124,056.00
4	Capital Projects Services Manager Materials Manager Network Administrator Senior Contract Administrator Special Transportation Services Manager System Coordinator Technical Services Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,968.62 \$ 6,432.00 \$ 77,184.00	\$ 3,498.46 \$ 7,580.00 \$ 90,960.00	\$ 4,028.77 \$ 8,729.00 \$ 104,748.00



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 2 OF 3


SUBJECT

**Salary Ranges
Management Confidential Classifications**

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: July 10, 2019

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range			
				Minimum	Mid-Point	Maximum	
5	Application Developer	Exempt	Bi-weekly	\$ 2,575.85	\$ 3,110.77	\$ 3,583.85	
	Application Specialist		Monthly	\$ 5,581.00	\$ 6,740.00	\$ 7,765.00	
	Assistant Transportation Manager		Annual	\$ 66,972.00	\$ 80,880.00	\$ 93,180.00	
	Business Intelligence Analyst						
	Contract Administrator						
	Customer Service Manager						
	Dispatch Supervisor						
	Environmental/Occupational Health & Safety Specialist						
	Facility Supervisor						
	Fleet Safety & Training Supervisor						
	Sr. Human Resources Analyst						
	Security & Emergency Preparedness Coordinator						
	Maintenance Supervisor-STS						
	Marketing Manager						
	Network Engineer						
	Programs Administrator-STS						
	Purchased Transportation Administrator						
Safety & Regulatory Compliance Specialist							
Sr. Executive Assistant to the CEO/Clerk of the Board							
Senior Financial Analyst							
Shift Supervisor							
Systems Engineer							
Systems Specialist							
Web Designer							
6	Accountant	Exempt	Bi-weekly	\$ 2,268.92	\$ 2,718.46	\$ 3,168.46	
	Executive Staff Assistant		Monthly	\$ 4,916.00	\$ 5,890.00	\$ 6,865.00	
	Field Supervisor		Annual	\$ 58,992.00	\$ 70,680.00	\$ 82,380.00	
	Fleet Safety & Training Instructor						
	Human Resources Analyst						
	Scheduling Analyst						
	Sales Supervisor						
Stops and Stations Supervisor							
Transit Technical Trainer							
7	Dispatcher	Non-Exempt	Hourly	\$ 25.89	\$ 31.03	\$ 36.16	
	Department Senior Secretary		Bi-weekly	\$ 2,070.92	\$ 2,482.15	\$ 2,892.92	
	Contract Review Analyst	Exempt	Monthly	\$ 4,487.00	\$ 5,378.00	\$ 6,268.00	
			Annual	\$ 53,844.00	\$ 64,536.00	\$ 75,216.00	
			Marketing Specialist				
			Planner I				
Rail Operations Analyst							
Senior Fleet Analyst							

 PERSONNEL POLICY MANUAL	POLICY 402 PAGE 3 OF 3
SUBJECT Salary Ranges Management Confidential Classifications	APPROVED BY OMNITRANS BOARD OF DIRECTORS DATE: July 10, 2019


Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
8	Administrative Secretary	Non-Exempt	Hourly	\$ 22.58	\$ 26.30	\$ 30.02
	Client Relations Coordinator-STS		Bi-weekly	\$ 1,806.46	\$ 2,104.15	\$ 2,401.85
	Fleet Analyst		Monthly	\$ 3,914.00	\$ 4,559.00	\$ 5,204.00
	Human Resources Technician		Annual	\$ 46,968.00	\$ 54,708.00	\$ 62,448.00
	Paratransit Eligibility Technician					
	Payroll Technician					
	Travel Trainer-STS Warranty Coordinator					
9	Human Resources Assistant	Non-Exempt	Hourly	\$ 18.60	\$ 21.73	\$ 24.85
	Administrative Assistant-STS		Bi-weekly	\$ 1,488.00	\$ 1,738.62	\$ 1,988.31
	Class B Technician-STS		Monthly	\$ 3,224.00	\$ 3,767.00	\$ 4,308.00
			Annual	\$ 38,688.00	\$ 45,204.00	\$ 51,696.00

Range changes occur every two years.

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

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

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

 PERSONNEL POLICY MANUAL	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.



Omnitrans

PERSONNEL POLICY MANUAL

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: November 7, 2018

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 1st 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%
- F. All pay adjustments are effective the first day of the pay period of the event giving rise to the change.



PERSONNEL POLICY MANUAL

POLICY 201 PAGE 1 OF 3

SUBJECT

Personnel Requisition and Recruitment

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: July 1, 2015

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, language, unusual travel requirements, etc., should also be indicated. This space will also be used to provide the name of the person to be replaced.
 - b. After CEO/General Manager approval, the requisition will be forwarded to the Human Resources 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



PERSONNEL POLICY MANUAL

POLICY 201 PAGE 2 OF 3

SUBJECT

Personnel Requisition and Recruitment

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: July 1, 2015

clarification or revision.

- c. The current job description for the position will be reviewed and updated if necessary. The job description must contain all of the essential functions of the job. Revisions to the job description must be made before recruiting for the position occurs.
 - d. Job postings, advertising and agency contacts will be considered and action taken to obtain applications in the most effective manner. Applicants can visit the Omnitrans website www.omnitrans.org and sign up for job notifications—an email is sent to the applicant whenever a new Omnitrans job opening occurs.
3. Under no circumstances will recruiting (i.e., contacting agencies, placing ads, etc.) be allowed by any department other than the Human Resources 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 and/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 the requirements of the position except specialized technical assessments which have been reviewed and approved by the Human Resources Department.


PERSONNEL POLICY MANUAL

POLICY 201 PAGE 3 OF 3


SUBJECT

Personnel Requisition and Recruitment

 APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: July 1, 2015

- D. In all cases, personnel interviews will be conducted by the Human Resources Department. The exception would be non-represented positions level six and above 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 re-deposited 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. Omnitrans will also post open positions on online job posting sites.
 3. Schools - vacancies will be listed with both commercial and academic schools.
 4. Agencies - nonprofit and state agencies will be consulted by the Human Resources Department and all available openings will be listed with such agencies.
 5. Job Alert Notification (public) – applicants sign up for job notifications on the Omnitrans web site; an email is sent to the applicant whenever a new Omnitrans job opening occurs.
 6. Website (public)

 <p style="text-align: center;">PERSONNEL POLICY MANUAL</p>	<p>POLICY 202 PAGE 1 OF 2</p>
<p>SUBJECT</p> <p style="text-align: center;">Employment/Eligibility List</p>	<p>APPROVED BY OMNITRANS BOARD OF DIRECTORS</p> <p>DATE: July 1, 2015</p>

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;
 - 3. Who has failed to answer an availability inquiry or keep the Human


PERSONNEL POLICY MANUAL

POLICY 202 PAGE 2 OF 2

SUBJECT

Employment/Eligibility List

 APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: July 1, 2015

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.


PERSONNEL POLICY MANUAL

POLICY 210 PAGE 1 OF 2

SUBJECT

Appointment to Open Positions

 APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: July 1, 2015

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 post-selection exams and reference checks, obtains required permits, and presents themselves for duty within such a prescribed period of time they are

 <p>PERSONNEL POLICY MANUAL</p>	<p>POLICY 210 PAGE 2 OF 2</p>
<p>SUBJECT</p> <p>Appointment to Open Positions</p>	<p>APPROVED BY OMNITRANS BOARD OF DIRECTORS</p> <p>DATE: July 1, 2015</p>

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. 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

Omnitrans 2020-2024 07/01/2020

Work Force Analysis

Omnitrans 2020-2024
07/01/2020

Department: CTSA

Job Title	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPI	Two+
Customer Service Representative I	MOU	1	1	Male Female	1			1				
Travel Trainer	8	2	1	Male Female	2	1		1				
Client Relations Coordinator	8	1	1	Male Female	1			1				
Paratransit Eligibility Technician	8	2	2	Male Female	2			2				
Class B Technician	9	1	1	Male Female	1			1				
Programs Administrator-Special Trans Svc	5	1	1	Male Female	1			1				
Purchased Transportation Administrator	5	1	1	Male Female	1	1						
Maintenance Sup.-Special Transp. Svcs.	5	1	1	Male Female	1	1						
Director of Special Transportation Svcs	2	1	1	Male Female	1	1						
Department Total					11	7	63.64					
% of Total						7	63.64					
				Male	7	3	0	4	0	0	0	0
				% of Total	63.64	27.27	.00	36.36	.00	.00	.00	.00
				Female	4	1	0	3	0	0	0	0
				% of Total	36.36	9.09	.00	27.27	.00	.00	.00	.00

Work Force Analysis

Omnitrans 2020-2024
07/01/2020

Department: Executive Office

Job Title	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	Amlnd	NHOP1	Two+
Executive Staff Assistant	6	1	1	Male	1			1				
				Female								
Sr. Executive Assistant to the CEO/GM	5	1	1	Male	1			1				
				Female								
Interim CEO/GM	1	1		Male	1	1						
				Female								
Department Total					3	0	0	0	0	0	0	0
% of Total					66.67	.00	.00	.00	.00	.00	.00	.00
				Male	3	1	0	2	0	0	0	0
				Female								
				% of Total	100.00	33.33	66.67	66.67	66.67	66.67	66.67	66.67

Work Force Analysis

Omnitrans 2020-2024
07/01/2020

Department: Finance

Job Title	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPi	Two+
Accounting Clerk	MOU	2	2	Male Female	1			1	1			
Payroll Technician	8	2	1	Male Female	2			1				
Accountant	6	2	1	Male Female	1	1		1				
Sr. Financial Analyst	5	2	1	Male Female	1				1			
Treasury Manager	3	1	1	Male Female	1		1					
Accounting Manager	3	1	1	Male Female	1				1			
Director of Finance	2	1	1	Male Female	1		1					
Department Total				11	8	5	2	0	2	0	0	0
% of Total				72.73	45.45	9.09	18.18	.00	18.18	.00	.00	.00
Female					6	2	0	2	2	0	0	0
% of Total					54.55	18.18	.00	18.18	18.18	.00	.00	.00

Work Force Analysis

Omnitrans 2020-2024
07/01/2020

Department: Human Resources

Job Title	Wage Range	Total Emps	Total Min	Male	Female	White	Black	Hisp	Asian	AmInd	NHOPi	Two+
Human Resources Assistant	9	1	1	1	0	0	0	0	0	0	0	0
Administrative Assistant - HR	8	1	1	0	1	0	0	1	0	0	0	0
Human Resources Technician	8	2	1	1	1	0	0	0	0	0	0	0
HR Analyst (Recruitment)	6	2	1	1	1	0	0	0	0	0	0	0
Sr. Human Resources Analyst	5	1	1	1	0	0	0	0	0	0	0	0
Sr. Human Resources Analyst (Leave)	5	1	1	1	0	0	0	0	0	0	0	0
Employee Relations Manager	3	1	1	1	0	0	0	0	0	0	0	0
Human Resources Director	2	1	1	1	0	0	0	0	0	0	0	0
Department Total				10	5	20.00	0.00	10.00	0.00	0.00	0.00	10.00
				% of Total	50.00	20.00	.00	10.00	.00	.00	.00	10.00
				Male	5	20.00	.00	10.00	.00	.00	.00	10.00
				Female	5	20.00	.00	10.00	.00	.00	.00	10.00
				% of Total	50.00	20.00	.00	10.00	.00	.00	.00	10.00

Work Force Analysis

Omnitrans 2020-2024
07/01/2020

Department: Information Technology

Job Title	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	Amlnd	NHOPI	Two+
Network Engineer	5	1	1	Male	1			1				
Application Specialist	5	1	1	Female			1					
Application Developer	5	1	1	Male					1			
Systems Engineer	5	1	1	Female					1			
Web Designer	5	1	1	Male					1			
Systems Coordinator	4	1	1	Female								
Network Administrator	4	1	1	Male		1						1
Database Manager	3	1	1	Female					1			
Department Total				8	7	8	1	1	4	0	0	1
% of Total				87.50	100.00	12.50	12.50	12.50	50.00	.00	.00	12.50
Male					0	0	0	0	0	0	0	0
Female					.00	.00	.00	.00	.00	.00	.00	.00
% of Total												

Work Force Analysis

Omnitrans 2020-2024
07/01/2020

Department: Maintenance

Job Title	Wage Range	Total Emps	Total Min	Male	Female	White	Black	Hisp	Asian	AmInd	NHOPI	Two+
Custodian	MOU	4	3	1	3	1	1	2				
Utility Services Worker	MOU	17	16	10	7	1	4	10	2			
Maintenance Clerk - Admin.	MOU	1	1	1	0	1		1				
Mechanic Helper	MOU	10	6	4	6	4	3	3				
Building Maintenance Mechanic	MOU	7	3	4	3	4	2	1	1			
Equip Mechanic	MOU	42	40	24	18	2	3	31	5			1
Fleet Analyst	8	1		1	0	1						
Sr. Fleet Analyst	7	1		1	0	1						
Body & Paint Worker	MOU	3	2	1	2	1		2				
Shift Supervisor	5	10	3	7	3	7		3				
Transit Technical Trainer	6	1		1	0	1						
Facility Supervisor	5	1		1	0	1						

Continued...

Work Force Analysis

Omnitrans 2020-2024
07/01/2020

Department: Maintenance

Job Title	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPi	Two+
Technical Services Manager	4	1		Male	1	1						
Maintenance Manager	3	2		Female	1	1						
Capital Project Services Manager	4	1		Male	1	1						
Facility Manager	3	1		Female	1	1						
Director of Maintenance	2	1		Male	1	1						
				Female	1							
				Male	100	26	11	54	8	0	0	1
				% of Total	96.15	25.00	10.58	51.92	7.69	.00	.00	.96
				Female	4	4	0	0	0	0	0	0
				% of Total	3.85	3.85	.00	.00	.00	.00	.00	.00
	Department Total	104	74									
	% of Total		71.15									

Work Force Analysis

OmniTrans 2020-2024
07/01/2020

Department: Marketing

Job Title	Wage Range	Total Emps	Total Min	Total	White	Black	Hisp	Asian	AmInd	NHopi	Two+
Customer Service Representative I	MOU	7	7	1	1	0	1	0	0	0	0
Customer Service Rep. II	MOU	4	4	6	0	0	6	0	0	0	0
Administrative Secretary-Marketing/Plan.	8	1	1	2	1	0	1	0	0	0	1
Marketing Specialist	7	2	1	2	0	0	2	0	0	0	0
Sales Supervisor	6	1	1	1	1	0	0	0	0	0	0
Customer Service Manager	5	1	1	1	0	0	1	0	0	0	0
Director of Marketing & Communications	2	1	1	1	1	0	0	0	0	0	0
	Department Total	17	16	4	0	0	3	0	0	0	1
	% of Total		94.12	23.63	.00	.00	17.65	.00	.00	.00	5.88
				13	1	0	12	0	0	0	0
				76.47	5.88	.00	70.59	.00	.00	.00	.00

Exhibit 9

Work Force Analysis

Omnitrans 2020-2024
07/01/2020

Department: Operations

Job Title	Wege Range	Total Emps	Total Min	Male	Female	White	Black	Hisp	Asian	AmInd	NHOPi	Total
Coach Operator - Trainee	MOU	14	13	Male	Female	1	3	2	1			6
Coach Operator	MOU	429	381	Male	Female	27	92	90	9			224
Coach Operator - Part-Time	MOU	5	5	Male	Female	21	122	45	2		1	205
Admin Clerk - East Valley	MOU	2	2	Male	Female		2	1				3
SBX Operator	MOU	31	25	Male	Female	4	9	9				23
Dispatcher	7	7	5	Male	Female	2	1	4				8
Operations - Senior Secretary	7	1	1	Male	Female	2	2	1				5
Fleet Safety & Training Instructor	6	5	4	Male	Female					1		2
Field Supervisor	6	14	10	Male	Female	1	1	2				4
Dispatch Supervisor	5	1	1	Male	Female	2	3	4				9
Fleet Safety & Training Supervisor	5	1	1	Male	Female	2	1	2				5
Assistant Transportation Manager	5	2	1	Male	Female							1
				Male	Female	1		1				2

Continued...

Work Force Analysis

Omnitrans 2020-2024
07/01/2020

Department: Procurement

Job Title	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOP	Two+
Parts Clerk	MOU	10	8	Male Female	9	2	1	6				
Admin Clerk - Procurement	MOU	1	1	Male Female	1			1				
Warranty Coordinator	8	1	1	Male Female	1			1				1
Contract Review Analyst	7	1	1	Male Female	1			1				
Contracts Administrator	5	2	1	Male Female	2	1	1					
Sr. Contract Administrator	4	1		Male Female	1	1						
Materials Manager	4	1		Male Female	1	1						
Director of Procurement	2	1	1	Male Female	1			1				
Department Total					18	13						
				% of Total		72.22						
						Male	4	8	0	0	0	0
						% of Total	22.22	44.44	.00	.00	.00	.00
						Female	1	2	0	0	0	1
						% of Total	5.56	11.11	.00	.00	.00	5.56

Work Force Analysis

OmniTrans 2020-2024
07/01/2020

Department: Strategic Development

Job Title	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPi	Two+
Stops & Stations Worker	MOU	7	6		7	1		5				1
Scheduling Analyst	6	2	1		1							1
Stops and Stations Supervisor	6	1	1		1	1			1			
Transit Planner I	7	1			1	1						
Business Intelligence Analyst	5	1	1		1			1				
Development Planning Manager	3	1			1	1						
Director of Strategic Development	2	1			1	1						
Department Total					14	9	0	6	1	0	0	2
						85.71	.00	42.86	7.14	.00	.00	14.29
						2	0	0	0	0	0	0
						14.29	.00	.00	.00	.00	.00	.00
Facility Total					713	592	126	187	25	0	0	13
						59.89	17.67	26.23	3.51	.00	.00	1.82
						286	134	81	5	1	1	19
						40.11	18.79	11.36	.70	.14	.14	2.66

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

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Sorted by Job Title

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

Sorted by Job Title

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Job Title	Job Group	EEO Code	Census Occupation
Accountant	20 Professionals	2	0800 Accountants and auditors
Accounting Clerk	5B Clerical Support (Union)	6	5120 Bookkeeping, accounting, and auditing clerks
Accounting Manager	1B Managers	1	0120 Financial managers
Admin Clerk - East Valley	5B Clerical Support (Union)	6	5860 Office clerks, general
Admin Clerk - Procurement	5B Clerical Support (Union)	6	5860 Office clerks, general
Administrative Assistant - HR	5A Clerical Support	6	5700 Secretaries and administrative assistants
Administrative Secretary-Marketing/Plan.	5A Clerical Support	6	5700 Secretaries and administrative assistants
Application Developer	20 Professionals	2	1020 Software developer, application/system software
Application Specialist	20 Professionals	2	1020 Software developer, application/system software
Assistant Transportation Manager	1B Managers	1	0160 Transportation, storage, distribution managers
Body & Paint Worker	7A Skilled Maintenance	7A	7150 Automotive body and related repairers
Building Maintenance Mechanic	7A Skilled Maintenance	7A	7340 Maintenance and repair workers, general
Business Intelligence Analyst	20 Professionals	2	0710 Management analysts
Capital Project Services Manager	1B Managers	1	0220 Construction managers
Class B Technician	7A Skilled Maintenance	7A	7200 Automotive service technicians and mechanics
Client Relations Coordinator	5A Clerical Support	6	5240 Customer service representatives
Coach Operator	7B Operators	7	9120 Bus drivers
Coach Operator - Part-Time	7B Operators	7	9120 Bus drivers
Coach Operator - Trainee	7B Operators	7	9120 Bus drivers
Contract Review Analyst	20 Professionals	2	0530 Purchasing agents, excl wholes/retail/farm prods
Contracts Administrator	20 Professionals	2	0530 Purchasing agents, excl wholes/retail/farm prods
Custodian	80 Service Workers	8	4220 Janitors and building cleaners
Customer Service Manager	1B Managers	1	0050 Marketing and sales managers
Customer Service Rep. II	5B Clerical Support (Union)	6	5400 Receptionists and information clerks
Customer Service Representative I	5B Clerical Support (Union)	6	5400 Receptionists and information clerks
Database Manager	1B Managers	1	0110 Computer and information systems managers
Development Planning Manager	1B Managers	1	0160 Transportation, storage, distribution managers
Director of Finance	1A Sr. Management	1	0120 Financial managers

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

Sorted by Job Title

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Job Title	Job Group	EEO Code	Census Occupation
Director of Maintenance	1A Sr. Management	1	0160 Transportation, storage, distribution managers
Director of Marketing & Communications	1A Sr. Management	1	0050 Marketing and sales managers
Director of Operations	1A Sr. Management	1	0160 Transportation, storage, distribution managers
Director of Procurement	1A Sr. Management	1	0150 Purchasing managers
Director of Special Transportation Svcs	1A Sr. Management	1	0160 Transportation, storage, distribution managers
Director of Strategic Development	1A Sr. Management	1	0160 Transportation, storage, distribution managers
Dispatch Supervisor	1C Supervisors	1	5520 Dispatchers
Dispatcher	20 Professionals	2	5520 Dispatchers
Employee Relations Manager	1B Managers	1	0136 Human resources managers
.Equip Mechanic	7A Skilled Maintenance	7A	7210 Bus/truck mechanics, diesel engine specialists
Executive Staff Assistant	20 Professionals	6	5700 Secretaries and administrative assistants
Facility Manager	1B Managers	1	7000 First-line supervisor: mechanics/install/repair
Facility Supervisor	1C Supervisors	1	7000 First-line supervisor: mechanics/install/repair
Field Supervisor	1C Supervisors	1	9000 Supervisors of transport/material moving worker
Fleet Analyst	5A Clerical Support	6	5700 Secretaries and administrative assistants
Fleet Safety & Training Instructor	20 Professionals	2	0650 Training and development specialists
Fleet Safety & Training Supervisor	1C Supervisors	1	0650 Training and development specialists
HR Analyst (Recruitment)	20 Professionals	2	0630 Human resources workers
Human Resources Assistant	5A Clerical Support	5	5360 Human resources assists, excl payroll/timekeeping
Human Resources Director	1A Sr. Management	1	0136 Human resources managers
Human Resources Technician	5A Clerical Support	5	5360 Human resources assists, excl payroll/timekeeping
Interim CEO/GM	1A Sr. Management	1	0010 Chief executives and legislators
Maintenance Clerk - Admin.	5B Clerical Support (Union)	6	5860 Office clerks, general
Maintenance Manager	1B Managers	1	7000 First-line supervisor: mechanics/install/repair
Maintenance Sup.-Special Transp. Svcs.	1C Supervisors	1	7000 First-line supervisor: mechanics/install/repair
Marketing Specialist	20 Professionals	2	0735 Market research analysts & marketing specialist
Materials Manager	1B Managers	1	0160 Transportation, storage, distribution managers
Mechanic Helper	7A Skilled Maintenance	7A	7610 Helpers: installation, maintenance, repair wrkr

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

Sorted by Job Title

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Job Title	Job Group	EEO Code	Census Occupation
Network Administrator	20 Professionals	2	1105 Network and computer systems administrators
Network Engineer	20 Professionals	2	1105 Network and computer systems administrators
Operations - Senior Secretary	5A Clerical Support	5	5700 Secretaries and administrative assistants
Paratransit Eligibility Technician	5A Clerical Support	5	5250 Eligibility interviewers, government programs
Parts Clerk	5B Clerical Support (Union)	6	5620 Stock clerks and order fillers
Payroll Technician	5A Clerical Support	5	5140 Payroll and timekeeping clerks
Programs Administrator-Special Trans Svc	1C Supervisors	1	5000 First-line supervisor: office/admin support wkr
Purchased Transportation Administrator	1C Supervisors	1	5000 First-line supervisor: office/admin support wkr
SBX Operator	7B Operators	7	9120 Bus drivers
Safety & Regulatory Compl. Spec.	20 Professionals	2	1430 Industrial engineers, incl health and safety
Safety & Security Reg Compliance Mgr.	1B Managers	1	0565 Compliance officers
Sales Supervisor	1C Supervisors	1	4700 First-line supervisor: retail sales workers
Scheduling Analyst	20 Professionals	2	1220 Operations research analysts
Shift Supervisor	1C Supervisors	1	7000 First-line supervisor: mechanics/install/repair
Sr. Contract Administrator	20 Professionals	2	0530 Purchasing agents, excl wholes/retail/farm prods
Sr. Executive Assistant to the CEO/GM	20 Professionals	2	5700 Secretaries and administrative assistants
Sr. Financial Analyst	20 Professionals	2	0840 Financial analysts
Sr. Fleet Analyst	5A Clerical Support	6	1220 Operations research analysts
Sr. Human Resources Analyst	20 Professionals	2	0630 Human resources workers
Sr. Human Resources Analyst (Leave)	20 Professionals	2	0630 Human resources workers
Stops & Stations Worker	7A Skilled Maintenance	7A	7340 Maintenance and repair workers, general
Stops and Stations Supervisor	1C Supervisors	1	7000 First-line supervisor: mechanics/install/repair
Systems Coordinator	20 Professionals	2	1006 Computer systems analysts
Systems Engineer	20 Professionals	2	1006 Computer systems analysts
Technical Services Manager	1B Managers	1	0160 Transportation, storage, distribution managers
Transit Planner I	20 Professionals	2	1840 Urban and regional planners
Transit Technical Trainer	20 Professionals	2	0650 Training and development specialists
Transportation Manager	1B Managers	1	0160 Transportation, storage, distribution managers

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

Sorted by Job Title

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Job Title	Job Group	EEO Code	Census Occupation
Travel Trainer	5A Clerical Support	5	0650 Training and development specialists
Treasury Manager	1B Managers	1	0120 Financial managers
Utility Services Worker	80 Service Workers	8	9610 Cleaners of vehicles and equipment
Warranty Coordinator	5A Clerical Support	6	5860 Office clerks, general
Web Designer	20 Professionals	2	1030 Web developers

Job Group Analysis

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Job Group Analysis

Job Group: 1A Sr. Management

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Exhibit 11

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
Director of Marketing & Communications	Marketing	2	1	1	1		1				
Director of Special Transportation Svcs	CTSA	2	1								
Director of Procurement	Procurement	2	1		1		1				
Director of Strategic Development	Strategic Development	2	1								
Director of Finance	Finance	2	1		1	1					
Director of Maintenance	Maintenance	2	1	1							
Director of Operations	Operations	2	1								
Human Resources Director	Human Resources	2	1	1							
Interim CEO/GM	Executive Office	1	1	1							
Job Group Total			9	44.44	33.33	11.11	22.22	0.00	0.00	0.00	0.00
% of Total											

Job Group Analysis

Job Group: 1B Managers

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Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
Assistant Transportation Manager	Operations	5	2		1		1				
Customer Service Manager	Marketing	5	1	1	1		1				
Technical Services Manager	Maintenance	4	1								
Maintenance Manager	Maintenance	3	2	1							
Transportation Manager	Operations	3	1	1							
Treasury Manager	Finance	3	1		1	1					
Capital Project Services Manager	Maintenance	4	1								
Materials Manager	Procurement	4	1								
Safety & Security Reg Compliance Mgr.	Safety & Security	3	1	1	1			1			
Accounting Manager	Finance	3	1	1	1			1			
Development Planning Manager	Strategic Development	3	1	1							
Facility Manager	Maintenance	3	1								
Employee Relations Manager	Human Resources	3	1		1		1				
Database Manager	Information Technology	3	1		1			1			
Job Group Total			16	6	7	1	3	3	0	0	0
% of Total				37.50	43.75	6.25	18.75	18.75	0.00	0.00	0.00

Job Group Analysis

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Job Group: 1C Supervisors

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
Field Supervisor	Operations	6	14	5	10	4	6				
Programs Administrator-Special Trans Svc	CTSA	5	1	1	1		1				
Shift Supervisor	Maintenance	5	10		3		3				
Stops and Stations Supervisor	Strategic Development	6	1		1			1			
Dispatch Supervisor	Operations	5	1	1	1		1				
Fleet Safety & Training Supervisor	Operations	5	1		1		1				
Sales Supervisor	Marketing	6	1	1	1		1				
Purchased Transportation Administrator	CTSA	5	1								
Maintenance Sup.-Special Transp. Svcs.	CTSA	5	1								
Facility Supervisor	Maintenance	5	1								
Job Group Total			32	8	18	4	13	1	0	0	0
% of Total				25.00	56.25	12.50	40.63	3.13	0.00	0.00	0.00

Job Group Analysis

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Job Group: 20 Professionals

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
Dispatcher	Operations	7	7	2	5	2	1				2
Accountant	Finance	6	2	1	1			1			
Fleet Safety & Training Instructor	Operations	6	5	4	4	1	3				
HR Analyst (Recruitment)	Human Resources	6	2	1	1						1
Marketing Specialist	Marketing	7	2	1	1		1				
Scheduling Analyst	Strategic Development	6	2	1	1						1
Executive Staff Assistant	Executive Office	6	1	1	1		1				
Safety & Regulatory Compl. Spec.	Safety & Security	5	2		1		1				
Contract Review Analyst	Procurement	7	1	1	1		1				
Transit Planner I	Strategic Development	7	1								
Business Intelligence Analyst	Strategic Development	5	1		1		1				
Transit Technical Trainer	Maintenance	6	1								
Contracts Administrator	Procurement	5	2	2	1	1					
Network Engineer	Information Technology	5	1		1		1				
Sr. Executive Assistant to the CEO/GM	Executive Office	5	1	1	1		1				
Application Specialist	Information Technology	5	1		1	1					
Sr. Financial Analyst	Finance	5	2	1	1			1			
Sr. Human Resources Analyst	Human Resources	5	1	1							
Sr. Human Resources Analyst (Leave)	Human Resources	5	1	1							
Application Developer	Information Technology	5	1		1			1			
Systems Engineer	Information Technology	5	1		1			1			
Web Designer	Information Technology	5	1		1			1			
Sr. Contract Administrator	Procurement	4	1								
Systems Coordinator	Information Technology	4	1								

Continued...

Job Group Analysis

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Job Group: 20 Professionals

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
Network Administrator	Information Technology	4	1		1						1
			42	18	26	5	11	5	0	0	5
			Job Group Total	42.86	61.90	11.90	26.19	11.90	0.00	0.00	11.90
			<i>% of Total</i>								

Job Group Analysis

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Job Group: 5A Clerical Support

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
Human Resources Assistant	Human Resources	9	1	1	1	1	1				
Travel Trainer	CTSA	8	2	2	1	1	1				
Client Relations Coordinator	CTSA	8	1	1	1	1	1				
Paratransit Eligibility Technician	CTSA	8	2	2	2	2	2				
Administrative Assistant - HR	Human Resources	8	1	1	1	1	1				
Operations - Senior Secretary	Operations	7	1	1	1	1	1		1		
Administrative Secretary-Marketing/Plan.	Marketing	8	1	1	1	1	1				
Payroll Technician	Finance	8	2	2	1	1	1				
Warranty Coordinator	Procurement	8	1	1	1	1	1				
Fleet Analyst	Maintenance	8	1	1							
Human Resources Technician	Human Resources	8	2	2	1	1	1				
Sr. Fleet Analyst	Maintenance	7	1	1							
Job Group Total			16	13	11	0	10	0	1	0	0
% of Total			81.25	68.75	0.00	62.50	0.00	6.25	0.00	0.00	0.00

Job Group Analysis

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Job Group: 5B Clerical Support (Union)

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOP/	Two+
Customer Service Representative I	Various	MOU	8	6	8		8				
Accounting Clerk	Finance	MOU	2	1	2		1	1			
Customer Service Rep. II	Marketing	MOU	4	2	4		3				1
Parts Clerk	Procurement	MOU	10	1	8	1	7				
Maintenance Clerk - Admin.	Maintenance	MOU	1		1		1				
Admin Clerk - East Valley	Operations	MOU	2	2	2		2				
Admin Clerk - Procurement	Procurement	MOU	1	1	1						1
Job Group Total			28	13	26	1	22	1	0	0	2
% of Total			46.43	92.86	3.57	78.57	3.57	0.00	0.00	7.14	

Job Group Analysis

Job Group: 7A Skilled Maintenance

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Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
Stops & Stations Worker	Strategic Development	MOU	7		6		5				1
Mechanic Helper	Maintenance	MOU	10		6	3	3				
Class B Technician	CTSA	9	1		1		1				
Building Maintenance Mechanic	Maintenance	MOU	7		3		2	1			
Equip Mechanic	Maintenance	MOU	42		40	3	31	5			1
Body & Paint Worker	Maintenance	MOU	3		2		2				
Job Group Total			70	0	58	6	44	6	0	0	2
% of Total				0.00	82.86	8.57	62.86	8.57	0.00	0.00	2.86

Job Group Analysis

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Job Group: 7B Operators

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
Coach Operator - Trainee	Operations	MOU	14	8	13	9	2	1			1
Coach Operator	Operations	MOU	429	205	381	214	135	11		1	20
Coach Operator - Part-Time	Operations	MOU	5	3	5	4	1				
SBX Operator	Operations	MOU	31	8	25	10	13				2
Job Group Total			479	224	424	237	151	12	0	1	23
% of Total				46.76	88.52	49.48	31.52	2.51	0.00	0.21	4.80

Exhibit 11

Job Group Analysis

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Job Group: 80 Service Workers

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
Custodian	Maintenance	MOU	4		3	1	2				
Utility Services Worker	Maintenance	MOU	17		16	4	10	2			
Job Group Total			21	0	19	5	12	2	0	0	0
% of Total				0.00	90.48	23.81	57.14	9.52	0.00	0.00	0.00
Facility Total			713	286	592	260	268	30	1	1.00	32.00
% of Total				40.11	83.03	36.47	37.59	4.21	0.14	0.14	4.49

Job Group Analysis Summary

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Job Group	Total	Female		Total Min		Black		Hisp		Asian		Amlnd		NHOPi		Two+	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
1A Sr. Management	9	4	44.44	3	33.33	1	11.11	2	22.22	0	0.00	0	0.00	0	0.00	0	0.00
1B Managers	16	6	37.50	7	43.75	1	6.25	3	18.75	3	18.75	0	0.00	0	0.00	0	0.00
1C Supervisors	32	8	25.00	18	56.25	4	12.50	13	40.63	1	3.13	0	0.00	0	0.00	0	0.00
20 Professionals	42	18	42.86	26	61.90	5	11.90	11	26.19	5	11.90	0	0.00	0	0.00	5	11.90
5A Clerical Support	16	13	81.25	11	68.75	0	0.00	10	62.50	0	0.00	1	6.25	0	0.00	0	0.00
5B Clerical Support (Union)	28	13	46.43	26	92.86	1	3.57	22	78.57	1	3.57	0	0.00	0	0.00	2	7.14
7A Skilled Maintenance	70	0	0.00	58	82.86	6	8.57	44	62.86	6	8.57	0	0.00	0	0.00	2	2.86
7B Operators	479	224	46.76	424	88.52	237	49.48	151	31.52	12	2.51	0	0.00	1	0.21	23	4.80
80 Service Workers	21	0	0.00	19	90.48	5	23.81	12	57.14	2	9.52	0	0.00	0	0.00	0	0.00
Facility Total	713	286	40.11	592	83.03	260	36.47	268	37.59	30	4.21	1	0.14	1	0.14	32	4.49
% of Facility Total																	

Availability Analysis

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Availability Analysis

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Job Group: 1A Sr. Management

Factor	Raw Statistics (%)							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	30.34	44.49	7.77	28.95	6.26	0.69	0.02	0.79	23.59	34.60	6.04	22.52	4.87	0.54	0.02	0.62	
	Source of Data: Census 2010 Special EEO File Riverside-San Bern-Ont CA Metro																
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	37.50	43.75	6.25	18.75	18.75	0.00	0.00	0.00	8.33	9.72	1.39	4.17	4.17	0.00	0.00	0.00	
	Source of Data: Feeder Job Groups: Managers (1B)																
100.00									Job Group Final Availabilities (%)								
									31.93	44.32	7.43	26.69	9.03	0.54	0.02	0.62	

Availability Analysis

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Job Group: 1B Managers

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	23.65	45.71	7.48	30.56	5.96	0.74	0.29	0.67	56.25	13.30	25.71	4.21	17.19	3.35	0.42	0.16	0.38
	Source of Data: Census 2010 Special EEO File Riverside-San Bern-Ont CA Metro									28.68	51.73	9.53	31.38	6.90	0.42	0.16	3.34
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	35.14	59.46	12.16	32.43	8.11	0.00	0.00	6.76	43.75	15.37	26.01	5.32	14.19	3.55	0.00	0.00	2.96
	Source of Data: Feeder Job Groups: Supervisors (1C), Professionals (20)									28.68	51.73	9.53	31.38	6.90	0.42	0.16	3.34
100.00									Job Group Final Availabilities (%)								

Availability Analysis

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Job Group: 1C Supervisors

Factor	Raw Statistics (%)							Value Weight	Weighted Factor (%)								
	Female	Total Min	Black	Hisp	Asian	Amlnd	NHOPI		Two+	Female	Total Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	20.93	52.15	8.41	38.97	3.76	0.47	0.20	0.34	31.25	6.54	16.30	2.63	12.18	1.17	0.15	0.06	0.11
	Source of Data: Census 2010 Special EEO File Riverside-San Bern-Ont CA Metro																
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	42.01	85.50	40.86	35.58	3.79	0.16	0.16	4.94	68.75	28.88	58.78	28.09	24.46	2.61	0.11	0.11	3.40
	Source of Data: Feeder Job Groups: Professionals (20), Clerical Support (5A), Skilled Maintenance (7A), Operators (7B)																
100.00																	
Job Group Final Availabilities (%)										35.42	75.08	30.72	36.64	3.78	0.26	0.18	3.50

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	49.85	47.78	8.32	25.36	11.95	1.04	0.08	1.04	66.67	33.23	31.86	5.54	16.91	7.96	0.69	0.05	0.70
	Source of Data: Census 2010 Special EEO File Riverside-San Bern-Ont CA Metro									15.96	29.29	15.96	10.84	0.81	0.07	0.07	1.55
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	47.88	87.88	47.88	32.53	2.42	0.20	0.20	4.65	33.33	49.19	61.15	21.50	27.75	8.77	0.76	0.12	2.25
	Source of Data: Feeder Job Groups: Clerical Support (5A), Operators (7B)									100.00							
Job Group Final Availabilities (%)																	

Availability Analysis

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Job Group: 5A 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
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	80.52	52.56	9.79	34.80	6.38	0.79	0.22	0.57	62.50	32.85	6.12	21.75	3.99	0.49	0.14	0.35
	Source of Data: Census 2010 Special EEO File Riverside-San Bern-Ont CA Metro															
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	46.43	92.86	3.57	78.57	3.57	0.00	0.00	7.14	37.50	34.82	1.34	29.46	1.34	0.00	0.00	2.68
	Source of Data: Feeder Job Groups: Clerical Support (Union) (5B)															
100.00									Job Group Final Availabilities (%)							
									67.74	67.67	7.46	51.22	5.32	0.49	0.14	3.03

Availability Analysis

Omnitrans 2020-2024
07/01/2020

Job Group: 5B 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	72.94	63.86	7.66	49.23	4.94	0.79	0.24	0.99	100.00	72.94	63.86	7.66	49.23	4.94	0.79	0.24	0.99
	Source of Data: Census 2010 Special EEO File Riverside-San Bern-Ort CA Metro									-	-	-	-	-	-	-	-
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	-	-	-	-	-	-	-	-	100.00	72.94	63.86	7.66	49.23	4.94	0.79	0.24	0.99
										-	-	-	-	-	-	-	-
Job Group Final Availabilities (%)									72.94	63.86	7.66	49.23	4.94	0.79	0.24	0.99	

Availability Analysis

Omnitrans 2020-2024
07/01/2020

Job Group: 7A 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	1.94	61.49	2.97	52.66	3.23	0.65	0.25	1.74	61.43	37.78	1.82	32.35	1.98	0.40	0.15	1.07	
	Source of Data: Census 2010 Special EEO File Riverside-San Bern-Ont CA Metro																
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	0.00	90.48	23.81	57.14	9.52	0.00	0.00	0.00	38.57	34.90	9.18	22.04	3.67	0.00	0.00	0.00	
	Source of Data: Feeder Job Groups: Service Workers (80)																
100.00																	
Job Group Final Availabilities (%)										1.19	72.67	11.01	54.39	5.65	0.40	0.15	1.07

Availability Analysis

Omnitrans 2020-2024
07/01/2020

Job Group: 7B 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 Reasonable Recruitment Area	54.75	70.20	25.23	37.02	3.56	2.19	1.10	1.10	100.00	54.75	70.20	25.23	37.02	3.56	2.19	1.10	1.10
	Source of Data: Census 2010 Special EEO File Riverside-San Bern-Ont CA Metro																
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	-	-	-	-	-	-	-	-	100.00	-	-	-	-	-	-	-	-
Job Group Final Availabilities (%)										54.75	70.20	25.23	37.02	3.56	2.19	1.10	1.10

Availability Analysis

Omnictrans 2020-2024
07/01/2020

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
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	15.75	80.77	3.67	74.17	1.70	0.51	0.06	0.65	100.00	80.77	3.67	74.17	1.70	0.51	0.06	0.65
	Source of Data: Census 2010 Special EEO File Riverside-San Bern-Ont CA Metro															
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	100.00															
Job Group Final Availabilities (%)									15.75	80.77	3.67	74.17	1.70	0.51	0.06	0.65

Factor Components

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Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans 2020-2024
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Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+	
	<i>Labor Area: Riverside-San Bern-Ornt CA Metro</i>									
1.00	10353	5949 57.46%	5243 50.64%	909 8.78%	3340 32.26%	755 7.29%	34 0.33%	10 0.10%	195 1.88%	
1.00	3480	375 10.78%	1645 47.27%	320 9.20%	1175 33.76%	115 3.30%	35 1.01%	0 0.00%	0 0.00%	
1.00	8579	3919 45.68%	3264 38.05%	529 6.17%	1730 20.17%	740 8.63%	30 0.35%	0 0.00%	235 2.74%	
1.00	3480	375 10.78%	1645 47.27%	320 9.20%	1175 33.76%	115 3.30%	35 1.01%	0 0.00%	0 0.00%	
1.00	1970	890 45.18%	870 44.16%	180 9.14%	475 24.11%	180 9.14%	0 0.00%	0 0.00%	35 1.78%	
1.00	3480	375 10.78%	1645 47.27%	320 9.20%	1175 33.76%	115 3.30%	35 1.01%	0 0.00%	0 0.00%	
1.00	3480	375 10.78%	1645 47.27%	320 9.20%	1175 33.76%	115 3.30%	35 1.01%	0 0.00%	0 0.00%	
1.00	3484	2029 58.24%	1839 52.78%	195 5.60%	1260 36.17%	355 10.19%	0 0.00%	4 0.11%	25 0.72%	
1.00	11004	2570 23.36%	2824 25.66%	380 3.45%	1410 12.81%	865 7.86%	165 1.50%	0 0.00%	4 0.04%	
9.00	Total Weight:									

Job Group: 1A Sr. Management

Employee Job Titles:

- Director of Finance
0120 - Financial managers
- Director of Maintenance
0160 - Transportation, storage, distribution managers
- Director of Marketing & Communications
0050 - Marketing and sales managers
- Director of Operations
0160 - Transportation, storage, distribution managers
- Director of Procurement
0150 - Purchasing managers
- Director of Special Transportation Svcs
0160 - Transportation, storage, distribution managers
- Director of Strategic Development
0160 - Transportation, storage, distribution managers
- Human Resources Director
0136 - Human resources managers
- Interim CEO/GM
0010 - Chief executives and legislators

Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+
Job Group: 1B Managers									
Employee Job Titles:									
1.00	10353	5949 57.46%	5243 50.64%	909 8.78%	3340 32.26%	755 7.29%	34 0.33%	10 0.10%	195 1.88%
2.00	3480	375 10.78%	1645 47.27%	320 9.20%	1175 33.76%	115 3.30%	35 1.01%	0 0.00%	0 0.00%
1.00	13839	994 7.18%	4299 31.06%	195 1.41%	3475 25.11%	380 2.75%	129 0.93%	40 0.29%	80 0.58%
1.00	8579	3919 45.68%	3264 38.05%	529 6.17%	1730 20.17%	740 8.63%	30 0.35%	0 0.00%	235 2.74%
1.00	3170	805 25.39%	1180 37.22%	250 7.89%	300 9.46%	405 12.78%	10 0.32%	120 3.79%	95 3.00%
1.00	3480	375 10.78%	1645 47.27%	320 9.20%	1175 33.76%	115 3.30%	35 1.01%	0 0.00%	0 0.00%
1.00	3484	2029 58.24%	1639 52.78%	195 5.60%	1260 36.17%	355 10.19%	0 0.00%	4 0.11%	25 0.72%
1.00	4005	260 6.49%	1850 46.19%	245 6.12%	1430 35.71%	140 3.50%	35 0.87%	0 0.00%	0 0.00%
2.00	4005	260 6.49%	1850 46.19%	245 6.12%	1430 35.71%	140 3.50%	35 0.87%	0 0.00%	0 0.00%
1.00	3480	375 10.78%	1645 47.27%	320 9.20%	1175 33.76%	115 3.30%	35 1.01%	0 0.00%	0 0.00%
1.00	1513	649 42.89%	738 48.78%	115 7.60%	360 23.79%	245 16.19%	14 0.93%	4 0.26%	0 0.00%
1.00	3480	375 10.78%	1645 47.27%	320 9.20%	1175 33.76%	115 3.30%	35 1.01%	0 0.00%	0 0.00%

Job Group: 1B Managers

Employee Job Titles:

Accounting Manager
0120 - Financial managers

Assistant Transportation Manager
0160 - Transportation, storage, distribution managers

Capital Project Services Manager
0220 - Construction managers

Customer Service Manager
0050 - Marketing and sales managers

Database Manager
0110 - Computer and information systems managers

Development Planning Manager
0160 - Transportation, storage, distribution managers

Employee Relations Manager
0136 - Human resources managers

Facility Manager
7000 - First-line supervisor: mechanics/install/repair

Maintenance Manager
7000 - First-line supervisor: mechanics/install/repair

Materials Manager
0160 - Transportation, storage, distribution managers

Safety & Security Reg Compliance Mgr.
0565 - Compliance officers

Technical Services Manager
0160 - Transportation, storage, distribution managers

Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

OmniTrans 2020-2024
07/01/2020

	Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+
Transportation Manager <i>0160 - Transportation, storage, distribution managers</i>	1.00	3480	375 10.78%	1645 47.27%	320 9.20%	1175 33.76%	115 3.30%	35 1.01%	0 0.00%	0 0.00%
Treasury Manager <i>0120 - Financial managers</i>	1.00	10353	5949 57.46%	5243 50.64%	909 8.78%	3340 32.26%	755 7.29%	34 0.33%	10 0.10%	195 1.88%
Total Weight:	16.00									

Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans 2020-2024
07/01/2020

Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+
	Job Group: 1C Supervisors								
	Employee Job Titles:								
1.00	5014	2995 59.73%	2704 53.93%	255 5.09%	2185 43.58%	140 2.79%	60 1.20%	0 0.00%	64 1.28%
1.00	4005	260 6.49%	1850 46.19%	245 6.12%	1430 35.71%	140 3.50%	35 0.87%	0 0.00%	0 0.00%
14.00	3620	805 22.24%	2135 58.98%	390 10.77%	1595 44.06%	115 3.18%	0 0.00%	15 0.41%	20 0.55%
1.00	1250	555 44.40%	515 41.20%	165 13.20%	255 20.40%	95 7.60%	0 0.00%	0 0.00%	0 0.00%
1.00	4005	260 6.49%	1850 46.19%	245 6.12%	1430 35.71%	140 3.50%	35 0.87%	0 0.00%	0 0.00%
1.00	21230	13430 63.26%	10345 48.73%	1585 7.47%	7175 33.80%	1200 5.65%	215 1.01%	65 0.31%	105 0.49%
1.00	21230	13430 63.26%	10345 48.73%	1585 7.47%	7175 33.80%	1200 5.65%	215 1.01%	65 0.31%	105 0.49%
1.00	40695	17710 43.52%	20325 49.94%	2220 5.46%	13975 34.34%	3515 8.64%	230 0.57%	50 0.12%	335 0.82%
10.00	4005	260 6.49%	1850 46.19%	245 6.12%	1430 35.71%	140 3.50%	35 0.87%	0 0.00%	0 0.00%
1.00	4005	260 6.49%	1850 46.19%	245 6.12%	1430 35.71%	140 3.50%	35 0.87%	0 0.00%	0 0.00%
32.00	Total Weight:								

Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans 2020-2024
07/01/2020

Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+
Job Group: 20 Professionals									
Employee Job Titles:									
2.00	17700	11805 66.69%	9100 51.41%	1105 6.24%	3815 21.55%	3795 21.44%	90 0.51%	80 0.45%	215 1.21%
1.00	4769	954 20.00%	2534 53.13%	400 8.39%	610 12.79%	1500 31.45%	14 0.29%	0 0.00%	10 0.21%
1.00	4769	954 20.00%	2534 53.13%	400 8.39%	610 12.79%	1500 31.45%	14 0.29%	0 0.00%	10 0.21%
1.00	4554	1659 36.43%	1574 34.56%	275 6.04%	780 17.13%	280 6.15%	194 4.26%	0 0.00%	45 0.99%
1.00	3580	2005 56.01%	1645 45.95%	300 8.38%	1070 29.89%	210 5.87%	30 0.84%	0 0.00%	35 0.98%
2.00	3580	2005 56.01%	1645 45.95%	300 8.38%	1070 29.89%	210 5.87%	30 0.84%	0 0.00%	35 0.98%
7.00	5014	2995 59.73%	2704 53.93%	255 5.09%	2185 43.58%	140 2.79%	60 1.20%	0 0.00%	64 1.28%
1.00	39395	37750 95.82%	19000 48.23%	2620 6.65%	13405 34.03%	1975 5.01%	450 1.14%	155 0.39%	395 1.00%
5.00	1250	555 44.40%	515 41.20%	165 13.20%	255 20.40%	95 7.60%	0 0.00%	0 0.00%	0 0.00%
2.00	7414	5214 70.33%	4204 56.70%	839 11.32%	2715 36.62%	445 6.00%	135 1.82%	15 0.20%	55 0.74%
2.00	1040	530 50.96%	390 37.50%	45 4.33%	175 16.83%	150 14.42%	0 0.00%	0 0.00%	20 1.92%
1.00	1960	275 14.03%	1035 52.81%	160 8.16%	400 20.41%	345 17.60%	55 2.81%	0 0.00%	75 3.83%

Accountant
0800 - Accountants and auditors

Application Developer
1020 - Software developer, application/system software

Application Specialist
1020 - Software developer, application/system software

Business Intelligence Analyst
0710 - Management analysis

Contract Review Analyst
0530 - Purchasing agents, excl wholes/retail/farm prods

Contracts Administrator
0530 - Purchasing agents, excl wholes/retail/farm prods

Dispatcher
5520 - Dispatchers

Executive Staff Assistant
5700 - Secretaries and administrative assistants

Fleet Safety & Training Instructor
0650 - Training and development specialists

HR Analyst (Recruitment)
0630 - Human resources workers

Marketing Specialist
0735 - Market research analysis & marketing specialist

Network Administrator
1105 - Network and computer systems administrators

Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans 2020-2024
07/01/2020

Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+
1.00	1960	275 14.03%	1035 52.81%	160 8.16%	400 20.41%	345 17.60%	55 2.81%	0 0.00%	75 3.83%
2.00	2065	395 19.13%	975 47.22%	125 6.05%	380 18.40%	435 21.07%	10 0.48%	0 0.00%	25 1.21%
2.00	1204	560 46.51%	544 45.18%	110 9.14%	94 7.81%	325 26.99%	0 0.00%	0 0.00%	15 1.25%
1.00	3580	2005 56.01%	1645 45.95%	300 8.38%	1070 29.89%	210 5.87%	30 0.84%	0 0.00%	35 0.98%
1.00	39395	37750 95.82%	19000 48.23%	2620 6.65%	13405 34.03%	1975 5.01%	450 1.14%	155 0.39%	395 1.00%
2.00	545	230 42.20%	240 44.04%	45 8.26%	115 21.10%	80 14.68%	0 0.00%	0 0.00%	0 0.00%
1.00	7414	5214 70.33%	4204 56.70%	839 11.32%	2715 36.62%	445 6.00%	135 1.82%	15 0.20%	55 0.74%
1.00	7414	5214 70.33%	4204 56.70%	839 11.32%	2715 36.62%	445 6.00%	135 1.82%	15 0.20%	55 0.74%
1.00	3235	1160 35.86%	1445 44.67%	235 7.26%	415 12.83%	645 19.94%	80 2.47%	15 0.46%	55 1.70%
1.00	3235	1160 35.86%	1445 44.67%	235 7.26%	415 12.83%	645 19.94%	80 2.47%	15 0.46%	55 1.70%
1.00	305	145 47.54%	150 49.18%	40 13.11%	35 11.48%	75 24.59%	0 0.00%	0 0.00%	0 0.00%
1.00	1250	555 44.40%	515 41.20%	165 13.20%	255 20.40%	95 7.60%	0 0.00%	0 0.00%	0 0.00%
1.00	1445	540 37.37%	570 39.45%	110 7.61%	165 11.42%	190 13.15%	70 4.84%	0 0.00%	35 2.42%

Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans 2020-2024
07/01/2020

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
Total Weight:	42.00									

Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans 2020-2024
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Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+	
	Job Group: 5A Clerical Support									
	Employee Job Titles:									
1.00	39395	37750 95.82%	19000 48.23%	2620 6.65%	13405 34.03%	1975 5.01%	450 1.14%	155 0.39%	395 1.00%	
	<i>Administrative Assistant - HR 5700 - Secretaries and administrative assistants</i>									
1.00	39395	37750 95.82%	19000 48.23%	2620 6.65%	13405 34.03%	1975 5.01%	450 1.14%	155 0.39%	395 1.00%	
	<i>Administrative Secretary-Marketing/Plan. 5700 - Secretaries and administrative assistants</i>									
1.00	31410	21250 67.65%	19950 63.51%	3670 11.68%	13565 43.19%	1685 5.36%	200 0.64%	45 0.14%	785 2.50%	
	<i>Client Relations Coordinator 5240 - Customer service representatives</i>									
1.00	39395	37750 95.82%	19000 48.23%	2620 6.65%	13405 34.03%	1975 5.01%	450 1.14%	155 0.39%	395 1.00%	
	<i>Fleet Analyst 5700 - Secretaries and administrative assistants</i>									
1.00	680	565 83.09%	400 58.82%	50 7.35%	335 49.26%	15 2.21%	0 0.00%	0 0.00%	0 0.00%	
	<i>Human Resources Assistant 5360 - Human resources assists, excl payroll/timekeeping</i>									
2.00	680	565 83.09%	400 58.82%	50 7.35%	335 49.26%	15 2.21%	0 0.00%	0 0.00%	0 0.00%	
	<i>Human Resources Technician 5360 - Human resources assists, excl payroll/timekeeping</i>									
1.00	39395	37750 95.82%	19000 48.23%	2620 6.65%	13405 34.03%	1975 5.01%	450 1.14%	155 0.39%	395 1.00%	
	<i>Operations - Senior Secretary 5700 - Secretaries and administrative assistants</i>									
2.00	1845	1660 89.97%	1135 61.52%	300 16.26%	705 38.21%	80 4.34%	50 2.71%	0 0.00%	0 0.00%	
	<i>Paratransit Eligibility Technician 5250 - Eligibility interviewers, government programs</i>									
2.00	2500	2370 94.80%	1220 48.80%	240 9.60%	790 31.60%	155 6.20%	15 0.60%	20 0.80%	0 0.00%	
	<i>Payroll Technician 5140 - Payroll and timekeeping clerks</i>									
1.00	1204	560 46.51%	544 45.18%	110 9.14%	94 7.81%	325 26.99%	0 0.00%	0 0.00%	15 1.25%	
	<i>Sr. Fleet Analyst 1220 - Operations research analysts</i>									
2.00	1250	555 44.40%	515 41.20%	165 13.20%	255 20.40%	95 7.60%	0 0.00%	0 0.00%	0 0.00%	
	<i>Travel Trainer 0650 - Training and development specialists</i>									
1.00	20350	16945 83.27%	12165 59.78%	1850 9.09%	8455 41.55%	1370 6.73%	165 0.81%	55 0.27%	270 1.33%	
	<i>Warranty Coordinator 5860 - Office clerks, general</i>									

Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans 2020-2024
07/01/2020

Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
16.00	Total Weight:								
2.00	Job Group: 5B Clerical Support (Union)								
2.00	Employee Job Titles:								
	Accounting Clerk 5120 - Bookkeeping, accounting, and auditing clerks								
	Admin Clerk - East Valley 5860 - Office clerks, general								
	Admin Clerk - Procurement 5860 - Office clerks, general								
	Customer Service Rep. II 5400 - Receptionists and information clerks								
	Customer Service Representative I 5400 - Receptionists and information clerks								
	Maintenance Clerk - Admin. 5860 - Office clerks, general								
	Parts Clerk 5620 - Stock clerks and order fillers								
28.00	Total Weight:								
Labor Area: Riverside-San Bern-Ornt CA Metro									
	19265	16845 87.44%	8745 45.39%	1185 6.15%	5820 30.21%	1415 7.34%	180 0.93%	50 0.26%	95 0.49%
	20350	16945 83.27%	12165 59.78%	1850 9.09%	8455 41.55%	1370 6.73%	165 0.81%	55 0.27%	270 1.33%
	20350	16945 83.27%	12165 59.78%	1850 9.09%	8455 41.55%	1370 6.73%	165 0.81%	55 0.27%	270 1.33%
	17145	15670 91.40%	10545 61.50%	1005 5.86%	8560 49.93%	720 4.20%	135 0.79%	10 0.06%	115 0.67%
	17145	15670 91.40%	10545 61.50%	1005 5.86%	8560 49.93%	720 4.20%	135 0.79%	10 0.06%	115 0.67%
	20350	16945 83.27%	12165 59.78%	1850 9.09%	8455 41.55%	1370 6.73%	165 0.81%	55 0.27%	270 1.33%
	27429	12005 43.77%	19754 72.02%	2619 9.55%	15160 55.27%	1270 4.63%	210 0.77%	125 0.46%	370 1.35%

Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans 2020-2024
07/01/2020

Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
Job Group: 7A Skilled Maintenance									
<u>Employee Job Titles:</u>									
3.00	2710	25 0.92%	1940 71.59%	10 0.37%	1825 67.34%	55 2.03%	0 0.00%	30 1.11%	20 0.74%
7.00	6865	130 1.89%	4035 58.78%	430 6.26%	3175 46.25%	275 4.01%	30 0.44%	70 1.02%	55 0.80%
1.00	14605	235 1.61%	9600 65.73%	345 2.36%	8290 56.76%	610 4.18%	175 1.20%	0 0.00%	180 1.23%
42.00	5485	15 0.27%	3085 56.24%	130 2.37%	2590 47.22%	175 3.19%	50 0.91%	0 0.00%	140 2.55%
10.00	590	55 9.32%	495 83.90%	10 1.69%	470 79.66%	15 2.54%	0 0.00%	0 0.00%	0 0.00%
7.00	6865	130 1.89%	4035 58.78%	430 6.26%	3175 46.25%	275 4.01%	30 0.44%	70 1.02%	55 0.80%
70.00	Total Weight:								
Job Group: 7B Operators									
<u>Employee Job Titles:</u>									
429.00	5470	2995 54.75%	3840 70.20%	1380 25.23%	2025 37.02%	195 3.56%	120 2.19%	60 1.10%	60 1.10%
5.00	5470	2995 54.75%	3840 70.20%	1380 25.23%	2025 37.02%	195 3.56%	120 2.19%	60 1.10%	60 1.10%
14.00	5470	2995 54.75%	3840 70.20%	1380 25.23%	2025 37.02%	195 3.56%	120 2.19%	60 1.10%	60 1.10%
31.00	5470	2995 54.75%	3840 70.20%	1380 25.23%	2025 37.02%	195 3.56%	120 2.19%	60 1.10%	60 1.10%
479.00	Total Weight:								

Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans 2020-2024
07/01/2020

	Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+
Job Group: 80 Service Workers										
<u>Employee Job Titles:</u>										
Custodian 4220 - Janitors and building cleaners	4.00	29783	8169 27.43%	21733 72.97%	2070 6.95%	18185 61.06%	870 2.92%	245 0.82%	94 0.32%	269 0.90%
Utility Services Worker 9610 - Cleaners of vehicles and equipment	17.00	6724	874 13.00%	5554 82.60%	195 2.90%	5195 77.26%	95 1.41%	29 0.43%	0 0.00%	40 0.59%
Total Weight:	21.00									

Job Group: 80 Service Workers

Employee Job Titles:

Custodian

4220 - Janitors and building cleaners

Utility Services Worker

9610 - Cleaners of vehicles and equipment

Total Weight:

Factor Components

Factor 2 - Promotable, Transferable, and Trainable within Organization

Omnitrans 2020-2024
07/01/2020

		Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+
Job Group: 1A Sr. Management											
<u>Feeders:</u>											
Job Group: 1B	Managers	-	16	6 37.50%	7 43.75%	1 6.25%	3 18.75%	3 18.75%	0 0.00%	0 0.00%	0 0.00%
Job Group: 1B Managers											
<u>Feeders:</u>											
Job Group: 1C	Supervisors	-	32	8 25.00%	18 56.25%	4 12.50%	13 40.63%	1 3.13%	0 0.00%	0 0.00%	0 0.00%
Job Group: 20	Professionals	-	42	18 42.86%	26 61.90%	5 11.90%	11 26.19%	5 11.90%	0 0.00%	0 0.00%	5 11.90%
Job Group: 1C Supervisors											
<u>Feeders:</u>											
Job Group: 20	Professionals	-	42	18 42.86%	26 61.90%	5 11.90%	11 26.19%	5 11.90%	0 0.00%	0 0.00%	5 11.90%
Job Group: 5A	Clerical Support	-	16	13 81.25%	11 68.75%	0 0.00%	10 62.50%	0 0.00%	1 6.25%	0 0.00%	0 0.00%
Job Group: 7A	Skilled Maintenance	-	70	0 0.00%	58 82.86%	6 8.57%	44 62.86%	6 8.57%	0 0.00%	0 0.00%	2 2.86%
Job Group: 7B	Operators	-	479	224 46.76%	424 88.52%	237 49.48%	151 31.52%	12 2.51%	0 0.00%	1 0.21%	23 4.80%

Factor Components

Factor 2 - Promotable, Transferable, and Trainable within Organization

Omnitrans 2020-2024
07/01/2020

		Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+
Job Group: 20 Professionals											
<u>Feeders:</u>											
Job Group: 5A	Clerical Support	-	16	13 81.25%	11 68.75%	0 0.00%	10 62.50%	0 0.00%	1 6.25%	0 0.00%	0 0.00%
Job Group: 7B	Operators	-	479	224 46.76%	424 88.52%	237 49.48%	151 31.52%	12 2.51%	0 0.00%	1 0.21%	23 4.80%
Job Group: 5A Clerical Support											
<u>Feeders:</u>											
Job Group: 5B	Clerical Support (Union)	-	28	13 46.43%	26 92.86%	1 3.57%	22 78.57%	1 3.57%	0 0.00%	0 0.00%	2 7.14%
Job Group: 7A Skilled Maintenance											
<u>Feeders:</u>											
Job Group: 80	Service Workers	-	21	0 0.00%	19 90.48%	5 23.81%	12 57.14%	2 9.52%	0 0.00%	0 0.00%	0 0.00%

Factor Availabilities

Omnitrans 2020-2024 07/01/2020

Factor Availabilities

Job Group	Female (%)	Minority (%)	Black (%)	Hispo (%)	Asian (%)	AmInd (%)	NHOPI (%)	Two+ (%)
Factor 1 - Requisite Skills in Reasonable Recruiting Area								
1A Sr. Management <i>Labor Area: Riverside-San Bern-Ont CA Metro</i>	30.34	44.49	7.77	28.95	6.26	0.69	0.02	0.79
1B Managers <i>Labor Area: Riverside-San Bern-Ont CA Metro</i>	23.65	45.71	7.48	30.56	5.96	0.74	0.29	0.67
1C Supervisors <i>Labor Area: Riverside-San Bern-Ont CA Metro</i>	20.93	52.15	8.41	38.97	3.76	0.47	0.20	0.34
20 Professionals <i>Labor Area: Riverside-San Bern-Ont CA Metro</i>	49.85	47.78	8.32	25.36	11.95	1.04	0.08	1.04
5A Clerical Support <i>Labor Area: Riverside-San Bern-Ont CA Metro</i>	80.52	52.56	9.79	34.80	6.38	0.79	0.22	0.57
5B Clerical Support (Union) <i>Labor Area: Riverside-San Bern-Ont CA Metro</i>	72.94	63.86	7.66	49.23	4.94	0.79	0.24	0.99
7A Skilled Maintenance <i>Labor Area: Riverside-San Bern-Ont CA Metro</i>	1.94	61.49	2.97	52.66	3.23	0.65	0.25	1.74
7B Operators <i>Labor Area: Riverside-San Bern-Ont CA Metro</i>	54.75	70.20	25.23	37.02	3.56	2.19	1.10	1.10
80 Service Workers <i>Labor Area: Riverside-San Bern-Ont CA Metro</i>	15.75	80.77	3.67	74.17	1.70	0.51	0.06	0.65

Factor Availabilities

Job Group	Female (%)	Minority (%)	Black (%)	Hisb (%)	Asian (%)	AmInd (%)	NHOPI (%)	Two+ (%)
Factor 2 - Promotable, Transferable, and Trainable within Organization								
1A Sr. Management	37.50	43.75	6.25	18.75	18.75	0.00	0.00	0.00
1B Managers	35.14	59.46	12.16	32.43	8.11	0.00	0.00	6.76
1C Supervisors	42.01	85.50	40.86	35.58	3.79	0.16	0.16	4.94
20 Professionals	47.88	87.88	47.88	32.53	2.42	0.20	0.20	4.65
5A Clerical Support	46.43	92.86	3.57	78.57	3.57	0.00	0.00	7.14
5B Clerical Support (Union)	-	-	-	-	-	-	-	-
7A Skilled Maintenance	0.00	90.48	23.81	57.14	9.52	0.00	0.00	0.00
7B Operators	-	-	-	-	-	-	-	-
80 Service Workers	-	-	-	-	-	-	-	-

Incumbency v. Estimated Availability

Omnitrans 2020-2024 07/01/2020

Comparison Test

Two Standard Deviation Test

Incumbency v. Estimated Availability

Omnitrans 2020-2024
07/01/2020

Exhibit 14

Job Group	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
1A Sr. Management								
1B Managers								
1C Supervisors		Yes	Yes					
20 Professionals								
5A Clerical Support								
5B Clerical Support (Union)	Yes							
7A Skilled Maintenance								
7B Operators	Yes			Yes		Yes		
80 Service Workers								

Less than Reasonably Expected?

Comparison of Incumbency to Availability is performed using the Two Standard Deviation Test
Yes indicates Number of Standard Deviations ≤ -2.00

Incumbency v. Estimated Availability Detail

Omnitrans 2020-2024 07/01/2020

Comparison Test

Two Standard Deviation Test

Incumbency v. Estimated Availability Detail

Omnitrans 2020-2024
07/01/2020

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Expected Incumbents (#)	Difference (#) Exp. minus Inc.	Number of Standard Deviations	Less than Reasonably Expected?
1A St. Management	9	Female	4	44.44	31.93	2.9	1.1	0.81	
		Minority	3	33.33	44.32	4.0	-1.0	-0.66	
		Black	1	11.11	7.43	0.7	0.3	0.42	
		Hispanic	2	22.22	26.69	2.4	-0.4	-0.30	
		Asian	0	0.00	9.03	0.8	0.0	-0.95	
		AmIndian	0	0.00	0.54	0.0	0.0	-0.22	
		NHOPI	0	0.00	0.02	0.0	0.0	-0.04	
Two+	0	0.00	0.62	0.1	-0.1	-0.24			
1B Managers	16	Female	6	37.50	28.68	4.6	1.4	0.78	
		Minority	7	43.75	51.73	8.3	-1.3	-0.64	
		Black	1	6.25	9.53	1.5	-0.5	-0.45	
		Hispanic	3	18.75	31.38	5.0	-2.0	-1.09	
		Asian	3	18.75	6.90	1.1	1.9	1.87	
		AmIndian	0	0.00	0.42	0.1	-0.1	-0.26	
		NHOPI	0	0.00	0.16	0.0	0.0	-0.16	
Two+	0	0.00	3.34	0.5	-0.5	-0.74			
1C Supervisors	32	Female	8	25.00	35.42	11.3	-3.3	-1.23	Yes
		Minority	18	56.25	75.08	24.0	-6.0	-2.46	Yes
		Black	4	12.50	30.72	9.8	-5.8	-2.23	
		Hispanic	13	40.63	36.64	11.7	1.3	0.47	
		Asian	1	3.13	3.78	1.2	-0.2	-0.19	
		AmIndian	0	0.00	0.26	0.1	0.1	-0.29	
		NHOPI	0	0.00	0.18	0.1	-0.1	-0.24	
Two+	0	0.00	3.50	1.1	-1.1	-1.08			
20 Professionals	42	Female	18	42.86	49.19	20.7	-2.7	-0.82	
		Minority	26	61.90	61.15	25.7	0.3	0.10	
		Black	5	11.90	21.50	9.0	-4.0	-1.51	
		Hispanic	11	26.19	27.75	11.7	-0.7	-0.23	
		Asian	5	11.90	8.77	3.7	1.3	0.72	
		AmIndian	0	0.00	0.76	0.3	-0.3	-0.57	
		NHOPI	0	0.00	0.12	0.1	-0.1	-0.23	
Two+	5	11.90	2.25	0.9	4.1	4.23			

Comparison of Incumbency to Availability is performed using the Two Standard Deviation Test
Yes indicates Number of Standard Deviations <= -2.00

Incumbency v. Estimated Availability Detail

Omnitrans 2020-2024
07/01/2020

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Expected Incumbents (#)	Difference (#) Exp. minus Inc.	Number of Standard Deviations	Less than Reasonably Expected?
5A Clerical Support	16	Female	13	81.25	67.74	10.8	2.2	1.16	
		Minority	11	68.75	67.67	10.8	0.2	0.09	
		Black	0	0.00	7.46	1.2	-1.2	-1.14	
		Hispanic	10	62.50	51.22	8.2	1.8	0.90	
		Asian	0	0.00	5.32	0.9	-0.9	-0.95	
		AmIndian	1	6.25	0.49	0.1	0.9	3.29	
		NHOPI	0	0.00	0.14	0.0	0.0	-0.15	
Two+	0	0.00	3.03	0.5	-0.5	-0.71			
5B Clerical Support (Union)	28	Female	13	46.43	72.94	20.4	-7.4	-3.16	Yes
		Minority	26	92.86	63.86	17.9	8.1	3.19	
		Black	1	3.57	7.66	2.1	-1.1	-0.81	
		Hispanic	22	78.57	49.23	13.8	8.2	3.11	
		Asian	1	3.57	4.94	1.4	-0.4	-0.33	
		AmIndian	0	0.00	0.79	0.2	-0.2	-0.47	
		NHOPI	0	0.00	0.24	0.1	-0.1	-0.26	
Two+	2	7.14	0.99	0.3	1.7	3.28			
7A Skilled Maintenance	70	Female	0	0.00	1.19	0.8	-0.8	-0.92	
		Minority	58	82.86	72.67	50.9	7.1	1.91	
		Black	6	8.57	11.01	7.7	-1.7	-0.65	
		Hispanic	44	62.86	54.39	38.1	5.9	1.42	
		Asian	6	8.57	5.65	4.0	2.0	1.06	
		AmIndian	0	0.00	0.40	0.3	-0.3	-0.53	
		NHOPI	0	0.00	0.15	0.1	-0.1	-0.33	
Two+	2	2.86	1.07	0.7	1.3	1.45			
7B Operators	479	Female	224	46.76	54.75	262.3	-38.3	-3.51	Yes
		Minority	424	88.52	70.20	336.3	87.7	8.76	
		Black	237	49.48	25.23	120.8	116.2	12.22	
		Hispanic	151	31.52	37.02	177.3	-26.3	-2.49	Yes
		Asian	12	2.51	3.56	17.1	-5.1	-1.25	
		AmIndian	0	0.00	2.19	10.5	-10.5	-3.28	Yes
		NHOPI	1	0.21	1.10	5.3	-4.3	-1.87	
Two+	23	4.80	1.10	5.3	17.7	7.78			

Comparison of Incumbency to Availability is performed using the Two Standard Deviation Test
Yes indicates Number of Standard Deviations <= -2.00

Incumbency v. Estimated Availability Detail

Omnitrans 2020-2024
07/01/2020

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Expected Incumbents (#)	Difference (#) Exp. minus Inc.	Number of Standard Deviations	Less than Reasonably Expected?
80 Service Workers	21		0	0.00	15.75	3.3	-3.3	-1.98	
		Female	19	90.48	80.77	17.0	2.0	1.13	
		Minority	5	23.81	3.67	0.8	4.2	4.91	
		Black	12	57.14	74.17	15.6	-3.6	-1.78	
		Hispanic	2	9.52	1.70	0.4	1.6	2.77	
		Asian	0	0.00	0.51	0.1	-0.1	-0.33	
		Amindian	0	0.00	0.06	0.0	0.0	-0.11	
		NHOPI	0	0.00	0.65	0.1	-0.1	-0.37	
		Two+	0	0.00					

Comparison of Incumbency to Availability is performed using the Two Standard Deviation Test
Yes indicates Number of Standard Deviations <= -2.00

Annual Placement Goals

Omnitrans 2020-2024 07/01/2020

Comparison Test

Two Standard Deviation Test

Annual Placement Goals

Omnitrans 2020-2024
07/01/2020

Job Group	Placement Goals (%)									
	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+		
1A Sr. Management	-	-	-	-	-	-	-	-	-	-
1B Managers	-	-	-	-	-	-	-	-	-	-
1C Supervisors	-	75.08	30.72	-	-	-	-	-	-	-
20 Professionals	-	-	-	-	-	-	-	-	-	-
5A Clerical Support	-	-	-	-	-	-	-	-	-	-
5B Clerical Support (Union)	72.94	-	-	-	-	-	-	-	-	-
7A Skilled Maintenance	-	-	-	-	-	-	-	-	-	-
7B Operators	54.75	-	-	37.02	-	2.19	-	-	-	-
80 Service Workers	-	-	-	-	-	-	-	-	-	-

Exhibit 15

Comparison of Incumbency to Availability is performed using the Two Standard Deviation Test

**EQUAL EMPLOYMENT OPPORTUNITY
STATEMENT OF POLICY**

Dear Employees,

OMNITRANS reaffirms its policy that it is and shall be an equal opportunity employer (EOE) and will do its utmost to further these principles. It is our goal to increase the diversity in our workplace and to provide the best work environment possible. Our senior management team regularly receives and reviews EEO reports and has the responsibility to monitor progress, reinforce policies and hold the organization accountable to meet objectives.

To ensure the implementation of this policy, 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, gender identity, pregnancy, genetic information, veteran status, marital status, or other protected class. Affirmative action will be taken, including goals and timetables, in order to address underutilization of any affected class.

Employment and promotional decisions are based on valid job requirements developed before applicants are interviewed. Such decisions are based solely on an individual's job-related qualifications. The Agency is committed to provide reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

OMNITRANS will ensure that all other employment practices, such as transfers, compensation, benefits, layoffs, terminations, demotions, agency-sponsored training, treatment of employees, 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, gender identity, pregnancy, genetic information, veteran status, marital status, or other protected class. We will initiate and promulgate these policies to all department heads to assure that they are adopted and followed accordingly. Managerial and supervisory performance will be evaluated on the success of the Equal Employment Opportunity (EEO) Program in the same way as their performance on other Agency goals and objectives.

The Director of Human Resources, Suzanne Pfeiffer, has been designated as the Equal Employment Opportunity (EEO) Officer and can be reached at (909) 379-7261. 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. Investigations may be assigned to persons outside of the Agency if deemed appropriate. The Agency strongly prohibits and will not tolerate retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation or any complaint, or otherwise oppose discrimination.

Omnitrans' 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. Monday through Friday excluding holidays.

Respectfully,



Erin Rogers
Interim CEO/General Manager

**HARASSMENT
STATEMENT OF POLICY**

2020

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, veteran status, gender identity, pregnancy, genetic information, marital status, sexual orientation, or other protected class. 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 welcoming 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. 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 Human Resources Department. Any supervisor or manager receiving notice from an employee or patron of alleged harassment must immediately notify the Human Resources Department 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 the work environment;
- Take all necessary steps to prevent harassment from occurring; and
- Immediately contact the Human Resources Department when employees come to you with allegations of harassment.

Appropriate corrective action will be swiftly taken against any director, 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 harassment. Without question, the elimination of workplace 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,



Erin Rogers
Interim CEO/General Manager

**OMNITRANS
TERMS AND CONDITIONS OF PURCHASE**

Exhibit 17

1. PURCHASE ORDER (P.O.) Omnitrans shall not be responsible for goods or services provided to 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 P.O. 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. Submit invoices monthly or as prescribed by Omnitrans' Finance Dept.
Invoices shall reference the appropriate purchase order number and contract number. Contractor shall send invoices to:
 - accountspayable@omnitrans.org Finance
 - contracts@omnitrans.org ProcurementThe above does not apply to those Contractors whose invoices are also their packing slip, work order, delivery ticket, etc.
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. Goods 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. Supplier shall not make any alterations or change to this order in any fashion without prior written authorization from Omnitrans.
8. WARRANTY. Vendor warrants that the item(s) provided and/or work performed under this contract comply with all specifications, are free of liens and encumbrances, and that workmanship and materials are free from defects. Work shall comply with nationally recognized codes and established industry standards. Equipment shall carry the manufacturers' most favorable commercial warranties. The warranty period shall begin after acceptance of item(s) and/or work. Vendor agrees to remedy by replacing or repairing any item(s) that is damaged or defective during normal usage within the warranty period, at no additional cost to Omnitrans. Such repair or replacement shall occur within a reasonable time frame and to the satisfaction of Omnitrans.
9. 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.
10. GOVERNING LAW. This P.O. and the contract between the parties evidenced hereby or attached thereto shall be deemed to be made in the State of California and shall in all respects be construed and governed by the laws of that state.
11. PATENT PROTECTION. To the extent the subject articles are not manufactured pursuant to design originated by Omnitrans, supplier agrees it will indemnify and hold Omnitrans and its officers, agents, and employees harmless from any loss, damage or liability which may be incurred on account of any alleged infringement of any United States patent with respect to such articles or materials, and that it will, at its own expense, defend any action, suit or claim in which such infringement is alleged. Omnitrans agrees to notify supplier promptly of any suit or claim against Omnitrans for any alleged infringement of patent.
12. DISADVANTAGED BUSINESS ENTERPRISE. The supplier shall not discriminate based on race, color, national origin, or sex in the performance of this P.O.
13. ENERGY CONSERVATION. The supplier agrees to comply with the requirements of the Resource Conservation and Recovery Act, as amended, 42 USC §§6901 et seq.
14. 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.
15. 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.
16. INSURANCE. The supplier shall be required to provide a Certificate of Insurance for (1) Workers' Compensation in an amount to meet the requirements of the Labor Code of the State of California, including Employer's Liability with \$1,000,000 limits covering all persons including volunteers providing services on behalf of the supplier and all risks to such persons under this contract; (2) Commercial/General Liability (CGL) insurance covering all operations performed by or on behalf of the supplier, providing coverage for bodily injury and property damage with a \$1,000,000 per occurrence and \$2,000,000 general aggregate limit. The CGL policy coverage shall include: premises operations and mobile equipment; products and completed operations; broad form property damage; explosion, collapse and underground hazards; personal injury; contractual liability and (3) Auto Liability (AL) insurance with a combined single limit (CSL) of not less than \$1,000,000 per occurrence. CGL and AL must contain an endorsement that names Omnitrans as an additional insured with coverage at least as broad as Additional Insured (Form B) endorsement form ISO, CG 20 10 11 85.

17. **AMERICANS WITH DISABILITIES ACT.** The supplier 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.
18. **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.
19. **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 the P.O.
20. **INDEMNIFICATION.** The supplier 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.
21. **FORCE MAJEURE (EVENTS BEYOND THE CONTROL OF THE SUPPLIER).** The supplier 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.
22. **ACKNOWLEDGMENT.** By delivery of the goods or services purchased herein, the supplier agrees to all the terms and conditions of this P.O.
23. **TERMINATION.** Omnitrans may terminate the P.O. in whole or in part for Omnitrans' convenience or because of the failure of the supplier to fulfill the contract obligation. Omnitrans' CEO/General Manager shall terminate by specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the supplier shall: (a) immediately discontinue all services affected and (b) deliver to Omnitrans' 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.
24. **APPLICABILITY.** The Terms and Conditions stated herein will supersede or supplement the terms and conditions of any Omnitrans procurement wherein the terms and conditions were previously specified.
25. **OSHA COMPLIANCE.** The items covered by this P.O. must conform to safety orders of OSHA, CALOSHA, and /or NIOSH, and applicable Material Safety Data Sheets (MSDS). Vendor is required to provide a completed MSDS for all hazardous substances as required by Labor Code Sections 6390; General Industrial Safety Order, Section 5194; and Title 8, California Admins. Code. MSDS sheets need to be sent to Omnitrans' Safety and Regulatory Compliance Specialist for each specified item and a copy sent to Omnitrans' Procurement Department.
26. **QUESTIONS.** Questions regarding the Terms and Conditions of this P.O. are to be directed to the Procurement Department, phone 909.379.7146; fax: 909.379.7107; 1700 West Fifth Street, San Bernardino, CA 92411.

End of the Purchase Order Terms and Conditions

Date last revised: February 28, 2013


PERSONNEL POLICY MANUAL

POLICY 221 PAGE 1 OF 2

SUBJECT

Equal Employment Opportunity

 APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: July 1, 2015

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,

 <p>PERSONNEL POLICY MANUAL</p>	<p>POLICY 221 PAGE 2 OF 2</p>
<p>SUBJECT</p> <p>Equal Employment Opportunity</p>	<p>APPROVED BY OMNITRANS BOARD OF DIRECTORS</p> <p>DATE: July 1, 2015</p>

(EEO/AA)."

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

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 indivi-
dual because of the race, color, religion, national origin, se-
age or disability to such individual.

I HEREBY CERTIFY that the foregoing resolution was duly adopted
the Chairman and the Board of Directors of Omnitrans at a regular meeting
thereof, held on the 4th day of June, 1980, by the foll-
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; Councilperons Eileen Carter, Pa
Garcia, Bill Freeman, Ralph Hernandez, John Longville,
Frank Carpenter and John Mikels.

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

Robert E. Chafin
SECRETARY

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

Al McElvaine
CHAIRMAN, BOARD OF DIRECTORS

Approved as to form:
Ronald D. Peitz
Counsel for Omnitrans

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 Human Resources 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



Diversity in the Workplace

By Judith Lindenberger

As you look around your office, is everyone just like you? Probably not. The demographics of the American workforce have changed dramatically over the last 50 years. In the 1950s, more than 60% of the American workforce consisted of white males. They were typically the sole breadwinners in the household, expected to retire by age 65 and spend their retirement years in leisure activities. Today, the American workforce is a better reflection of the population with a significant mix of genders, race, religion, age and other background factors.

The long-term success of any business calls for a diverse body of talent that can bring fresh ideas, perspectives and views to their work. The challenge that diversity poses, therefore, is enabling your managers to capitalize on the mixture of genders, cultural backgrounds, ages and lifestyles to respond to business opportunities more rapidly and creatively.

Here are two examples of the challenges inherent in managing a diverse workforce:

An American health insurance company hired employees from a variety of racial

and ethnic backgrounds. The variety of different native languages and cultures, however, did not mix. Instead of making employees feel that they had a sub-group within their larger team, it gave rise to paranoia ("They must be talking about me.") and assumptions ("They think they are smarter than everyone else."). When the group needed to learn a new intake system, rather than pull together, they became even more estranged and productivity and morale plummeted.

In an American subsidiary of a global bank based in Japan, a few Japanese

We Support The Hiring And Advancement Of All Minorities



1700 West 5th Street
San Bernardino, CA 92411-2401
www.omnitrans.org

We are an Equal Opportunity Employer, who fully and actively supports equal access for all qualified applicants, regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability status, Genetic Information or Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law, and strongly prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.

Certificate of Merit

We wish to acknowledge

OMNITRANS

as an Equal Opportunity Employer, who fully and actively supports equal access for all qualified applicants, regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability status, Genetic Information or Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law, and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.

It is Ms. Suzanne Pfeiffer and the organization's committed action that keeps America the land of diversity, freedom and opportunity for all.

Following their exemplary conduct, we hope for the day that each and everyone of us embraces this attitude of fairness and equality in our hearts and minds.

Expires: December 2019

MINORITIES & SUCCESS
Equal Opportunity Employment By Choice

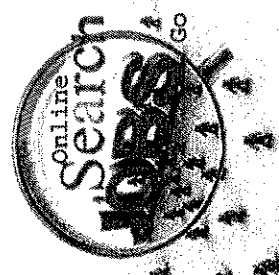
Job Posting 2/26/20

MINORITY SUCCESS
N E T W O R K

HOME NEW MANDATES EDUCATION CONSTRUCTION CAREERS RESOURCES PAGES Q

LOGIN CONTACT US

JOB SEARCH



Our job board is provided through our Official Partnership with jobvise.com, and is available at no cost to all job seekers and our clients. This job board helps you with your outreach and positive recruitment efforts.

Current Openings at OMNITRANS

Contracts Manager
 Locations US-CA-San Bernardino
 Compensation 56K - 570K / Month
 Minimum Education: Tech School
 Job Type: Full Time
 Jobcode: 996
 Email this job to a friend

[Apply Online](#) or email this job to apply later

MINORITIES & SUCCESS
 Summer 2019



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Nationwide Job Board

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Coach Operator - Jobs in X
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Enter Job Keywords SEARCH
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 Free Resume Formatting
 Free Resume Builder

Coach Operator - Omnitrans - San Bernardino, CA
 Posted on 08-08-2019 in San Bernardino, CA

Apply On Employer's Website Apply Via Women's Job List

Job Information:
 Company: Omnitrans
 FULL TIME COACH OPERATOR **OPEN**
 \$16.88 - \$25.30 per hour (\$14.25 per hour during 6-week training period)
 (\$300.00 SIGN-ON! FOR CLASS B HOLDERS WITH PASSENGER/AIR BRAKE ENDORSEMENT)

CONTINUOUS RECRUITMENT

THE JOB: OMNITRANS provider of public mass transit for the San Bernardino Valley in Southern California is recruiting for Full-time Coach Operators. Candidates that possess a Class B license with Passenger and Air Brake endorsements may be eligible for a Sign-on Bonus of \$300.00. The sign-on bonus is paid 1/2 at time of hire and 1/2 at the completion of the 6 month probationary period. Coach Operators are under general direction operates public transit coaches over assigned routes according to published schedules, performs related duties as required. Those that can succeed in this position have the ability to provide excellent customer service as well as assisting disabled patrons, and perform related duties as required, but are not limited to the following:

- Completes a mandatory and regulated pre-trip and post-trip inspection, including Air Brake test. Operates public transit coaches of varying sizes over assigned routes in a safe and timely manner, may operate coaches during peak or non-peak workload situations and emergencies, and other non-revenue vehicles as required.

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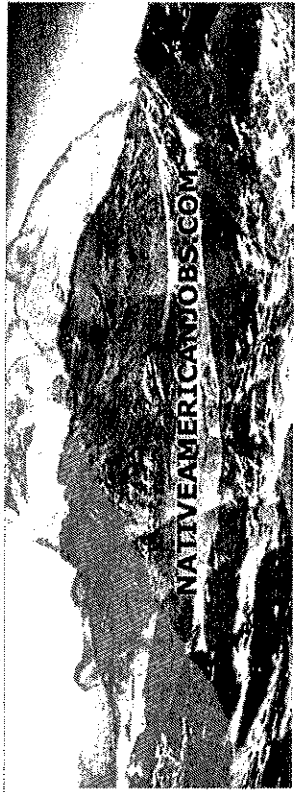
4:48 PM 8/8/2019

Job Posting 8-8-19

Native American Jobs (NAA) Net. X

Log Out Myself. Create Public X

employment@nativeamericanjobs.com/myjobdetail.htm?job_id=12554615



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HERO, MSNY

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Job Seekers' Search Jobs and More

Job Detail

[Employer Options: Edit Job | Copy Job | Back to Your Account](#)

Coach Operator

Omnitrans



Application

First Name

Last Name

THE JOB: **OMNITRANS**, provider of public mass transit for the San Bernardino Valley in Southern California is recruiting for Full-time Coach Operators. Candidates that possess a Class B license with Passenger and Air Brake endorsements may be eligible for a Sign-on Bonus of \$300.00. The sign-on bonus is paid 1/3 at time of hire and 2/3 at the completion of the 6 month probationary period. Coach Operators are under general direction operates public transit coaches over assigned routes according to published schedules; performs related duties as required. Those that can succeed in this position have the ability to provide excellent customer service as well as assisting disabled patrons, and perform related duties as required, but are not limited to the following:

SAVE

Drive into your future!



Omnitrans is the public transit agency serving the San Bernardino Valley. Our buses transport over 11 million passengers each year throughout our 480 square-mile service area.

Learn about Coach Operator and other career opportunities at:
WWW.OMNITRANS.ORG



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

Omnitrans is committed to providing equal employment opportunities for all based on individual qualifications and without regard to race, color, religion, gender, age, national origin, citizenship, mental or physical disabilities, sexual orientation, veteran status or any other similarly protected status.

Agency Cities & Counties

1. City of Palm Springs
hr@palmspringsca.gov
2. Temecula City Hall
hr@temecula.ca.gov
3. City of West Covina
hrtemp@westcovina.org
4. Pasadena City Hall Location
hr@cityofpasadena.net
5. City of Buena Park
dkern@buenapark.com
6. County of Riverside
hrdept@rivco.org
7. City of Moreno Valley
carlosf@moval.org
8. City of Corona
jobs@coronaca.gov
9. City of Pomona
humanresources@ci.pomona.ca.us
10. City of Anaheim
jobs@anaheim.net
11. City of Fullerton
humanresources@cityoffullerton.org
12. County of San Bernardino
employment@hr.sbcounty.gov
13. County of Ventura
hr.admin@ventura.org
14. City of Riverside
ctorres@riversideca.gov
15. City of Victorville
hr@victorvilleca.gov
16. Diamond Bar City Hall
ahaug@diamondbar.ca.gov
17. City of Brea
hr.email@cityofbrea.net

Agency Colleges

highlighted= left voicemail

1. University of Redlands
miguel_betancourt@redlands.edu (Goes by Mickey)
2. University of California Riverside
angela.walker@ucr.edu
3. University of La Verne
lavernhr@laverne.edu
4. Crafton Hills College
taguilar@sbccd.cc.ca.us
5. College of the Desert
pagomez@collegeofthedesert.edu
6. Victor Valley Community College
jobs@vvc.edu
7. Mt San Jacinto College
abravo@msjc.edu
jrodriguez@msjc.edu
8. Loma Linda University
gwyssocki@llu.edu
9. Harvey Mudd College
epardo@hmc.edu
10. University of San Bernardino
hrdept@csusb.edu
11. Scripps College
scrippshr@scrippscollege.edu
12. La Sierra University
hr@lasierra.edu
13. Riverside Community College
hr@rccd.edu
14. Chaffey College
aaron.ambers@chaffey.edu
15. Palo Verde College
vicky.lujano@paloverde.edu
16. Community Christian College
calex@ccc.edu
17. Claremont Grad University
marcom@cgu.edu
18. Pitzer College
hr@pitzer.edu
19. Cal Baptist University

- calbaptist.edu
20. Cal Poly Pomona
hr@cpp.edu
 21. San Bernardino Valley College
hr@sbccd.cc.ca.us
 22. Copper Mountain College
sharvey@cmccd.edu
 23. Barstow Community College
ppereira@barstow.edu
 24. Claremont McKenna College
hr@cmc.edu
 25. Pomona College
nisha.bailey@pomona.edu
 26. University of La Verne Law
lavernehr@laverne.edu
 27. University of Merced
rmckineey@ucmerced.edu
 28. Maric College- Riverside Campus
infoky@kapla.edu
 29. UCLA Wilshire Center
mycareer@ucla.edu
 30. University of Berkeley
amalia.martinez@berkeley.edu
 31. Intercoast College
jennifer.dolrick@intercoast.edu
 32. Platt College- Ontario
jrubi@plattcollege.edu
 33. Universal Technical Institute
aphillips@utl.edu

Town of Apple Valley
14955 Dale Evans Parkway
Apple Valley, CA 92307

City of Claremont
207 Harvard Ave.
Claremont, CA 91711

City of Walnut
21201 La Puente Road
Walnut, CA 91789

City of Brea
1 Civic Center Circle
Brea, CA 92821

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

County of San Bernardino
157 West Fifth St
San Bernardino, CA 92415-0440

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

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

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

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

California State University,
San Bernardino
550 University Parkway
San Bernardino, CA 92407-2393

California Baptist University
8432 Magnolia Ave
Riverside, CA 92504-3297

University of California Riverside
900 University Ave
Riverside, CA 92521

Loma Linda University
Student Services Center
11139 Anderson St
Loma Linda, CA 92350

Riverside Community College
4800 Magnolia Ave
Riverside, CA 92506

San Bernardino Valley College
701 South Mount Vernon Ave.
San Bernardino, CA 92410

Chaffey College
5885 Haven Ave.
Rancho Cucamonga, CA 91737-3002

Barstow Community College
2700 Barstow Road
Barstow, CA 92311

Employee of the Quarter Kimberly Perkins

Posted on November 26, 2019



To: Erin Rogers
Subject: RE: OmniNews Blast - Employee Awards

OmniNews Blast Congratulations!

Dear Omnitrans Team Members,



Please join me in congratulating two exceptional Omnitrans team members on the awards and recognition they received this week at the February Board of Directors meeting.

Senior Executive Assistant to the CEO and Clerk of the Board, Araceli Barajas has been named Omnitrans Employee of the Year for 2019! In addition to completing her regular duties with professionalism and positivity, Araceli played a key role in coordinating Board member briefings on the *ConnectForward* service plan to garner support and approval. She leads a multi-department workgroup on the implementation of PrimeGov agenda management software for the agency and has committed to professional development by participating in the Leadership Development Academy, serving as an APTA Transit Board Administrator Committee member, and attending college.



Business Intelligence Analyst, Victor Cuate was named Employee of the Quarter for October – December 2019. Victor was instrumental in analyzing and assembling the *ConnectForward* service plan and public meetings, stepping into the service planning manager’s role when the department was short-staffed. Victor also has reorganized and redesigned the agency’s key performance indicators reporting process to the Board of Directors, to universally positive reviews.

Please join me in congratulating Araceli and Victor!

Erin

MARKETING

It's Not Just Party Planning

As is done every year, Marketing executed the annual Employee Commute Survey to comply with South Coast Air Quality Management District's (SCAQMD) Rule 2202. This program is designed to help reduce emissions caused by employee commuting in Southern California, and helps employers meet designated emission targets at their respective worksites.

Based on geographical location, Omnitrans' target is a 1.5 Average Vehicle Ridership (AVR), meaning that ideally, we should average 1.5 employees/car reporting to Omnitrans for work. This is a tough target to reach, but something to strive for through marketing our employee carpool program.

This year, the survey garnered Omnitrans an AVR of 1.25 – the agency's highest, and biggest yearly gain (+.09%), since 2006! Thanks to all who completed the survey, and a special shout out to all who carpool or rideshare to work. By reducing the number of cars arriving at Omnitrans, you are reducing the amount of car pollution emitted into the air we breathe, a value near and dear to Omnitrans as the public transit provider in the region.

It's safe to say that the Marketing team is off to a great start in 2019, but we're only a quarter into the calendar year with a lot more still in store! On the heels of a successful Earth Week promotion, the team looks forward to upcoming promotions this summer including: the National Orange Show Fair, Bike Month, and the return of Summer Youth Fare.

2019 Employee Feedback Survey

Between May 6 - May 24, 2019, employees are encouraged to participate in the Employee Feedback Survey. The anonymous survey gives all employees an opportunity to express their opinions about their job and experience working for the agency.

Your feedback will help identify areas where the agency excels, as well as areas that need improvement. Since the 2017 survey, the Agency has focused on expressed concerns and provided resources to address them. Your opinion will help us determine if the efforts have made an impact.

This year's survey will be available online and on paper for employees without computer access. For those with computer access, a link will be emailed with instructions. Paper surveys will be available in the Operations assembly room and the Maintenance break room.

A box for completed surveys will be available at each of those location. Survey responses will be kept confidential.

Thank you in advance for your feedback! If you have questions, please call Human Resources at extension 7260.

Managers Track Complete Leadership Development Academy

Over the last year, 10 Omnitrans employees embarked on the Managers Track of the Leadership Development Academy (LDA).

The proactive, strengths-based program supports professional development and succession planning during a time in which 50% of top-level employees are eligible for retirement.

Through one-on-one mentoring, job shadowing, self-reflection and analysis, and a collaborative group project aimed at solving an organizational challenge faced by the agency, the academy members have developed for future career growth at Omnitrans.

These individuals are now equipped with tools to help them in their current jobs, as well as to effectively lead teams if they pursue management roles within Omnitrans.

Congratulations to the inaugural LDA Managers Track graduates!



The LDA Managers Track graduates at their ceremony on April 22, 2019. From left, top row: Janice Kuhn, Harry Morck, Mike DiFonzo, Omar Bryant, Insight Strategies Managing Partner Kevin Catlin. Bottom row: Misty Tshilonda, Krystal Turner, Vickie Chesney, Roberto Morales, and Christina Diaz. Not photographed: Gaudencio Sy.

2019 Million Mile Club Coach Operators Recognized for Safe Driving Record



Omnitrans' 2019 Million Mile Club drivers (from left to right): Mike Tarifi, Arturo Suarez, Peter Kerr, Albert Meraz, John Harrison (above), Karen Ramnarain, Samehesha Love, and Enrique Lipp. Not pictured: Sherron Filer.

Driving from here to the moon and back seems like an insurmountable distance. Now imagine doing that not once, but more than twice without getting into an accident! That is the equivalent of what it takes to join the prestigious Million Mile Club.

This month, the Omnitrans Board of Directors recognized our new members of the Club for their driving safety achievements. These dedicated coach operators have reached the prestigious million-mile mark by logging 25,000 driving hours over 12 years without a preventable accident. Our Two Million Mile Club drivers, Arturo Suarez and Mike Tarifi, have completed 50,000 driving hours over the span of 25 years without a preventable accident.

"This is a tremendous milestone for these drivers," says Director of Operations Shawn Brophy. "The criteria to hit the Million Mile Club is multi-faceted, and not an easy achievement. Safety is very important to the organization and to the public that we serve, and these drivers represent the best of the best when it comes to delivering on our mission to provide safe and reliable transportation."

Each 2019 inductee received a special plaque, jacket, hat, belt buckle, certificate, a silver name plate, a day off with pay, and \$500 in recognition of their great feat. The 2 Million Mile drivers received this, plus a bonus five-day cruise to Mexico including paid time off.

Congratulations to these drivers for setting the standard of excellence! We appreciate your commitment to safety as you connect our community.

Video on our career page on our website

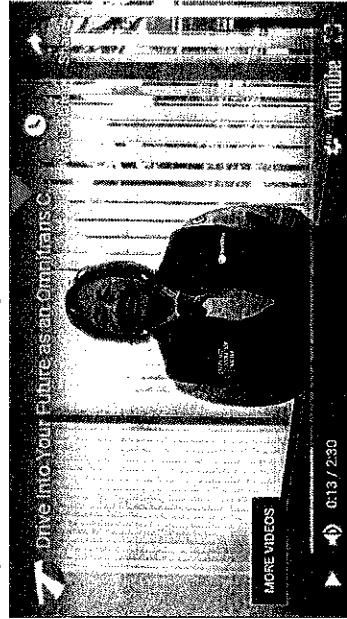


GETTING AROUND AGENDAS BUSINESS/EMPLOYMENT NEWS AND RESOURCES ABOUT

How to Apply

Applications are accepted only for those positions currently posted on the Current Openings page. You can apply for an open posted position online. Please note as of February 1, 2019, we will no longer accept paper applications. If you need computer access, you may apply online at the Human Resources Department at 1700 W. 5th St. San Bernardino, CA 92411. For further assistance, call 909-379-7260.

A Day in the Life of a Coach Operator



suggestions about Omnitrans bus service, please use the online **Contact Us Feedback Form**.

Title VI

For Title VI complaints, please use the online **Title VI Complaint Form**.



Español

Tagalog

العربية

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khmer

中文

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Search

OMNITRANS

THE SELECTION INTERVIEW PANEL

OMNITRANS SELECTION INTERVIEW PANEL GUIDELINES

Welcome and thank you for participating in the interview portion of our selection process. Selecting the wrong candidate presents significant and unwelcome costs to employers so a well organized interview process is of vital importance to our selection procedures. These notes provide some tips on getting the most out of your interviews and helping us to select the best of our candidates.

Objectives of the Selection Interview

As well as the need for the candidate to find out about the job and the organization, it is important for the employer to find out about the candidate. It is also a public relations exercise. Interviewers are representing Omnitrans, and the candidate will see the way they act as indicative of the way the organization operates. Bearing this in mind, it is important that every candidate should feel that they have had a fair hearing during their interview.

Introducing the Interview

A short clear introduction helps put candidates at ease by letting them know what to expect. Provide a short rough agenda for the interview. State how long the interview is going to last. Explain that you will be taking notes.

Taking Notes

Do not take notes secretly. Be open about it. Tell the candidate you will be taking notes, but do not do it in such a way that the candidate can see what is being written. Take the minimum amount of notes and confine them to memory triggers and facts. Do not let it interfere with or interrupt the flow of conversation. Be careful about timing. Highly personal or adverse information should be noted when the conversation has moved to another point.

Preparation

Ensure that you know what information you want from the candidate and give a good impression by being familiar with the applicant's details.

Rapport

Candidates will give much more information about them, be less defensive, and generally more open the more relaxed and comfortable they feel. Interviewers, therefore, should try and provide a supportive and friendly environment, which also gives them the information that they want. There are a number of ways in which an interviewer can strike up a rapport and these include listening, providing verbal cues, and providing non-verbal cues.

Listening

Interviewers should always concentrate on what the candidate is saying. There is a lot of information which will be provided by the candidate. The interviewer has to be able to recall it, use it, relate it to the person's qualifications, check it for inconsistencies, etc. In order to issue follow-up questions, the interviewer must obviously have paid attention not just to what is being said, but also the way in which it is being said.

Questioning

One of the objectives of the interview is to obtain information about the candidate. Therefore, you should aim to have the candidate talking approximately 70% to 80% of the time. It is important that the interviews stay **consistent and structured**. ***A list of questions has been provided to the oral board and must be asked of all candidates.*** However, we realize that not all candidates have similar backgrounds and experiences, follow-up questions specific to their answers may arise during the interview. The law requires that job interview questions be limited to those that are specifically job-related. Absolutely no questions can be asked regarding a person's ethnicity, religion or political affiliations, marital status, sex, sexual orientation, age, veteran status, or disability. You should avoid any impromptu questions which may be construed by the candidate as being unrelated to the job. These include such topics as success or failure in previous examinations, court convictions or arrest records, medical judgments, spouse's occupation, transportation, child care arrangements, hobbies, or special interests. In summary, it is recommended that you avoid any potential liability by asking the pre-determined questions.

Ending the interview

Once the panel has completed their questions, an opportunity must be given to the candidate to ask questions about the job and the organization. When this is over, the interview should be formally ended. There are a number of points that should be borne in mind when ending the interview.

1. Ask if there is anything else that they would like to talk about which they may not have had the opportunity to mention earlier on.
2. Thank them for their time, showing interest in the position and Omnitrans.
3. Show them out of the room.

Making Decisions/Scoring

The interview is an information gathering exercise and the decision should only be taken once all the information has been collected together and evaluated. Between interviews, allow time to write up brief notes including evidence of the varying criteria as shown on the person's application. Final notes are best completed soon after the interview, while the information is still fresh in your mind. ***If a candidate receives a very high score or a very low failing score a specific comment on why from the evaluator is required.***

OMNITRANS IS AN EQUAL OPPORTUNITY EMPLOYER

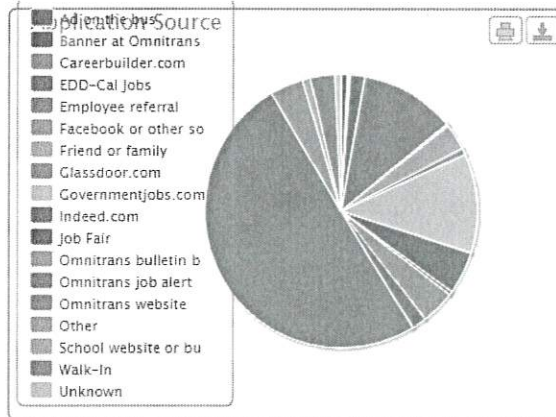
We encourage all persons to file applications with us as we do not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, or disability.

Application Source by Ethnicity

For all applications received between 07/01/19 and 02/24/20

AI = American Indian/ Alaskan Native AS = Asian
 No = Do not wish to provide this information H = Hispanic or Latino NHOPi = Native Hawaiian or Other Pacific Islander
 Two = Two or More Races W = White

Source	AI	AS	B	No	H	NHOPi	Two	W	Unknown	Total	Total %
Ad on the bus	0	0	7	0	4	0	0	1	0	12	0.75
Banner at Omnitrans facility	0	0	2	0	0	0	0	0	0	2	0.13
Careerbuilder.com	0	0	1	1	1	0	0	0	0	3	0.19
EDD-Cal Jobs	0	0	6	0	11	0	5	6	0	28	1.75
Employee referral	3	7	54	6	69	0	21	19	0	179	11.21
Facebook or other social network	0	0	1	0	2	0	0	0	0	3	0.19
Friend or family	0	2	9	0	22	0	4	14	0	51	3.19
Glassdoor.com	0	0	3	1	2	1	0	5	0	12	0.75
Governmentjobs.com	1	12	45	6	57	2	19	45	1	188	11.77
Indeed.com	0	3	33	4	21	0	7	12	1	81	5.07
Job Fair	0	0	2	3	1	0	0	1	0	7	0.44
Omnitrans bulletin board	1	5	14	3	27	0	5	8	1	64	4.01
Omnitrans job alert email	1	0	14	1	7	0	1	3	1	28	1.75
Omnitrans website	1	20	354	24	261	0	67	76	0	803	50.28
Other	0	8	13	5	21	0	3	13	0	63	3.94
School website or bulletin board	0	0	10	0	2	0	0	3	0	15	0.94
Transit talent.com	0	0	0	0	0	0	0	0	0	0	0.00
Walk-In	0	0	21	0	13	0	8	4	0	46	2.88
Unknown	0	0	2	1	0	0	0	0	9	12	0.75
Totals	7	57	591	55	521	3	140	210	13	1597	100.00
	0.44	3.57	37.01	3.44	32.62	0.19	8.77	13.15	0.81	100.00	



WF BF HF ASF AIF NHF 2+F WM BM HM ASM AIM NHM 2+M Vet IWD TOTALS

Sr. Leadership

Lucas Group										1							1			2
Prof. colleague	1																			1
empl. Referral	1																			1

Managers

Omni website	1	1																		2
Omni BB	1									1										2
Indeed.com	1																			1

Supervisors

Omni BB			2							3							1			6
empl referral				1			1		1											3
Omni website	1																			1
friend or family							1													1

Professionals

Omni website			2			1	4										2	1		10
Omni BB		1	3														3	1		8
Indeed.com	1									1										2
iHireHR.com																	1	1		2
empl referral										1										1
Daily Bulletin						1														1
job alert email			1																	1
governmentjobs.com			1																	1

Clerical Support

Omni BB			1							2										3
Temp agency			1																	1
Indeed.com			1																	1

Clerical Support (union)

job alert email			1							2										3
Empl referral						1				1										2
Omni BB			5							2										7
walk in										1										1
Omni webiste			1				1		1	1										4
Other website																	1			1
SB Sun							1													1

Operators

Job alert email		15	3			1		1	6	4	1						31
Omni website	1	36	4	1			2	6	15	14	4		1	1			85
empl referral	3	16	1					2	6	10							38
EDD		4							6	3							13
walk in	1	8	5					1	3	1	1		2				22
Omni BB		4						1	5	5				1			16
Coach Ad								1	3	5							9
Daily Bulletin									1								1
Other		1							1	2							4
governmentjobs.com							1				1		1				3
Indeed.com									3								3
friend or family		1								1							2
google search		1															1
jobing.com							1										1
Craigslist			1														1
LA Times														1			1

Skilled Maintenance

Job alert email								1		4							5
Omni website										3							3
Empl referral										1							1
Omni BB										4							4

Service Workers

empl referral									3								3
job alert email									1	2							3
Omni website									1								1
Omni BB								1									1

Omnitrans Equal Employment Opportunity Program

*WE ARE AN EQUAL
OPPORTUNITY EMPLOYER*



Presented By:

Denise Gibson, Human
Resources Specialist

Equal Employment
Opportunity (EEO)
Officer: Suzanne Pfeiffer,
Director of Human
Resources

Personnel Policy 221 – Equal Employment Opportunity

- Omnitrans does not discriminate in recruiting, hiring, promotions, compensation, benefits, separations, training opportunities, etc.
- Omnitrans' policy is to select the best-qualified applicant for the job regardless of protected class.



EEO Policy Statement

“...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, gender identity, pregnancy, genetic information, veteran status, marital status, or other protected class.”

“Affirmative Action will be taken, including goals and timetables, in order to address underutilization of any affected class.”

The EEO Policy Statement, signed by the CEO/GM is posted on bulletin boards throughout the agency.

It reaffirms our commitment to be an equal opportunity employer.

EEO Plan Document

- Available in the Human Resources Department.
- Available at any time for review by any employee or applicant in HR Only, Mon-Fri 8am – 5pm.
- The HR Director, Suzanne Pfeiffer is our EEO Officer. She can be reached at 909-379-7261.

The EEO Plan document gives specific details on how the agency will monitor our progress toward EEO goals and responsibilities, and address any areas of underutilization.

The document is available for any employee or applicant to review in the HR department, Monday – Friday 8am to 5pm.

Suzanne Pfeiffer, Director of HR, has been designated as the EEO Officer. She can be contacted if you have any questions, issues, or complaints. She can be reached at 909-379-7261.

**Omnitrans
Equal Employment
Opportunity(EEO)
Program
2019**

*WE ARE AN EQUAL
OPPORTUNITY EMPLOYER*



Presented By:

Misty Tshilonda, Human
Resources Analyst

Equal Employment
Opportunity (EEO)
Officer: Suzanne Pfeiffer,
Director of Human
Resources

Objectives and Goals

- Reaffirm The Agency's policy on Equal Employment Opportunity
- What are our legal responsibilities?
- Identify the Agency's EEO Placement Goals
- How The Agency can be effective in meeting Placement Goals



EEO Policy Statement

“...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, gender identity, pregnancy, genetic information, veteran status, marital status, or other protected class.”

“Affirmative Action will be taken, including goals and timetables, in order to address underutilization of any affected class.”

The EEO Policy Statement, signed by the CEO/GM is posted on bulletin boards throughout the agency.

It reaffirms our commitment to be an equal opportunity employer.

What are the laws?

- **Title VII of the Civil Rights Act of 1964** is a federal law that prohibits employers from discriminating against employees on the basis of sex, race, color, national origin, and religion.
- **Executive Order 11246** is similar – we have a legal requirement to take affirmative action and not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, disability, or status as a protected veteran.

- **These are federal mandates which Omnitrans must meet in order to continue to receive federal funding.**

Why EEO Plan Is Critical to Our Survival!


- Mandatory to implement – there are 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 EEO Program to the FTA every 4 years.
- Our EEO Program 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.

Our EEO Program shows Underutilization in the following Job Groups

Placement Goals:

- **Supervisors:** Females = 31.96%; **goal met**
Minorities = 66.41%; **goal met**
Black = 28.5%
- **Operators:** Females = 54.75%;
Asian = 3.56%;
American Indians = 2.19%;
NHOPI = 1.1%;
Individuals with Disabilities = 7%
- **Clerical Support:** Minorities = 61.58%; **goal met**
Black = 7.58%
- **Professionals:** Hispanic = 27.33% **goal met**

An EEO Program compares the incumbency of minorities, women, veterans, and individuals with disabilities in each job group to the availability in the reasonable recruitment area. If there are discrepancies, a statistical analysis is done which may result in a hiring goal in that category.

 A Goal is not a Quota. It is action-oriented programs that show the organization has made good faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results.

Management's and Employee's Roles:

- Remember our agency commitment to EEO; hires, promotions, training opportunities, etc.
- Stick to job-related questions in interviews.
- Assist the EEO Officer 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; let HR know.
- HR Director performs periodic audits of hiring, promotion, discipline patterns and training programs to support the attainment of EEO Plan goals and objectives.
- Refer qualified applicants.

EEO Plan Document

- Available in the Human Resources Department
- Available at any time for review by any employee or applicant in HR Only, Mon-Fri 8am – 5pm
- The HR Director will continue provide EEO information, interpretation, results and/or direction as needed throughout the duration of this EEO Plan.

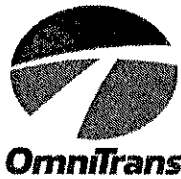
Voluntary Self-ID Survey

- The Department of Labor (OFCCP) has regulations that require us to invite our employees to self-identify disability status using a government form and to re-issue this survey every five years.
- We are issuing all employees this form, as we are required by law to do. ***Your completion of it is voluntary.***
- If you choose to complete the survey, please turn in forms to the sealed drop-box or to the Human Resources Department.

Conclusion:

Compliance is critical to the organization

Employees are critical to EEO success



February 18, 2020

AAP Plan 2015 - 2020

**FTA changed our plan dates to every 4 years. Next plan will be 2020-2024

Goals by Job Group

<u>Job Group</u>	<u>2015-2020 Placement Goals</u>	<u>Difference Expected Minus Incumbents</u>		<u>Open Positions</u>	<u>Current Status*</u>
Supervisors	31.96%	6.9	Female	Maintenance Shift Sup.	goal met
	70.55%	11	Minority	Field Supervisor (Internal)	goal met
	28.50%	5.7	Black		goal not met
Clerical Support	61.58%	2	Minority	None	goal met
	7.58%	1	Black		goal not met
Operators	54.75%	53.2	Females	Coach Operator	goal not met
	3.56%	9.8	Asian		goal not met
	2.19%	8.1	Am. Indian		goal not met
	1.10%	4.6	NHOPI**		goal not met
	7.00%	20	Disability		goal not met
Professionals	27.33%	6.4	Hispanic	None	goal met

** Native Hawaiian or Other Pacific Islander

*subject to change when there is movement into the job group

Goals Attained (subject to change when there is movement into job group):

- Females in Supervisors (at 39.13%)
- Minority in Supervisors (at 78.26%)
- Minority in Clerical Support (at 93.33%)
- Hispanics in Professionals (at 35.29%)

Progress Toward Goals:

- Hired 4 black Supervisors (at 17.39%)
- Hired 168 female Operators (at 49.12%)
- Hired 9 Asian Operators (at 2.63%)
- Hired 1 American Indian Operator (at .29%)
- Hired 3 NHOPI Operators (at 0.88%)
- Hired 7 Operators with Disability

**Equal Employment
Opportunity Program
for Workers with Disabilities
and Protected Veterans**




Erin Rogers, Interim CEO/General Manager Date


Suzanne Pfeiffer, Director of Human Resources Date

PART II

SECTION I

INSPECTION OF THIS EEOP

41 §CFR 60-741.41

41 §CFR 60-300.41

The full Equal Employment Opportunity Program for disabled workers and protected veterans shall be available for inspection by any applicant or employee upon request. The location and hours during which the EEOP can be obtained are posted where such information is available to both applicants and employees. (See Exhibit 1).

SECTION II

PERSONS COVERED BY THIS EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

41 CFR §60-741.2

41 CFR §60-300.2

An individual is considered a “protected veteran” if they belong to one of the following classifications:

A “disabled veteran” is one of the following: a veteran of the U.S. Military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or show citation box or a person who was discharged or released from active duty because of a service-connected disability.

A “recently separated veteran”: means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.

An “active duty wartime or campaign badge veteran”: means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An “Armed forces or service medal veteran”: means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

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 include, but are not limited to:

Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, eating, sleeping, standing, sitting, reaching, lifting, bending, breathing, learning, reading, concentrating, thinking, communicating, interacting with others and working.

SECTION III

POLICY STATEMENT

41 CFR §60-741.44(a)

41 CFR §60-300.44(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 and protected 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 CEO/General Manager.

SECTION IV

INTERNAL DISSEMINATION OF POLICY

41 CFR §60-741.44(g)

41 CFR §60-300.44(g)

Omnitrans will disseminate this Equal Employment Opportunity Policy internally in the following ways:

1. Omnitrans' policy manual contains its EEO Policy, which covers individuals with disabilities and protected veterans. (See Exhibit 6).
2. Omnitrans' EEO Policy Statement 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 and protected veterans. 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 Equal Employment Opportunity Program are discussed in new employee orientation meetings.
5. The Equal Employment Opportunity Program for Disabled Workers and Protected 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 individuals with disabilities and protected veterans. Our EEOP is covered in depth with employees who work in Human Resources.
7. When employees are featured in the employee newsletter *Omniviews* and the company blog, veterans and individuals with disabilities are included (see Exhibit 11).

SECTION V

EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT

41 CFR §60-741.44(f)

41 CFR §60-300.44(f)

1. Omnitrans enlists the assistance and support of recruiting sources that are capable of referring qualified individuals with disabilities and protected veterans for employment opportunities with Omnitrans.

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

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. Job advertisements and other recruiting communications carry the tag line, Equal Opportunity Employer including Protected Veterans and Individuals with Disabilities (See Exhibit 4)
5. Omnitrans participates in veterans job fairs each year (see Exhibit 9).
6. Advertisements in *The Veteran Journal* publication. (See Exhibit 10).
7. Posting open positions to disabledperson.com. (See Exhibit 12).
8. Omnitrans reviews our outreach and recruitment efforts on an annual basis to evaluate the effectiveness in identifying and recruiting protected veterans and individuals with disabilities.

SECTION VI

RESPONSIBILITY FOR IMPLEMENTATION

41 CFR §60-741.44 (i)

41 CFR §60- 300.44(i)

A. Responsibility of EEO Officer and Designee:

Suzanne Pfeiffer, Director of Human Resources, has overall responsibility for the implementation and evaluation of the Agency Equal Employment Opportunity (EEO) Program. The Director of Human Resources reports directly to the CEO/General Manager and has the authority and resources to ensure effective implementation. The Director of Human Resources is also accountable for compliance with all equal employment opportunity laws and policies, and all company policies and practices with respect to recruitment, non-discriminatory selection, record-keeping, and reporting on compliance activities.

The Director of Human Resources serves as the Agency's Equal Employment Opportunity (EEO) Officer, and shall:

1. Develop policy statements, EEO 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 EEO 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 EEO Plan.
6. Keep management informed of the latest developments in the equal employment opportunity area.
7. Arrange for career counseling as requested by known disabled workers and veterans covered by this EEO Plan.
8. Advise supervisors that their work performance, including the prevention of harassment of employees placed through EEO efforts, is being evaluated on the basis of their EEO 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 §60-300.44(j)

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

Training has been conducted at Management and Senior Leadership Meetings to inform Management and Confidential employees of our EEO Plan objectives and goals, commitment to be an Equal Opportunity Employer (EOE), why the plan is critical to our organization, underutilization and placement goals, management roles and responsibilities, and where and when to view the EEO Plan document.

SECTION VIII

REVIEW OF PERSONNEL PROCESSES PROPER CONSIDERATION OF QUALIFICATIONS

41 CFR §60-741.44 (b)

41 CFR §60-300.44 (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 and protected 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 protected 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 protected veteran or disabled individual in a job.

SECTION IX

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

41 CFR §60-741.44(c)

41 CFR §60-300.44(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 and safety.
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.
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 §60-300.44(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 PREVENTION

41 CFR §60-741.44(e)

41 CFR §60-300.44(e)

1. Omnitrans prohibits harassment of its employees on account of their status as disabled or protected 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. (See Exhibit 7)
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 §60-300.84

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 §§60-300.44(h) and -300.80

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 EEO 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 EEO Officer.

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 3 years from the date the record was made or the date of the selection decision, whichever occurs first.

SECTION XIV

DATA COLLECTION AND ANALYSIS

41 CFR §60-741.44(k)

41 CFR §60-300.44(k)

Omnitrans collects the following data to analyze applicants and hires:

1. The number of applicants who self-identified as protected veterans pursuant to §60-300.42(a), or who are otherwise known as protected veterans and The number of applicants who self-identified as individuals with disabilities pursuant to §60-741.42(a), or who are otherwise known to be individuals with disabilities;
2. The total number of job openings and total number of jobs filled;
3. The total number of applicants for all jobs;
4. The number of applicants with disabilities and protected veteran applicants hired; and
5. The total number of applicants hired.

Omnitrans collects employee data pertaining to veterans and individuals with disabilities in order to assess the effectiveness of the company's outreach and recruitment efforts. Omnitrans invites applicants and employees to voluntarily inform the company whether they believe they are protected veterans and/or individuals with disabilities in compliance with VEVRAA and Section 503 requirements.

Individuals with Disabilities	7/1/15 – 3/1/20
Number of applicants who self-identify as individuals with disabilities before an offer of employment is made	219
Total number of job openings	492
Total number of jobs filled	492
Total number of applicants for all jobs	5,178
Number of applicants with disabilities hired	12
Total number of applicants hired	492

Protected Veterans	7/1/15 – 3/1/20
Number of applicants who self-identify as protected veterans before an offer of employment is made	216
Total number of job openings	492
Total number of jobs filled	492
Total number of applicants for all jobs	5,178
Number of protected veterans hired	16
Total number of applicants hired	492

SECTION XV

UTILIZATION GOALS AND BENCHMARKS FOR HIRING

41 CFR §60-741.45

41 CFR §60-300.45

Individuals with Disabilities: The OFCCP has established a utilization goal of 7 percent for employment of qualified individuals with disabilities for each job group in the contractor's workforce. The job groups used for utilization analysis are the same as those used for analysis under Executive Order 11246 and are:

- 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

Prior to establishment of the 2020 - 2024 EEO Plan for persons with disabilities and protected veterans, Omnitrans re-issued to all employees the *Voluntary Self-Identification of Disability Form CC-305* to all employees. Not all employees chose to complete and submit the survey. All applicants are given the chance to self-identify as protected veterans and/or individuals with disabilities when they apply.

Utilization Analysis – from the voluntary self-id surveys, we identified the representation of individuals with disabilities in each job group:

Job Group	Total # of Employees per Job Group	# Employees who are individuals with disabilities per Job Group	Utilization rate of individuals with disabilities per Job Group	Underutilized? (Y/N)
01A	9	0	0%	N
01B	16	0	0%	N
01C	32	3	9.38%	N
020	42	4	9.52%	N
05A	16	1	6.25%	N
05B	28	2	7.14%	N
07A	70	3	4.29%	N
07B	479	9	1.88%	Y
080	21	0	0%	N
Facility Total	713	22	3.09%	Y

Our goal for every job group is to continue to take affirmative action to ensure that our employment policies and practices are, in fact, non-discriminatory. Omnitrans will increase outreach to individuals with disabilities to attain the established goal of 7 percent for each job group.

Protected Veterans: Omnitrans has established a hiring benchmark equaling the national percentage of veterans in the civilian labor force, which is published and updated annually on the OFCCP Web site. For Omnitrans current EEO Plan year, March 1, 2020 – February 29, 2024, the hiring benchmark is 5.9 percent.

As of March 1, 2020, 6.59 percent of Omnitrans workforce consists of protected veterans. From July 1, 2015 through February 29, 2020, Omnitrans hiring rate for protected veterans was 3.25 percent. Omnitrans will continue outreach to protected veterans and will continue to monitor the effectiveness of our EEO Plan on an ongoing basis.

Utilization Analysis – from the voluntary self-id surveys, we identified the representation of protected veterans in each job group:

Job Group	Total # of Employees per Job Group	# Employees who are protected veterans per Job Group	Utilization rate of protected veterans per Job Group	Underutilized? (Y/N)
01A	9	1	11.11%	N
01B	16	3	18.75%	N
01C	32	5	15.63%	N
020	42	6	14.29%	N
05A	16	0	0%	N
05B	28	0	0%	N
07A	70	8	11.43%	N
07B	479	24	5.01%	N
080	21	0	0%	N
Facility Total	713	47	6.59%	N

SECTION XVI

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 §60-300.5*
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 and protected veterans. *41 CFR §60-741.5, 41 CFR §60-300.5.*
3. Will not, when employing or promoting protected veterans, 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 §60-300.21 (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 §60-300.25*
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 §60-300.5*

SECTION XVII EXHIBITS

1. EEO Policy Statement/Notice of Right of Inspection
2. EEO Policy Statement Concerning Non-Harassment
3. Purchase Order Terms and Conditions
4. Sample Job Announcement
5. Notice of Non-Discrimination on the Basis of Disability
6. Policy 221 – Equal Employment Opportunity
7. Policy 704 – Harassment Prevention
8. Policy 225 – Americans With Disabilities Act (ADA) of 1990
9. Veteran Job Fair Information
10. The Veteran Journal and National Veterans Review Publications
11. Omnitrans blog articles
12. Disabled Person job posting

**EQUAL EMPLOYMENT OPPORTUNITY
STATEMENT OF POLICY**

Dear Employees,

OMNITRANS reaffirms its policy that it is and shall be an equal opportunity employer (EOE) and will do its utmost to further these principles. It is our goal to increase the diversity in our workplace and to provide the best work environment possible. Our senior management team regularly receives and reviews EEO reports and has the responsibility to monitor progress, reinforce policies and hold the organization accountable to meet objectives.

To ensure the implementation of this policy, 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, gender identity, pregnancy, genetic information, veteran status, marital status, or other protected class. Affirmative action will be taken, including goals and timetables, in order to address underutilization of any affected class.

Employment and promotional decisions are based on valid job requirements developed before applicants are interviewed. Such decisions are based solely on an individual's job-related qualifications. The Agency is committed to provide reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

OMNITRANS will ensure that all other employment practices, such as transfers, compensation, benefits, layoffs, terminations, demotions, agency-sponsored training, treatment of employees, 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, gender identity, pregnancy, genetic information, veteran status, marital status, or other protected class. We will initiate and promulgate these policies to all department heads to assure that they are adopted and followed accordingly. Managerial and supervisory performance will be evaluated on the success of the Equal Employment Opportunity (EEO) Program in the same way as their performance on other Agency goals and objectives.

The Director of Human Resources, Suzanne Pfeiffer, has been designated as the Equal Employment Opportunity (EEO) Officer and can be reached at (909) 379-7261. 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. Investigations may be assigned to persons outside of the Agency if deemed appropriate. The Agency strongly prohibits and will not tolerate retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation or any complaint, or otherwise oppose discrimination.

Omnitrans' 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. Monday through Friday excluding holidays.

Respectfully,



Erin Rogers
Interim CEO/General Manager

**HARASSMENT
STATEMENT OF POLICY**

2020

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, veteran status, gender identity, pregnancy, genetic information, marital status, sexual orientation, or other protected class. 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 welcoming 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. 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 Human Resources Department. Any supervisor or manager receiving notice from an employee or patron of alleged harassment must immediately notify the Human Resources Department 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 the work environment;
- Take all necessary steps to prevent harassment from occurring; and
- Immediately contact the Human Resources Department when employees come to you with allegations of harassment.

Appropriate corrective action will be swiftly taken against any director, 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 harassment. Without question, the elimination of workplace 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,



Erin Rogers
Interim CEO/General Manager

**OMNITRANS
TERMS AND CONDITIONS OF PURCHASE**

Exhibit 3

1. PURCHASE ORDER (P.O.) Omnitrans shall not be responsible for goods or services provided to 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 P.O. 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. Submit invoices monthly or as prescribed by Omnitrans' Finance Dept. Invoices shall reference the appropriate purchase order number and contract number. Contractor shall send invoices to:
 - accountspayable@omnitrans.org Finance
 - contracts@omnitrans.org ProcurementThe above does not apply to those Contractors whose invoices are also their packing slip, work order, delivery ticket, etc.
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. Goods 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. Supplier shall not make any alterations or change to this order in any fashion without prior written authorization from Omnitrans.
8. WARRANTY. Vendor warrants that the item(s) provided and/or work performed under this contract comply with all specifications, are free of liens and encumbrances, and that workmanship and materials are free from defects. Work shall comply with nationally recognized codes and established industry standards. Equipment shall carry the manufacturers' most favorable commercial warranties. The warranty period shall begin after acceptance of item(s) and/or work. Vendor agrees to remedy by replacing or repairing any item(s) that is damaged or defective during normal usage within the warranty period, at no additional cost to Omnitrans. Such repair or replacement shall occur within a reasonable time frame and to the satisfaction of Omnitrans.
9. 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.
10. GOVERNING LAW. This P.O. and the contract between the parties evidenced hereby or attached thereto shall be deemed to be made in the State of California and shall in all respects be construed and governed by the laws of that state.
11. PATENT PROTECTION. To the extent the subject articles are not manufactured pursuant to design originated by Omnitrans, supplier agrees it will indemnify and hold Omnitrans and its officers, agents, and employees harmless from any loss, damage or liability which may be incurred on account of any alleged infringement of any United States patent with respect to such articles or materials, and that it will, at its own expense, defend any action, suit or claim in which such infringement is alleged. Omnitrans agrees to notify supplier promptly of any suit or claim against Omnitrans for any alleged infringement of patent.
12. DISADVANTAGED BUSINESS ENTERPRISE. The supplier shall not discriminate based on race, color, national origin, or sex in the performance of this P.O.
13. ENERGY CONSERVATION. The supplier agrees to comply with the requirements of the Resource Conservation and Recovery Act, as amended, 42 USC §§6901 et seq.
14. 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.
15. 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.
16. INSURANCE. The supplier shall be required to provide a Certificate of Insurance for (1) Workers' Compensation in an amount to meet the requirements of the Labor Code of the State of California, including Employer's Liability with \$1,000,000 limits covering all persons including volunteers providing services on behalf of the supplier and all risks to such persons under this contract; (2) Commercial/General Liability (CGL) insurance covering all operations performed by or on behalf of the supplier, providing coverage for bodily injury and property damage with a \$1,000,000 per occurrence and \$2,000,000 general aggregate limit. The CGL policy coverage shall include: premises operations and mobile equipment; products and completed operations; broad form property damage; explosion, collapse and underground hazards; personal injury; contractual liability and (3) Auto Liability (AL) insurance with a combined single limit (CSL) of not less than \$1,000,000 per occurrence. CGL and AL must contain an endorsement that names Omnitrans as an additional insured with coverage at least as broad as Additional Insured (Form B) endorsement form ISO, CG 20 10 11 85.

17. **AMERICANS WITH DISABILITIES ACT.** The supplier 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.
18. **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.
19. **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 the P.O.
20. **INDEMNIFICATION.** The supplier 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.
21. **FORCE MAJEURE (EVENTS BEYOND THE CONTROL OF THE SUPPLIER).** The supplier 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.
22. **ACKNOWLEDGMENT.** By delivery of the goods or services purchased herein, the supplier agrees to all the terms and conditions of this P.O.
23. **TERMINATION.** Omnitrans may terminate the P.O. in whole or in part for Omnitrans' convenience or because of the failure of the supplier to fulfill the contract obligation. Omnitrans' CEO/General Manager shall terminate by specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the supplier shall: (a) immediately discontinue all services affected and (b) deliver to Omnitrans' 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.
24. **APPLICABILITY.** The Terms and Conditions stated herein will supersede or supplement the terms and conditions of any Omnitrans procurement wherein the terms and conditions were previously specified.
25. **OSHA COMPLIANCE.** The items covered by this P.O. must conform to safety orders of OSHA, CALOSHA, and /or NIOSH, and applicable Material Safety Data Sheets (MSDS). Vendor is required to provide a completed MSDS for all hazardous substances as required by Labor Code Sections 6390; General Industrial Safety Order, Section 5194; and Title 8, California Admins. Code. MSDS sheets need to be sent to Omnitrans' Safety and Regulatory Compliance Specialist for each specified item and a copy sent to Omnitrans' Procurement Department.
26. **QUESTIONS.** Questions regarding the Terms and Conditions of this P.O. are to be directed to the Procurement Department, phone 909.379.7146; fax: 909.379.7107; 1700 West Fifth Street, San Bernardino, CA 92411.

End of the Purchase Order Terms and Conditions

Date last revised: February 28, 2013



OMNITRANS
invites applications for the position of:

Contracts Manager

SALARY: \$6,995.00 - \$10,338.00 Monthly
\$83,940.00 - \$124,056.00 Annually

DEPARTMENT: Procurement

OPENING DATE: 01/14/20

CLOSING DATE: Continuous

THE JOB:

Develops, implements, negotiates and administers Agency contracts for goods and services. Contract activities routinely involve independent judgment, as well as the identification, assessment, analysis and resolution of related issues. The incumbent may be required to review new laws and regulations for impact on the business unit's goals.

EXAMPLES OF DUTIES:

Develops and implements project assignments, contract administration goals, objectives, procedures, and work requirements; Provides guidance to internal business teams on best contract practices and latest contract and procurement trends. Supervises the activities of contract professionals.

Oversees and coordinates specification development for proposals, bids, and contract documents as well as prepares, assists, or supervises the preparation of Invitations for Bids, Requests for Proposals, contracts, leases, agreements, and Board memoranda pertaining to procurement.

Prepares and transmits correspondence to ensure Contractor compliance with contractual obligations; answers contract related questions.

Conducts pre-bid or pre-proposal conferences and bid openings. Coordinates and prepares responses to bid protests.

Conducts or assists in conducting procurement negotiations; records and retains minutes of negotiations and prepares memoranda of negotiations.

Develops change orders according to Agency and higher authority rules and policies.

Monitors Contractor performance to ensure compliance with agreed upon delivery schedules and terms; holds contract closeout audits at completion of each contract activity.

Under delegated authority from the Director of Procurement, serves as the principal custodian of all contract documents on behalf of the Agency.

Ensures contract performance compliance by reviewing available funding, and enforcing work statements, performance periods, and deliverables.

Prepares the Overall Disadvantaged Business Enterprise (DBE) goals under a three-year goal review interval for participation of DBEs based upon all budgeted contracts anticipated to utilize U.S. DOT federal financial assistance; submits the quarterly DBE reports for the Agency.

THE REQUIREMENTS:

KNOWLEDGE OF: Theories, principles, and practices of budgeting, recordkeeping, procurement, and contract administration in a public agency or federal environment; Applicable local, state, and federal laws, rules, and regulations governing procurement in a public agency; Bid and contract analysis and preparation techniques; Program and budget development and implementation, including goal setting techniques; Market trends, trade, and pricing conditions

ABILITY TO: Oversee the procurement and contract administration activities of unit; Interview and evaluate contract proposal respondents; Mediate and negotiate

EDUCATION and/or EXPERIENCE

Bachelor's degree in Business, Public Administration other related field from an accredited four-year college or university, plus three to five years of senior-level experience performing contract administration work (pre- and post-award) with three of those years at a supervisory level.

THE SELECTION PROCESS:

The most competitively qualified candidates will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. Employment offers are contingent upon applicant demonstrating the ability to perform the essential functions of the job with or without accommodations. Employment is contingent upon successful completion of a background/criminal investigation (including LiveScan), pre-employment physical examination with drug screening.

Candidates may apply on-line at our website at: <http://www.omnitrans.org/business-and-employment/careers/> . Candidates may also apply online at our Human Resources Department 1700 W. 5th Street, San Bernardino, CA 92411.

Equal Opportunity Employer including Protected Veterans and Individuals with Disabilities

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.omnitrans.org>

Position #996
CONTRACTS MANAGER
KA

1700 W. 5th St
San Bernardino, CA 92411
909-379-7260

HREmployment@omnitrans.org



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 know 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:

Suzanne Pfeiffer
Director of Human Resources
Omnitrans
1700 W. 5th St.
San Bernardino, CA 92411
(909) 379 - 7261

 <p>PERSONNEL POLICY MANUAL</p>	<p>POLICY 221 PAGE 1 OF 2</p>
<p>SUBJECT</p> <p>Equal Employment Opportunity</p>	<p>APPROVED BY OMNITRANS BOARD OF DIRECTORS</p> <p>DATE: July 1, 2015</p>

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,

 <p>PERSONNEL POLICY MANUAL</p>	<p>POLICY 221 PAGE 2 OF 2</p>
<p>SUBJECT</p> <p>Equal Employment Opportunity</p>	<p>APPROVED BY OMNITRANS BOARD OF DIRECTORS</p> <p>DATE: July 1, 2015</p>

(EEO/AA)."

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

 PERSONNEL POLICY MANUAL	POLICY 704 PAGE 1 OF 4
SUBJECT Harassment Prevention	APPROVED BY OMNITRANS BOARD OF DIRECTORS DATE: February 3, 2016

I. Purpose


To state Omnitrans' policy on providing a workplace free of discrimination and harassment; to provide a method of investigating complaints in compliance with Civil Right Act of 1991 which affects all major federal laws about discrimination in the workplace, including all aspect of the Civil Rights Act of 1964, the ADEA, the ADA, the Rehabilitation Act of 1973, FEHA/EEOC or California Unfair Competition Law (UCL) and/or any other applicable code.

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, gender identity, marital status, mental or physical disability, veteran status, and any other basis protected under federal, state or local law.
- 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 supervises or gives direction to other employees will be required 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.


 PERSONNEL POLICY MANUAL	POLICY 704 PAGE 2 OF 4
SUBJECT Harassment Prevention	APPROVED BY OMNITRANS BOARD OF DIRECTORS DATE: February 3, 2016

<p>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.</p> <p>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.</p> <p>E. Sexual harassment may take different forms. There is no requirement of sexual desire for behavior to be considered sexual harassment, though other elements are necessary for the wrongful behavior to rise to the level of unlawful sexual harassment. One specific form of sexual harassment is the demand for sexual favors in exchange for some job benefit. Other forms of harassment include, but are not limited to:</p> <ol style="list-style-type: none"> 1. <u>Verbal</u>-sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats. 2. <u>Non-verbal</u>-sexually suggestive objects or pictures (e.g., scantily clad models, cartoons, etc.) suggestive or insulting sounds, leering, whistling, obscene gestures. 3. <u>Physical</u>-unwanted physical contact, including touching, pinching, brushing the body, pushing. <p>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.</p> <p>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. Managers and supervisors are also responsible for reporting any complaints of harassment to their supervisor or to Human Resources so that a prompt, fair and thorough investigation can be conducted.</p> <p>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</p>

 PERSONNEL POLICY MANUAL	POLICY 704 PAGE 3 OF 4
SUBJECT Harassment Prevention	APPROVED BY OMNITRANS BOARD OF DIRECTORS DATE: February 3, 2016

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. If appropriate, an employee can report concerns directly to his/her supervisor. In cases where it is inappropriate to discuss issues with supervisors or department heads, the employee should contact the CEO/General Manager or the Director of Human Resources. An employee is not under any obligation to report the discrimination or harassment to a supervisor whom he or she is accusing of discrimination or harassment.
2. Once a complaint is received, Omnitrans will conduct a prompt, thorough and fair investigation and will take appropriate action to correct the situation if the circumstances warrant remedial or disciplinary action.
3. 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 of the allegations 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. If the conclusions reached in an investigation reveal a policy violation or other wrongful conduct, the accused employee will be subject to appropriate disciplinary action, up to and including termination of employment.
 - K. The appropriate company representative will communicate with the complainant at the end of any investigation and, if remedial or disciplinary action is taken against the accused party, the employee lodging the complaint will be told corrective action is being taken, although that does not mean all details will be shared with the complaining party since some of the information may be private or confidential. Omnitrans maintains sole and absolute discretion to remedy the situation based on the specific circumstances. Omnitrans will not retaliate against any employee for filing a complaint and will not tolerate or permit retaliation by management, employees, or coworkers.

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SUBJECT Harassment Prevention	APPROVED BY OMNITRANS BOARD OF DIRECTORS DATE: February 3, 2016

- 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 any time.

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

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

 <p style="text-align: center;">PERSONNEL POLICY MANUAL</p>	<p style="text-align: center;">POLICY 225 PAGE 1 OF 10</p>
<p>SUBJECT</p> <p>Americans With Disabilities Act (ADA) of 1990</p>	<p>APPROVED BY OMNITRANS BOARD OF DIRECTORS</p> <p>APPROVED DATE: May 2, 2007 REVIEWED DATE: Feb 28, 2020</p>

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.


Omnitrans does not discriminate against individuals with disabilities and seeks equality for qualified individuals with disabilities, individuals with a known

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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.
- E. Qualified Individual with a Disability – An individual with a disability who

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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:


1. 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;
2. 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
3. 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
3. none of the impairments defined previously in this policy but is

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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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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 applicants, but at the same time must abide by the restrictions imposed on the

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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.

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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:

1. identify the essential functions of the job and, if necessary, perform a work site evaluation;

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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.

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

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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.
- 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

 PERSONNEL POLICY MANUAL	POLICY 225 PAGE 10 OF 10		
SUBJECT Americans With Disabilities Act (ADA) of 1990	APPROVED BY OMNITRANS BOARD OF DIRECTORS APPROVED DATE: May 2, 2007 REVIEWED DATE: Feb 28, 2020		
<p>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.</p> <table><tr><td data-bbox="289 783 678 919">EEOC 255 E. Temple St., 4th Floor Los Angeles, CA 90012 213-894-1000</td><td data-bbox="987 783 1369 919">DFEH 611 W. Sixth St., 15th Floor Los Angeles, CA 90017 800-884-1684</td></tr></table>		EEOC 255 E. Temple St., 4 th Floor Los Angeles, CA 90012 213-894-1000	DFEH 611 W. Sixth St., 15 th Floor Los Angeles, CA 90017 800-884-1684
EEOC 255 E. Temple St., 4 th Floor Los Angeles, CA 90012 213-894-1000	DFEH 611 W. Sixth St., 15 th Floor Los Angeles, CA 90017 800-884-1684		

Mini-Job Fair (Moreno Valley)



Looking for employment?

Come join us for a mini-job fair at March Veteran's Village apartments. Open to the public. Meet with companies like FedEx, governmental agencies, and more. Learn about employment opportunities from various employers looking to hire.

Location: March Veteran's Village

15305 6th St, March Air Reserve Base, CA 92518

Date: March 19th @ 10:00AM to 1:00PM

Sponsored By:



EMPLOYMENT SERVICES

JOB FAIR

Exhibit 9

THURSDAY

OCTOBER 24TH

9:00 AM - 1:00 PM

11201 BENTON STREET

LOMA LINDA, CA 92357

**THIS WILL BE A JOB FAIR OPEN
TO EVERYONE**

*Employment Services Job Fair goal is for
Employers and people to come together for
the purpose of hiring those looking for
work.*

*Schools will be in attendance to help with
low cost and free education choices.*

*Remember, many of the companies may
be looking to **HIRING ON THE SPOT!***

EYE CLINIC PATIO

RIGHT OF MAIN ENTRANCE

FREE

REFRESHMENTS!

POSITIONS

- Management
- Manufacturing
- Sales
- Warehouse/General Labor
- Drivers
- Mechanics
- Healthcare
- Customer Service
- Security
- Law Enforcement
- Government Jobs
- Other positions

COME PREPARED

- MULTIPLE COPIES OF YOUR
RESUME TO HAND OUT**
- PROFESSIONAL ATTIRE**
- TO MEET
HIRING MANAGERS**

QUESTIONS?

*Any questions or concerns or if your
industry would like to participate
this year, please contact:*

(909) 825-7084

Paul E. Moore MRC BSS ext. 4647

Lori Stone lori.stone@va.gov

David R. ext. 4647 Barry Davis ^{Page 202} ext. 4933

JOB & RESOURCE FAIR

VA Loma Linda
Health Care System



POSITIONS

Exhibit 9

- Management
- Manufacturing
- Sales
- Warehouse/General Labor
- Drivers
- Mechanics
- Healthcare
- Customer Service
- Security
- Law Enforcement
- Government Jobs
- Other positions

FRIDAY

OCTOBER 4TH

9:00 AM - 1:00 PM

*ARMY NATIONAL GUARD &
US ARMY RESERVE CENTER*

14941 RIVERSIDE DRIVE

MARCH AIR FORCE BASE, CA 92518-2035

THIS WILL BE A JOB FAIR OPEN TO EVERYONE

*Job and Resource Fair goal is for Employers and People to come together for the purpose of hiring those looking for work and to provide information about Veteran services in our community directly into the hands of veterans. There will be information given out to help attendees apply for Federal, State, and County jobs. Remember, many of the companies will be looking to **HIRING ON THE SPOT!***

Local Governmental officials and various departments will be in attendance to share information about job training, Veteran resources and other important information throughout the Inland Empire communities.

COME PREPARED

- MULTIPLE COPIES OF YOUR RESUME TO HAND OUT**
- PROFESSIONAL ATTIRE**
- TO MEET HIRING MANAGERS**

QUESTIONS?

Any questions or concerns or if your industry would like to participate this year, please contact:

(909) 825-7084

Paul E. Moore

MRC BSS ext. 4647

Lori Stone

lori.stone@va.gov

David R. ext. 4647 | Barry Davis ext. 4933

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the Veteran Journal

Exhibit 10

DC

Advertising Renewal Request

This is a renewal request to run your ad in our upcoming edition of The Veteran Journal. Any and all changes may be made on this page and faxed or emailed to veteranjournal@aol.com in PDF, TIF, PSD or EPS format.

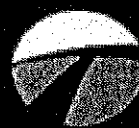
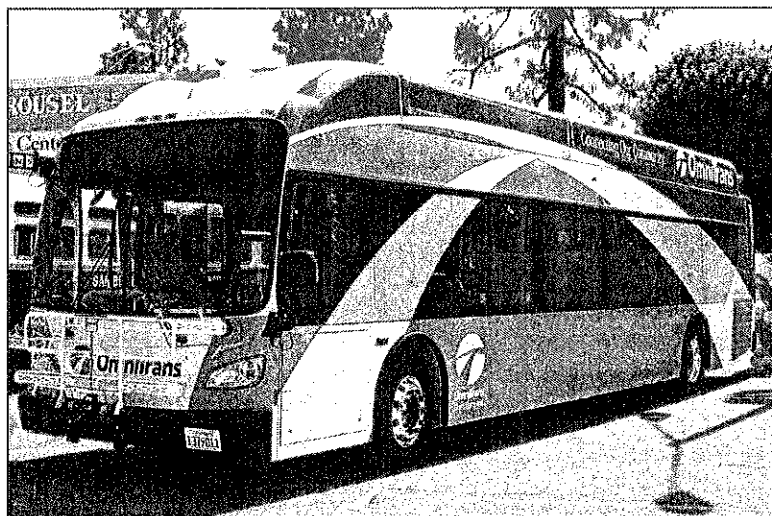
Authorized By: Suzanne Pfeiffer

Authorization Amount: \$995.00

Signature: _____

Date: 5/1/19

Please sign and return via email to: veteranjournal@aol.com



Omnitrans

Connecting Our Community.

Omnitrans is the public transit agency serving the San Bernardino Valley. Omnitrans offers a variety of rewarding career opportunities, from management to marketing, operations to planning, procurement and more.

Find out about our current positions by calling our ~~800~~ ⁸¹¹ number.

www.omnitrans.org

1700 W. 5th St., San Bernadino, CA 92411

We are committed to providing equal employment opportunities for all based on individual qualifications and without regard to race, color, religion, gender, age, national origin, citizenship, mental or physical disabilities, sexual orientation, veteran status or any other similarly protected status.

www.theveteransjournal.net

For questions, please call: (844) 627-9199

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



Omnitrans is the public transit agency serving the San Bernardino Valley, providing safe, reliable, affordable, friendly and environmentally responsible transportation.

Omnitrans currently operates local and express bus routes as well as OmniLink, a general public dial-a-ride service, and Access, a paratransit service for the disabled.

Established in 1976 through a joint powers agreement, Omnitrans carries approximately 16 million passengers each year throughout its 480-square mile service area, covering 15 cities and portions of the unincorporated areas of San Bernardino County.

Major destinations within the Omnitrans service area include transportation centers, medical centers, educational facilities, shopping malls, business parks, and community centers.

Omnitrans offers a variety of rewarding career opportunities, from management to marketing, operations to planning, procurement and more.

By visiting our website, www.Omnitrans.org/about/careers, you will find information on general requirements, how to apply, current job opportunities, and an online application form.

As a leading employer in the San Bernardino Valley, we offer competitive salaries and excellent benefits.



1700 West Fifth Street
San Bernardino, California 92411

www.Omnitrans.org

*"It is with a deep sense of pride and dignity that we salute
America's Sons, Daughters and Heroes"*

We are an Equal Opportunity Employer who fully and actively supports Equal Access for all people regardless of Race, Color, Religion, Gender, Veteran Status, Sexual Orientation, Age, Genetic Information, National Origin or Disability.



THANK YOU FOR YOUR SERVICE

VETERANS DAY 2019

Omnitrans salutes all veterans who have served in the United States Armed Forces, including 53 members of the Omnitrans family. Your experience brings invaluable leadership skills and knowledge, which are a contributing asset to the success of our agency!

Rick Alvarez
Khemara Ang
Jose Arias-Menjivar
Joe Armenta
Keith Armstrong
Effie Bolden Lee
Mike Bonacio
Robin Bose
Allan Bowman
Anthony Brown
Byron Brown
Jon Bryant
Jami Cisneros
William Collins

Edward Cooney
Thomas Dahlin
Nicole Declouette
Leonard Diaz
Steven Durant
Dennis Elton
Javier Galvez
Terrence Gipson
P. Scott Graham
Lance Groenert
Jacob Harms
Jerry Henry
Daniel Hernandez

Manuel Herrera
Roy Hoskinson
Amauri Isby
Joseph Krolik
Keith Lembach
Ralph Ligon
Elliot Lipsey
George Lizama
Daniel Luna
John Martinez
Carlos Medrano
Joseph Mercurio
Terry Morocco

Oscar Nunez
John Parham
Michael Plunkett Jr.
Derman Redman
Joseph Sozanski
Hosia Stokes
Wallace Tatum
Forrest Tucker
Art Villagran
Donald Walker
Paul Wichmann
Arthur Yanez
Martin Yedwalsky
Matthew Young

From: support=disabledperson.com@mg.disabledperson.com on behalf of Disabled Person
<support@disabledperson.com>
Sent: Thursday, August 8, 2019 4:41 PM
To: Meredith Tshilonda
Subject: Order Confirmation

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Meredith Tshilonda,

This is a receipt for your job post. This is only a receipt, no payment is due. If you have any questions, please contact us anytime at support@disabledperson.com. Thank you for your business!

DISABLED PERSON RECEIPT - 08 Aug 2019 - 11:40PM

Order: #4678
Account: Omnitrans
Amount: USD \$50.00
Charged to: Visa XXXX-XXXX-XXXX-3855

DisABLED Person, Inc.
P.O. Box 230636
Encinitas, CA 92023-0636

We've posted your job for the position "Coach Operator". It will be online and searchable for the next 30 days.

Best Regards,

DisABLED Person, Inc.

Coach Operator at Omnitrans

Posted in [Drivers](#) less than a minute ago.

Internal Job Number: 983

This job has been viewed by 0 people and applied to by 0 people.

[Edit job](#) | [Expire job](#) | [Delete job](#)

Type: Full-Time

Location: [San Bernardino, California](#)

Apply Now

Job Description:

FULL TIME COACH OPERATOR **OPEN**

\$18.88 - \$25.30 per hour (\$14.25 per hour during 5-week training period)
PASSENGER/AIR BRAKE ENDORSEMENT)

(\$300.00 SIGN-ON FOR CLASS B HOLDERS WITH

CONTINUOUS RECRUITMENT

THE JOB: OMNITRANS, provider of public mass transit for the San Bernardino Valley in Southern California is recruiting for Full-time Coach Operators. Candidates that possess a Class B license with Passenger and Air Brake endorsements may be eligible for a Sign-on Bonus of \$300.00. The sign-on bonus is paid ½ at time of hire and ½ at the completion of the 6 month probationary period. Coach Operators are under general direction operates public transit coaches over assigned routes according to published schedules; performs related duties as required. Those that can succeed in this position have the ability to provide excellent customer service as well as assisting disabled patrons; and perform related duties as required; but are not limited to the following:

- Completes a mandatory and regulated pre-trip and post-trip inspection, including Air Brake test.
- Operates public transit coaches of varying sizes over assigned routes in a safe and timely manner; may operate coaches during peak or non-peak workload situations and emergencies, and other non-revenue vehicles as required.
- Secures fares, tickets/passes and transfers, and provides transfers and route information to passengers and the general public.
- Assists persons with disabilities with boarding/alighting and proper use of securement systems, and ramps as appropriate.
- Observes and complies with State and Local traffic laws and ordinances, and Agency rules and policies to ensure passenger and equipment safety.
- Exercises tact and courtesy in dealing with passengers and the general public.
- Completes accident, incident and various other reports.
- Must maintain punctual and regular attendance to provide dependable service to the public, which may include forced-overtime per the ATU and Omnitrans MOU seniority guidelines.

REQUIREMENTS:

High school diploma or general education degree (GED). Must be able to obtain/retain a California Class B driver's license with endorsements. Must have a stable work history, excellent driving record, and a minimum age of 21. Must possess a current (no less than 6 months old) California driver's license. Candidates must be able 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, and perform the essential physical functions of the position.

SPECIAL REQUIREMENT: Selected candidates must be able to work any specified Shift which may include day, swing, splits, or graveyard shifts, weekends, and holidays. A **CURRENT** (30 days or less) California (K4) D.M.V. printout **MUST** be submitted with the application. This position is considered safety-sensitive and subject to drug and alcohol testing, including random testing, under Federal Transit Administration (FTA) regulations.

THE SELECTION PROCESS: An online application must be completely filled out with a current DMV-K4 report attached to be considered. The selection process consists of an evaluation of education, experience, and driving record as described on the application and DMV-K4. Those that have applied and tested in the past 6 months will not be eligible to re-apply. The most competitively qualified candidates will be invited to participate in the selection process. The process may include a combination of written, performance, and oral examinations. Employment offers are contingent upon applicant demonstrating the ability to