

# **Affirmative Action Program**

## **For Minorities and Women**

July 1, 2015 – June 30, 2018



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Scott Graham, CEO/ General Manager

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Marjorie Ewing, Director of Human Resources

**PART I**

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2015

## **EQUAL EMPLOYMENT OPPORTUNITY: POLICY STATEMENT**

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

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

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

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

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

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

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

P. Scott Graham,  
CEO/ General Manager

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

## SECTION II

### DISSEMINATION OF POLICY

*No citation; voluntarily included in this AAP*

#### A. Internal Dissemination

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

1. The Affirmative Action Program is part of our Agency policy 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.
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.
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. 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)

4. “Equal Opportunity Employment” posters and company policy notices are displayed on bulletin boards at conspicuous places so that all employees, visitors, customers and applicants may be informed on the Agency’s Equal Opportunity Employment responsibilities and policy.
5. Informing recruiting sources in writing of Omnitrans’ policy, stipulating that the sources actively recruit and refer women and minorities for all positions for which they refer applicants.
6. We have sought out and notified minority and women’s organizations, community agencies, junior colleges and universities of our Affirmative Action Program.
7. Showing both minority and non-minority men and women when employees are pictured in help-wanted or other advertising. (See Exhibit 25)
8. Sending written notification of Omnitrans’ policy to all 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 CEO/General Manager will assume overall responsibility for the implementation and evaluation of the Agency Affirmative Action Program, which shall be administered by the Director of Human Resources. The CEO/General Manager has the authority and the resources to ensure effective implementation. The CEO/ General Manager is also accountable for compliance with all equal employment opportunity laws and polices, and all company policies and practices with respect to affirmative recruitment, non-discriminatory selection, record keeping, and reporting on compliance activities.

B. **Agency Affirmative Action Officer**

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

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

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

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

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

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

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

## SECTION IV

### IDENTIFICATION OF PROBLEM AREAS

#### BY JOB GROUP AND ORGANIZATIONAL UNIT

*41 CFR §60-2.17(b) (1)*

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

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

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

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

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

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

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

## SECTION V

### IDENTIFICATION OF PROBLEM AREAS

#### PERSONNEL ACTIVITY

*41 CFR §60-2.17(b)(2)*

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

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

#### **Applicant Flow:**

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

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

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

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

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

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

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

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

### **Terminations:**

#### *Voluntary Terminations:*

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

#### *Involuntary Terminations:*

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

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

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

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

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

## SECTION VI

### IDENTIFICATION OF PROBLEM AREAS

#### COMPENSATION SYSTEMS

*41 CFR §60-2.17(b)(3)*

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

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

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

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

For other non-bargaining unit jobs, Omnitrans has a formalized grade and salary structure, with a salary range established for each exempt and non-exempt grade. Salary ranges are reviewed every two years in July and may be adjusted on the basis of a number of market surveys. The current salary structure has been effective since July 1, 2014 (See Exhibits 3, 4 and 5). There are seven levels for exempt positions and two for non-exempt positions. These pay structures and salary ranges are market driven. For jobs within each pay structure, there are no race-, gender- or ethnicity-based disparities.

Each level has an established minimum, mid-point and maximum. There is overlap between level ranges in the pay structure. That is, higher-level non-exempt positions have a higher available salary maximum than lower level exempt positions and the identical annual salary is available to persons in positions with as much as 3 grade levels of separation. It is 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, or marital status disparities among similarly situated employees.

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

### **Starting Pay:**

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

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

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

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

### **At promotion:**

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

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

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

### **Merit increases:**

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

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

## **SECTION VII**

### **PROBLEM IDENTIFICATION**

#### **PERSONNEL PROCEDURES**

*41 CFR §60-2.17(b)(4)*

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

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

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

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

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

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

### **3. Promotion procedures**

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

## SECTION VIII

### ACTION-ORIENTED PROGRAMS

*41 CFR §60-2.17(c)*

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

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

We have identified some differences in the participation of females in Operator and Supervisor job groups. We have identified some differences in participation of minorities and Blacks in the Supervisors and Clerical Support job groups. We have also identified differences in the participation of Asians, American Indians, and Native Hawaiians and Other Pacific Islanders in the Operators job group. We have identified differences in participation of Hispanics in the Professionals job group. We will carefully monitor openings, recruitments and selections for openings in these job groups in this AAP 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:

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

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

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

Although it is our policy to accept applications only when we have vacancies, we 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.

**Personnel Procedures:**

Our recruiters will continue to give the selecting officials the applications of every applicant that met the minimum qualifications for non-represented positions levels 6 and above (Exhibit 3). All other positions will be filled by the Human Resources 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 IX**

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

*41 CFR §60-2.17(d)*

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

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

## SECTION X

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

*41 CFR. §§60-2.11 through 2.16*

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

#### **Organizational Profile** (See Exhibit 9)

Omnitrans has elected to prepare a Workforce Analysis in accordance with 41 CFR §60-2.11 (c). Specifically, the Analysis lists each job title as it appears in payroll records ranked from lowest to highest paid, by department, including departmental supervision. For each job title the total number of incumbents by gender and minority subgroup is given. This Workforce Analysis includes 646 incumbents employed as of March 25, 2015.

#### **“Lines of Progression”**

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

#### **Job Group Analysis** (See Exhibit 11)

In accordance with 41 CFR §60-2.12 (b), Omnitrans has combined all job titles into Job Groups (see Exhibit 10), grouping them by similarity of wages, content and opportunity. There are 646 employees in this analysis and there are nine Job Groups.

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

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

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

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

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

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

#### **Availability Analysis** (See Exhibit 12)

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

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

Omnitrans has used the most current and discrete statistical information available to derive external availability data. In an effort to estimate availability as accurately as possible, Omnitrans has purchased 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 AAP 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 AAP availability estimates only, all individuals in the feeder job groups were counted as “promotable, transferable and trainable” as discussed above. [41 CFR §60-2.14(f)]

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

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

### **Comparing Incumbency to Availability** (See Exhibit 14)

Comparing incumbency to availability, pursuant to 41 CFR §60-2.15(b), Omnitrans is required to establish a Goal in any Job Group having fewer women or minorities than might reasonably be expected given their availability. An appropriate measure of “reasonably expected” is statistical probability: that is, if the difference between availability and actual participation is statistically significant, the current incumbency is not “reasonably expected.”

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

**Placement Goals by Job Group** (See Exhibit 15)

In the July 1, 2015 Affirmative Action Program for Omnitrans, there are two Job Groups in which a placement goal for women exists. There are four Job Groups where there is a placement goal for minorities. These placement goals are established and good faith efforts will be made to accomplish them, all in accordance with 41 CFR §60-2.16.

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

Job Group 1C – Supervisors:	31.96%; 6 Female
Job Group 1C – Supervisors:	70.55%; 11 Minority
Job Group 1C – Supervisors:	28.50%; 5 Black
Job Group 20 – Professionals:	27.33%; 6 Hispanic
Job Group 5A – Clerical Support:	61.58%; 2 Minority
Job Group 5A – Clerical Support:	7.58%; 1 Black
Job Group 7B – Operators:	54.75%; 53 Female
Job Group 7B – Operators:	3.56%; 9 Asian
Job Group 7B – Operators:	2.19%; 8 American Indian
Job Group 7B – Operators:	1.10%; 4 Native Hawaiian or Other Pacific Islander

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

## **Exhibits**

- 1.** ATU Local 1704 Pay Schedule
- 2.** Teamsters Local 166 Pay Schedule
- 3.** Personnel Policy 402
- 4.** Personnel Policy 403
- 5.** Personnel Policy 404
- 6.** Personnel Policy 201
- 7.** Personnel Policy 202
- 8.** Personnel Policy 210
- 9.** Work Force Analysis (Organizational Profile)
- 10.** Job Groups, EEO Codes, Census Titles
- 11.** Job Group Analysis
- 12.** Availability Analysis
- 13.** Factor 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
- 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.** Blog for Coach Operator Career Opportunities
- 26.** Interview Panel Brochure



**MEMORANDUM OF UNDERSTANDING**

for the

**COACH OPERATORS UNIT**

between

**OMNITRANS**



**Omnitrans**  
Connecting Our Community.

and the

**AMALGAMATED TRANSIT UNION  
LOCAL 1704**



Effective April 1, 2013 through March 31, 2016



**Article 60  
WAGES**

Progression Rates:

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

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

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

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

**STUDENT COACH OPERATOR RATE OF PAY**

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

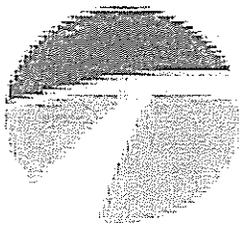
	A	B	C	D	E	F
Year 1	\$15.46	\$16.41	\$17.39	\$18.44	\$19.53	\$20.72
(+0.00%)						
Year 2	\$15.89	\$16.86	\$17.87	\$18.95	\$20.07	\$21.29
(+2.75%)						
Year 3	\$16.33	\$17.32	\$18.36	\$19.47	\$20.62	\$21.88
(+2.75%)						

**Article 61  
TERM**

This Memorandum of Understanding shall become effective on April 1, 2013 and shall continue in full force and effect through March 31, 2016. It is agreed that this M.O.U. shall be automatically renewed from year to year thereafter, unless either party notifies the other party in writing one hundred

MEMORANDUM OF UNDERSTANDING  
For the  
MAINTENANCE AND  
ADMINISTRATIVE/SUPPORT UNIT

Between



**OmniTrans**

*Connecting Our Community.*

*And*

**TEAMSTERS UNION  
LOCAL 166**



Effective July 1, 2013 through June 30, 2016

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

Hours worked is defined as all regular hours, vacation, jury duty, agency compensated military duty, non-operational holidays or authorized union business; it does not include sick pay.

Approved step raises shall be effective from the first day of the full pay period after meeting the required amount of hours worked.

## 32.3

## Effective July 1, 2014 through June 30, 2015

	A	B	C	D	E
	2.5%	2.5%	2.5%	2.5%	2.5%
	7-1-2014	7-1-2014	7-1-2014	7-1-2014	7-1-2014
Accounting Clerk	\$14.07	\$14.74	\$15.42	\$16.15	\$16.92
Admin Clerk	\$14.07	\$14.74	\$15.42	\$16.15	\$16.92
Bldg Maint. Mechanic	\$19.40	\$20.86	\$22.44	\$24.10	\$25.93
Body / Paint Worker	\$19.40	\$20.86	\$22.44	\$24.10	\$25.93
Body /Paint Helper	\$15.71	\$16.93	\$18.22	\$19.60	\$21.09
Clerical Helper	\$10.94	\$11.45	\$11.99	\$12.57	\$13.15
Count Room Clerk	\$13.27	\$13.91	\$14.56	\$15.24	\$15.96
Custodian	\$12.05	\$12.96	\$13.91	\$14.93	\$16.09
Dept. Secretary	\$14.91	\$15.62	\$16.34	\$17.12	\$17.96
Equipment Mechanic	\$19.40	\$20.86	\$22.44	\$24.10	\$25.93
Information Clerk	\$13.27	\$13.91	\$14.56	\$15.24	\$15.96
Maintenance Clerk	\$13.27	\$13.91	\$14.56	\$15.24	\$15.96
Maintenance Worker	\$13.31	\$14.35	\$15.39	\$16.54	\$17.79
Marketing Clerk	\$14.07	\$14.74	\$15.42	\$16.15	\$16.92
Mechanic Helper	\$15.74	\$16.93	\$18.22	\$19.60	\$21.09
Marketing Delivery Clerk	\$10.94	\$11.45	\$11.99	\$12.57	\$13.15
Paratransit Eligibility Technician	\$14.07	\$14.74	\$15.42	\$16.15	\$16.92
Parts Clerk	\$14.07	\$14.74	\$15.42	\$16.15	\$16.92
Planning Technician	\$14.07	\$14.74	\$15.42	\$16.15	\$16.92

Receptionist	\$13.27	\$13.91	\$14.56	\$15.24	\$15.96
Tire Repair Worker	\$14.10	\$15.19	\$16.31	\$17.55	\$18.89
Utility Service Worker	\$12.33	\$13.27	\$14.27	\$15.32	\$16.47

**32.3.1** Employees shall advance between the appropriate ranges in accordance with the following schedules:

From Step A to Step B—At the completion of 1040 hours worked.

From Step B to Step C—At the completion of 1040 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.

Hours worked is defined as all regular hours, vacation, jury duty, agency compensated military duty, non-operational holidays or authorized union business; it does not include sick pay.

**32.3.2** Approved step raises shall be effective from the first day of the full pay period after meeting the required amount of hours worked.

**32.4 Effective July 1, 2015 through June 30, 2016**

	A	B	C	D	E
	7-1-2015	7-1-2015	7-1-2015	7-1-2015	7-1-2015
	2.75%	2.75%	2.75%	2.75%	2.75%
Accounting Clerk	\$14.46	\$15.15	\$15.84	\$16.59	\$17.39
Admin Clerk	\$14.46	\$15.15	\$15.84	\$16.59	\$17.39
Bldg Maint. Mechanic	\$19.93	\$21.43	\$23.06	\$24.76	\$26.64
Body / Paint Worker	\$19.93	\$21.43	\$23.06	\$24.76	\$26.64
Body /Paint Helper	\$16.14	\$17.40	\$18.72	\$20.14	\$21.67
Clerical Helper	\$11.24	\$11.76	\$12.32	\$12.92	\$13.51
Count Room Clerk	\$13.63	\$14.29	\$14.96	\$15.66	\$16.40
Custodian	\$12.38	\$13.32	\$14.29	\$15.34	\$16.53
Dept. Secretary	\$15.32	\$16.05	\$16.79	\$17.59	\$18.45
Equipment Mechanic	\$19.93	\$21.43	\$23.06	\$24.76	\$26.64



**PERSONNEL POLICY MANUAL**

POLICY 402 PAGE 1 OF 3

SUBJECT

**Salary Ranges  
Management Confidential Classifications**

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: July 1, 2014

**I. Purpose**

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

**II. Scope**

All Departments

**III. Procedure**

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

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

<b>Classification</b>	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
<u>Level I</u>	8497	10549	12600
<u>Level II</u>	7400	9188	10977
Director of Finance			
Director of HR and Safety & Regulatory Compliance			
Director of Information Technology			
Director of Internal Audit			
Director of Maintenance			
Director of Marketing & Planning			
Director of Operations			
Director of Procurement			
<u>Level III</u>	6162	7635	9108
Accounting Manager			
Contracts Manager			
Development Planning Manager			
Employee Relations Manager			
Facility Manager			
Maintenance Manager			
Service Planning Manager			
Transportation Manager			
Treasury Manager			



**Omnitrans**

**PERSONNEL POLICY MANUAL**

Exhibit 3

POLICY 402 PAGE 2 OF 3

SUBJECT

**Salary Ranges  
Management Confidential Classifications**

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: July 1, 2014

<u>Level IV</u>	5667	6678	7690
Database Administrator			
Materials Manager			
Network Administrator			
Technical Services Manager			
Safety & Regulatory Compliance Manager			
System Coordinator			

<u>Level V</u>	4824	5825	6711
Application Developer			
Application Specialist			
Assistant to the CEO/GM			
Assistant Transportation Manager			
Contract Administrator			
Customer Service Manager			
Dispatch Supervisor			
Facility Supervisor			
Fleet Safety & Training Supervisor			
HR Leave Administrator			
Marketing Manager			
Planner II			
Safety & Regulatory Compliance Specialist			
Senior Financial Analyst			
Shift Supervisor			
Systems Engineer			
Web Designer			

<u>Level VI</u>	4249	5091	5933
Accountant			
Field Supervisor			
Fleet Safety & Training Instructor			
Human Resources Analyst			
Human Resources Specialist			
Loss Prevention & Security Supervisor			
Operations Analyst			
Operations Services Supervisor			
Sales Supervisor			
Stops and Stations Supervisor			



PERSONNEL POLICY MANUAL

Exhibit 3  
POLICY 402 PAGE 3 OF 3

SUBJECT

Salary Ranges  
Management Confidential Classifications

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: July 1, 2014

<u>Level VII</u>	3953	4738	5523
Contract Review Analyst Department Senior Secretary Dispatcher Marketing Specialist Planner I			

<u>Level VIII</u>	3383	3940	4498
Administrative Secretary Fleet Analyst Human Resources Assistant Payroll Technician Warranty Coordinator			

<u>Level IX</u>	2841	3318	3796
Human Resources Clerk			

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

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

<u>Level I</u>	8497	10549	12600
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<u>Level II</u>	7400	9188	10977
Construction Manager			

<u>Level III</u>	6162	7635	9108
Quality Assurance Manager			

<u>Level IV</u>	5667	6678	7690
Construction Safety Manager Senior Contract Administrator			

<u>Level VI</u>	4249	5091	5933
Project Analyst			

<u>Level VIII</u>	3383	3940	4498
Administrative Secretary-Capital Projects			



## 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.



**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: July 1, 2006

**I. Purpose**

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

**II. Scope**

All Departments

**III. Procedure**

- A. Employees are considered for annual compensation adjustments within their respective compensation ranges based on their seniority date in their position. For example, an employee's hire date may be February 24, 2000. They were then promoted into another position effective April 1, 2002. April 1<sup>st</sup> is the seniority date in their current position and will be the effective date of their evaluations.
- B. Approved increases are effective from the first day of the pay period following the completion of the requisite six (6) months probation. Compensation adjustment time can, upon the approval of the CEO/General Manager, be accelerated or delayed in cases of employees exceeding or not meeting performance standards.
- C. New or open positions will be posted a minimum of five (5) days and an external search may be conducted simultaneously. All manager and director positions will be simultaneously advertised internally and externally when an opening occurs.
- D. Newly hired, transferred or promoted employees must be employed for a period of six (6) months before becoming eligible for transfer or promotion outside of their department. This may be waived upon approval of the CEO/GM.
- E. Merit salary increases will be granted in accordance with the following guidelines:
  - Increase following probationary period = 2%
  - Below Standards = 0%
  - Needs Development = 0%
  - Meets Standards = 3%
  - Exceeds = 4%
  - Outstanding = 5%



## PERSONNEL POLICY MANUAL

POLICY 201 PAGE 1 OF Exhibit 6

SUBJECT

**Personnel Requisition and Recruitment**

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: May 5, 2004

### I. Purpose

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

### II. Scope

All Departments

### III. Procedure

#### A. GENERAL

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

#### B. PERSONNEL REQUISITION

1. When an opening exists, or is contemplated, the Department Director or designee will complete the requisition (Form: "Personnel Requisition") and obtain the approval of the CEO/General Manager, and forward the approved requisition to the Human Resources Department. Individual requisitions will be used for each classification opening.
2. For the most part, the requisition is self-explanatory.
  - a. In the "remarks and comments" section, any special or unique information should be entered, such as location of the job, or sign on bonus, if applicable. The Sign-On Bonus is paid in two installments one-half to be paid at the first regular pay period after the date of hire; the last installment at the completion of six months of employment in conjunction with a regular pay period. Any special talents required, such as typing speed, computer skills, unusual travel requirements, etc., should also be indicated. This space will also be used to provide the name of the person to be replaced.
  - b. After CEO/General Manager approval, the requisition will be forwarded to the Human Resources Department. Upon receipt, the approved requisition will be reviewed for conformance to established Omnitrans policy, government regulations, and established salary ranges. If the

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**PERSONNEL POLICY MANUAL**

SUBJECT

**Personnel Requisition and Recruitment**

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: **May 5, 2004**

information is not clearly understood or there is non-conformance, the Human Resources Department will contact the originating manager for clarification or revision.

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

**IV. Qualifications**

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



PERSONNEL POLICY MANUAL

SUBJECT

Personnel Requisition and Recruitment

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: May 5, 2004

assessment which have been reviewed and approved by the Human Resources Department.

D. In all cases, personnel interviews will be conducted by the Human Resources Department and the hiring department.

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

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

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

1. Internal Postings.
2. Advertising - newspaper advertisements will be inserted by the Human Resources Department in both classified and other business sections of appropriate newspapers.
3. Schools - vacancies will be listed with both commercial and academic schools.
4. Agencies - nonprofit and state agencies will be consulted by the Human Resources Department and all available openings will be listed with such agencies.
5. Job Hotline (public)
6. Website (public)
7. Kiosks (internal).



## PERSONNEL POLICY MANUAL

POLICY 202 PAGE 1 OF 2

Exhibit 7

SUBJECT

Employment/Eligibility List

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: May 5, 2004

### I. Purpose

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

### II. Scope

All Departments

### III. Procedure

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

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

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PERSONNEL POLICY MANUAL

POLICY 202 PAGE 2 OF 2

Exhibit 7

SUBJECT

Employment/Eligibility List

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: May 5, 2004

2. Who fails to appear for any job interview;
3. Who has failed to answer an availability inquiry or keep the Human Resources Department informed of a current address;
4. Whose reasons for waiving interview or appointment are not satisfactory;
5. Who has demonstrated unsatisfactory work performance in a similar position while employed with Omnitrans;
6. For whom valid departmental objection has been filed by the Appointing Authority;
7. Who has demonstrated loss of skill or ability;
8. Who fails to meet minimum requirements, or who has falsified the application or for any valid cause relating to an applicant's character and ability to perform satisfactorily on the job;
9. Who has failed to comply with conditions of employment as an Omnitrans employee; or
10. Who has violated Omnitrans Code of Ethics or other provisions of these Rules; All persons whose names are removed from the eligible list for cause shall be so notified in writing except for persons removed pursuant to paragraph 1, 2, or 3.

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

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



## PERSONNEL POLICY MANUAL

POLICY 210 PAGE 1 OF 2

Exhibit 8

SUBJECT

Appointment to Open Positions

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: May 5, 2004

### I. Purpose

To state Omnitrans policy on appointments to vacant positions.

### II. Scope

All Departments

### III. Procedure

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

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**PERSONNEL POLICY MANUAL**

POLICY 210 PAGE 2 OF 2

Exhibit 8

SUBJECT

**Appointment to Open Positions**

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: May 5, 2004

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

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





# Work Force Analysis Exhibit 9

Omnitrans  
07/01/2015

Department: FINANCE

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOP	Two+
ACCOUNTING CLERK	6	16.92	1	1	Male	1			1				
					Female								
ADMINISTRATIVE CLERK - FIN	6	16.92	1	1	Male	1			1				
					Female								
PAYROLL TECHNICIAN	5	8	2	1	Male	2	1		1				
					Female								
ACCOUNTANT	2	6	2	2	Male	2				2			
					Female								
SR. FINANCIAL ANALYST	2	5	2	1	Male	2	1			1			
					Female								
TREASURY MANAGER	1	3	1	1	Male	1		1					
					Female								
ACCOUNTING MANAGER	1	3	1	1	Male	1							
					Female					1			
DIRECTOR OF FINANCE	1	2	1	1	Male	1		1					
					Female								
<b>Department Total</b>						11	9						
					Male	4	0	2	0	2	0	0	0
					% of Total	36.36	.00	18.18	.00	18.18	.00	.00	.00
					Female	7	2	0	3	2	0	0	0
					% of Total	63.64	18.18	.00	27.27	18.18	.00	.00	.00

Management & Confidential positions display salary range according to Personnel Policy 402

# Work Force Analysis

# Exhibit 9

Omnitrans  
07/01/2015

Department: HR, SAFETY & SECURITY

Job Title	EEO	Wage Range	Total Emps	Total Min	Male	Female	Total	White	Black	Hisp	Asian	AmInd	NHOPi	Two+
HUMAN RESOURCES CLERK	5	9	2	2	1	1	2			2				
HUMAN RESOURCES ASSISTANT	5	8	2	1	1	1	2	1		1				
HUMAN RESOURCES ANALYST	2	6	1		1		1	1						
HUMAN RESOURCES SPECIALIST	2	6	1		1		1	1						
LOSS PREVENTION & SECURITY SUPERVISOR	1	6	1		1		1	1						
HUMAN RESOURCES LEAVE ADMINISTRATOR	2	5	1		1		1	1						
SAFETY & REG COMPLIANCE SPECIALIST	2	5	1		1		1	1						
CONSTRUCTION SAFETY MANAGER	1	4	1		1		1	1						
SAFETY & REG COMPLIANCE MANAGER	1	4	1		1		1	1						
EMPLOYEE RELATIONS MANAGER	1	3	1	1			1			1				
DIRECTOR OF HUMAN RESOURCES, SAFETY & REG. COMPL.	1	2	1		1		1	1						

Management & Confidential positions display salary range according to Personnel Policy 402



# Work Force Analysis

# Exhibit 9

Omnitrans  
07/01/2015

Department: INFORMATION TECHNOLOGY SV

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmtInd	NHOPi	Two+
APPLICATION DEVELOPER	2	5	1	1	Male Female	1				1			
SYSTEMS ENGINEER	2	5	1	1	Male Female	1				1			
WEB DESIGNER	2	5	1	1	Male Female	1				1			
SYSTEM COORDINATOR	2	4	1	1	Male Female	1	1						
NETWORK ADMINISTRATOR	2	4	1	1	Male Female	1							1
DATABASE ADMINISTRATOR	2	4	1	1	Male Female	1				1			
DIRECTOR OF INFORMATION TECHNOLOGY	1	2	1	1	Male Female	1	1						
<b>Department Total</b>						7	5						
					<b>% of Total</b>		71.43						
						7	2	0	0	4	0	0	1
						100.00	28.57	.00	.00	57.14	.00	.00	14.29
						0	0	0	0	0	0	0	0
					<b>% of Total</b>	.00	.00	.00	.00	.00	.00	.00	.00

Management & Confidential positions display salary range according to Personnel Policy 402

# Work Force Analysis Exhibit 9

Omitrans  
07/01/2015

Department: IPMO

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPi	Two+
ADMINISTRATIVE SECRETARY-CAPITAL PROJECTS PROGRAM MANAGER	5	8	1		Male	1	1						
					Female								
	1	1	1	1	Male	1			1				
					Female								
<b>Department Total</b>													
					Male	1	0	0	1	0	0	0	0
					% of Total	50.00	.00	.00	50.00	.00	.00	.00	.00
					Female	1	1	0	0	0	0	0	0
					% of Total	50.00	50.00	.00	.00	.00	.00	.00	.00

Management & Confidential positions display salary range according to Personnel Policy 402

## Work Force Analysis Exhibit 9

OmniTrans  
07/01/2015

Department: MAINTENANCE

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOP	Two+
UTILITY SERVICE WORKER	8	12.33 - 18.22	16	15	Male Female	16	1	3	11	1			
CUSTODIAN	8	12.96 - 16.09	4	4	Male Female	4		3	1				
MAINTENANCE CLERK - ADMINISTRATION	6	15.96	1	1	Male Female	1			1				
MAINTENANCE CLERK - SHOP	6	15.96	1	1	Male Female	1				1			
MECHANIC HELPER	7A	18.22 - 21.09	13	6	Male Female	13	7	2	4				
TIRE REPAIR WORKER	7A	18.89	2	2	Male Female	2			2				
BUILDING MAINTENANCE MECHANIC	7A	19.40 - 25.93	6	3	Male Female	6	3	1	1	1			
FLEET ANALYST I	5	8	2	2	Male Female	2			2				
EQUIPMENT MECHANIC	7A	20.86 - 25.93	37	32	Male Female	37	5	2	26	3			1
BODY AND PAINT WORKER	7A	25.93	2	1	Male Female	2	1		1				
SHIFT SUPERVISOR	1	5	11	2	Male Female	10	8		2				
FACILITY SUPERVISOR	1	5	1	1	Male Female	1	1						

Continued...

Management & Confidential positions display salary range according to Personnel Policy 402

# Work Force Analysis Exhibit 9

Ormitrans  
07/01/2015

Department: MAINTENANCE

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPI	Two+
TECHNICAL SERVICES MANAGER	1	4	1		Male	1	1						
					Female								
MAINTENANCE MANAGER	1	3	2	1	Male	2	1		1				
					Female								
FACILITY MANAGER	1	3	1		Male	1	1						
					Female								
DIRECTOR OF MAINTENANCE	1	2	1		Male	1	1						
					Female								
<b>Department Total</b>						<b>97</b>	<b>30</b>	<b>11</b>	<b>50</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>% of Total</b>						<b>96.04</b>	<b>29.70</b>	<b>10.89</b>	<b>49.50</b>	<b>4.95</b>	<b>.00</b>	<b>.00</b>	<b>.99</b>
<b>Female</b>						<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% of Total</b>						<b>3.96</b>	<b>2.97</b>	<b>.00</b>	<b>.00</b>	<b>.99</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>

Management & Confidential positions display salary range according to Personnel Policy 402

# Work Force Analysis Exhibit 9

OmniTrans  
07/01/2015

Department: **MARKETING/ PLANNING**

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	AmInd	NHOPi	Two+
INFORMATION CLERK	6	13.27 - 15.96	7	7	Male	1			1				
					Female	6			6				
MAINTENANCE WORKER	7A	13.31 - 17.79	7	5	Male	7	2		4				1
					Female								
RECEPTIONIST	6	15.96 - 16.92	2	2	Male	2			1				1
					Female								
ADMIN SECRETARY- MARKETING & PLANNING	5	8	1	1	Male	1			1				
					Female								
SCHEDULING ANALYST	2	6	2	1	Male	1	1		1				
					Female	1							
MARKETING SPECIALIST	2	7	2	2	Male	2	2						
					Female								
STOPS AND STATIONS SUPERVISOR	2	6	1	1	Male	1				1			
					Female								
SALES SUPERVISOR	1	6	1	1	Male	1			1				
					Female								
TRANSIT PLANNER I	2	7	1		Male	1	1						
					Female								
CUSTOMER SERVICE MANAGER	1	5	1	1	Male	1			1				
					Female								
MARKETING MANAGER	1	5	1	1	Male	1			1				
					Female								
DEVELOPMENT PLANNING MANAGER	1	3	1		Male	1	1						
					Female								

Continued...

Management & Confidential positions display salary range according to Personnel Policy 402



# Work Force Analysis Exhibit 9

Omnitrans  
07/01/2015

Department: OPERATIONS

Job Title	EEO	Wage Range	Total Emps	Total Min	Gender	Total	White	Black	Hisp	Asian	Amlnd	NHOP	Two+
COACH OPERATOR TRAINEE	7	12.00	4	4	Male Female	3		2	1				
CLERICAL HELPER	6	13.15	1	1	Male Female	1		1					
COACH OPERATOR	7	15.89 - 21.29	383	317	Male Female	225	40	89	87	3			6
PARATRANSIT ELIGIBILITY TECHNICIAN	6	16.15 - 16.92	2	1	Male Female	158	26	83	37		1		11
ADMINISTRATIVE CLERK - OPS	6	16.92	2	1	Male Female	2	1		1				
SBX OPERATOR	7	22.07 - 23.29	28	22	Male Female	2	1				1		
FLEET SAFETY AND TRAINING INSTRUCTOR	2	6	6	4	Male Female	13	2	4	5	2			
FIELD SUPERVISOR	1	6	16	9	Male Female	15	4	5	6				
DISPATCHER	2	7	6	1	Male Female	3	2		1				
SENIOR SECRETARY - OPERATIONS	5	7	1	1	Male Female	14	5	4	5				
OPERATIONS SERVICES SUPERVISOR	1	6	1	1	Male Female	2	2						
APPLICATIONS SPECIALIST- OPS	2	5	1	1	Male Female	5	4	1					
						1	1						

Continued...

Management & Confidential positions display salary range according to Personnel Policy 402

# Work Force Analysis

# Exhibit 9

Omnitrans  
07/01/2015

## Department: OPERATIONS

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	Amlnd	NHOP	Two+
ASSISTANT TRANSPORTATION MANAGER	1	5	2	1	Male	1	1						
DISPATCH SUPERVISOR	1	5	1		Female	1		1					
FLEET SAFETY AND TRAINING SUPERVISOR	1	5	1		Male	1	1						
TRANSPORTATION MANAGER	1	3	2		Female	2	2						
DIRECTOR OF OPERATIONS	1	2	1	1	Male	1			1				
					Female								
			458	363	Male	270	59	101	99	5	0	0	6
				79.26	% of Total	58.95	12.88	22.05	21.62	1.09	.00	.00	1.31
					Female	188	36	92	47	0	2	0	11
					% of Total	41.05	7.86	20.09	10.26	.00	.44	.00	2.40
		Department Total											
		% of Total											

Management & Confidential positions display salary range according to Personnel Policy 402

# Work Force Analysis Exhibit 9

Omnitrans  
07/01/2015

Department: PROCUREMENT

Job Title	EEO	Wage Range	Total Emps	Total Min		Total	White	Black	Hisp	Asian	Amlnd	NHOP	Two+
PARTS CLERK	6	14.74 - 18.22	11	7		10	3	1	6				
ADMINISTRATIVE CLERK - PROCUREMENT	6	16.92	1			1	1						
WARRANTY COORDINATOR	6	8	1	1		1			1				
CONTRACTS REVIEW ANALYST	2	7	1	1		1		1					
CONTRACTS ADMINISTRATOR	2	5	3			3	3						
SR CONTRACT ADMINISTRATOR	1	4	1	1		1			1				
MATERIALS MANAGER	1	4	1			1	1						
CONTRACTS MANAGER	1	3	1	1		1			1				
DIRECTOR OF PROCUREMENT	1	2	1			1							

Management & Confidential positions display salary range according to Personnel Policy 402



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

Exhibit 10

Sorted by Job Title

Omnitrans  
07/01/2015

Job Title	Job Group	EEO Code	Census Occupation
ACCOUNTANT	20 Professionals	2	0800 Accountants and auditors
ACCOUNTING CLERK	05B Clerical Support (Union)	6	5120 Bookkeeping, accounting, and auditing clerks
ACCOUNTING MANAGER	01B Management	1	0120 Financial managers
ADMIN SECRETARY- MARKETING & PLANNING	05A Clerical Support	5	5700 Secretaries and administrative assistants
ADMINISTRATIVE CLERK - FIN	05B Clerical Support (Union)	6	5860 Office clerks, general
ADMINISTRATIVE CLERK - OPS	05B Clerical Support (Union)	6	5860 Office clerks, general
ADMINISTRATIVE CLERK - PROCUREMENT	05B Clerical Support (Union)	6	5150 Procurement clerks
ADMINISTRATIVE SECRETARY	05A Clerical Support	5	5700 Secretaries and administrative assistants
ADMINISTRATIVE SECRETARY-CAPITAL PROJECTS	05A Clerical Support	5	5700 Secretaries and administrative assistants
APPLICATION DEVELOPER	20 Professionals	2	1006 Computer systems analysts
APPLICATIONS SPECIALIST- OPS	20 Professionals	2	1006 Computer systems analysts
ASSISTANT TO THE CEO/GM	20 Professionals	5	5700 Secretaries and administrative assistants
ASSISTANT TRANSPORTATION MANAGER	01B Management	1	0160 Transportation, storage, distribution managers
BODY AND PAINT WORKER	07A Skilled Maintenance	7A	7150 Automotive body and related repairers
BUILDING MAINTENANCE MECHANIC	07A Skilled Maintenance	7A	7340 Maintenance and repair workers, general
CEO/GENERAL MANAGER	01A Sr. Management	1	0010 Chief executives and legislators
CLERICAL HELPER	05B Clerical Support (Union)	6	5860 Office clerks, general
COACH OPERATOR	07B Operators	7	9120 Bus drivers
COACH OPERATOR TRAINEE	07B Operators	7	9120 Bus drivers
CONSTRUCTION SAFETY MANAGER	01B Management	1	1430 Industrial engineers, incl health and safety
CONTRACTS ADMINISTRATOR	20 Professionals	2	0530 Purchasing agents, excl whls/retail/farm prods
CONTRACTS MANAGER	01B Management	1	0150 Purchasing managers
CONTRACTS REVIEW ANALYST	20 Professionals	2	0530 Purchasing agents, excl whls/retail/farm prods
CUSTODIAN	80 Service Workers	8	4220 Janitors and building cleaners
CUSTOMER SERVICE MANAGER	01B Management	1	0050 Marketing and sales managers
DATABASE ADMINISTRATOR	20 Professionals	2	1060 Database administrators
DEVELOPMENT PLANNING MANAGER	01B Management	1	0160 Transportation, storage, distribution managers
DIRECTOR OF FINANCE	01A Sr. Management	1	0120 Financial managers

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

Exhibit 10

Sorted by Job Title

Omnitrans  
07/01/2015

Job Title	Job Group	EEO Code	Census Occupation
DIRECTOR OF HUMAN RESOURCES, SAFETY & REG. COMPL.	01A Sr. Management	1	0136 Human resources managers
DIRECTOR OF INFORMATION TECHNOLOGY	01A Sr. Management	1	0110 Computer and information systems managers
DIRECTOR OF INTERNAL AUDIT SERVICES	01A Sr. Management	1	0565 Compliance officers
DIRECTOR OF MAINTENANCE	01A Sr. Management	1	0160 Transportation, storage, distribution managers
DIRECTOR OF MARKETING & PLANNING	01A Sr. Management	1	0050 Marketing and sales managers
DIRECTOR OF OPERATIONS	01A Sr. Management	1	0020 General and operations managers
DIRECTOR OF PROCUREMENT	01A Sr. Management	1	0150 Purchasing managers
DISPATCH SUPERVISOR	01C Supervisors	1	5520 Dispatchers
DISPATCHER	20 Professionals	2	5520 Dispatchers
EMPLOYEE RELATIONS MANAGER	01B Management	1	0136 Human resources managers
EQUIPMENT MECHANIC	07A Skilled Maintenance	7A	7210 Bus/truck mechanics, diesel engine specialists
FACILITY MANAGER	01B Management	1	7000 First-line supervisor: mechanics/install/repair
FACILITY SUPERVISOR	01C Supervisors	1	7000 First-line supervisor: mechanics/install/repair
FIELD SUPERVISOR	01C Supervisors	1	9000 Supervisors of transport/material moving worker
FLEET ANALYST I	05A Clerical Support	5	1220 Operations research analysts
FLEET SAFETY AND TRAINING INSTRUCTOR	20 Professionals	2	0650 Training and development specialists
FLEET SAFETY AND TRAINING SUPERVISOR	01C Supervisors	1	0137 Training and development managers
HUMAN RESOURCES ANALYST	20 Professionals	2	0640 Compensation, benefits, job analysis specialist
HUMAN RESOURCES ASSISTANT	05A Clerical Support	5	5360 Human resources assists, excl payroll/timekeeping
HUMAN RESOURCES CLERK	05A Clerical Support	5	5860 Office clerks, general
HUMAN RESOURCES LEAVE ADMINISTRATOR	20 Professionals	2	0630 Human resources workers
HUMAN RESOURCES SPECIALIST	20 Professionals	2	0630 Human resources workers
INFORMATION CLERK	05B Clerical Support (Union)	6	5400 Receptionists and information clerks
LOSS PREVENTION & SECURITY SUPERVISOR	01C Supervisors	1	3730 First-line supervisor: other protective service
MAINTENANCE CLERK - ADMINISTRATION	05B Clerical Support (Union)	6	5860 Office clerks, general
MAINTENANCE CLERK - SHOP	05B Clerical Support (Union)	6	5860 Office clerks, general
MAINTENANCE MANAGER	01B Management	1	7000 First-line supervisor: mechanics/install/repair
MAINTENANCE WORKER	07A Skilled Maintenance	7A	7340 Maintenance and repair workers, general

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

Sorted by Job Title

Omnitrans  
07/01/2015

Job Title	Job Group	EEO Code	Census Occupation
MARKETING MANAGER	01B Management	1	0050 Marketing and sales managers
MARKETING SPECIALIST	20 Professionals	2	0735 Market research analysts & marketing specialist
MATERIALS MANAGER	01B Management	1	0150 Purchasing managers
MECHANIC HELPER	07A Skilled Maintenance	7A	7610 Helpers: installation, maintenance, repair wrkr
NETWORK ADMINISTRATOR	20 Professionals	2	1105 Network and computer systems administrators
OPERATIONS SERVICES SUPERVISOR	01C Supervisors	1	5000 First-line supervisor: office/admin support wkr
PARATRANSIT ELIGIBILITY TECHNICIAN	05B Clerical Support (Union)	6	5860 Office clerks, general
PARTS CLERK	05B Clerical Support (Union)	6	5620 Stock clerks and order fillers
PAYROLL TECHNICIAN	05A Clerical Support	5	5140 Payroll and timekeeping clerks
PROGRAM MANAGER	01A Sr. Management	1	0220 Construction managers
RECEPTIONIST	05B Clerical Support (Union)	6	5400 Receptionists and information clerks
SAFETY & REG COMPLIANCE MANAGER	01B Management	1	0136 Human resources managers
SAFETY & REG COMPLIANCE SPECIALIST	20 Professionals	2	1430 Industrial engineers, incl health and safety
SALES SUPERVISOR	01C Supervisors	1	4700 First-line supervisor: retail sales workers
SBX OPERATOR	07B Operators	7	9120 Bus drivers
SCHEDULING ANALYST	20 Professionals	2	1220 Operations research analysts
SENIOR SECRETARY - OPERATIONS	05A Clerical Support	5	5700 Secretaries and administrative assistants
SERVICE PLANNING MANAGER	01B Management	1	1840 Urban and regional planners
SHIFT SUPERVISOR	01C Supervisors	1	7000 First-line supervisor: mechanics/install/repair
SR CONTRACT ADMINISTRATOR	20 Professionals	1	0530 Purchasing agents, excl wholes/retail/farm prods
SR. FINANCIAL ANALYST	20 Professionals	2	0840 Financial analysts
STOPS AND STATIONS SUPERVISOR	01C Supervisors	2	7000 First-line supervisor: mechanics/install/repair
SYSTEM COORDINATOR	20 Professionals	2	1006 Computer systems analysts
SYSTEMS ENGINEER	20 Professionals	2	1006 Computer systems analysts
TECHNICAL SERVICES MANAGER	01B Management	1	0137 Training and development managers
TIRE REPAIR WORKER	07A Skilled Maintenance	7A	7150 Automotive body and related repairers
TRANSIT PLANNER I	20 Professionals	2	1840 Urban and regional planners
TRANSPORTATION MANAGER	01B Management	1	0160 Transportation, storage, distribution managers

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

Sorted by Job Title

Omnitrans  
07/01/2015

Job Title	Job Group	EEO Code	Census Occupation
TREASURY MANAGER	01B Management	1	0120 Financial managers
UTILITY SERVICE WORKER	80 Service Workers	8	9610 Cleaners of vehicles and equipment
WARRANTY COORDINATOR	05A Clerical Support	6	5860 Office clerks, general
WEB DESIGNER	20 Professionals	2	1030 Web developers

# Job Group Analysis

Exhibit 11

Ornitrans  
07/01/2015

## Job Group: 01A Sr. Management

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
DIRECTOR OF INTERNAL AUDIT SERVICES	EXECUTIVE OFFICE	2	1		1	1					
DIRECTOR OF FINANCE	FINANCE	2	1		1	1					
DIRECTOR OF OPERATIONS	OPERATIONS	2	1	1	1		1				
DIRECTOR OF MARKETING & PLANNING	MARKETING/PLANNING	2	1	1							
DIRECTOR OF MAINTENANCE	MAINTENANCE	2	1								
DIRECTOR OF HUMAN RESOURCES, SAFETY & REG.	HR, SAFETY & SECURITY	2	1	1							
DIRECTOR OF INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY SV	2	1								
DIRECTOR OF PROCUREMENT	PROCUREMENT	2	1	1							
PROGRAM MANAGER	IPMO	1	1		1		1				
CEO/GENERAL MANAGER	EXECUTIVE OFFICE	1	1								
<b>Job Group Total</b>			10	4	4	2	2	0	0	0	0
<b>% of Total</b>				40.00	40.00	20.00	20.00	0.00	0.00	0.00	0.00

Management & Confidential positions display salary range according to Personnel Policy 402.

# Job Group Analysis

Exhibit 11

Omnitrans  
07/01/2015

## Job Group: 01B Management

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	AmInd	NHOPJ	Two+
ASSISTANT TRANSPORTATION MANAGER	OPERATIONS	5	2	1	1	1					
CUSTOMER SERVICE MANAGER	MARKETING/PLANNING	5	1	1	1		1				
MARKETING MANAGER	MARKETING/PLANNING	5	1	1	1		1				
TECHNICAL SERVICES MANAGER	MAINTENANCE	4	1								
MAINTENANCE MANAGER	MAINTENANCE	3	2		1		1				
MATERIALS MANAGER	PROCUREMENT	4	1								
TREASURY MANAGER	FINANCE	3	1		1	1					
CONSTRUCTION SAFETY MANAGER	HR, SAFETY & SECURITY	4	1								
ACCOUNTING MANAGER	FINANCE	3	1	1	1			1			
DEVELOPMENT PLANNING MANAGER	MARKETING/PLANNING	3	1	1							
SAFETY & REG COMPLIANCE MANAGER	HR, SAFETY & SECURITY	4	1								
FACILITY MANAGER	MAINTENANCE	3	1								
EMPLOYEE RELATIONS MANAGER	HR, SAFETY & SECURITY	3	1		1		1				
TRANSPORTATION MANAGER	OPERATIONS	3	2								
SERVICE PLANNING MANAGER	MARKETING/PLANNING	3	1								
CONTRACTS MANAGER	PROCUREMENT	3	1	1	1		1				
<b>Job Group Total</b>			<b>19</b>	<b>6</b>	<b>8</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% of Total</b>				<b>31.58</b>	<b>42.11</b>	<b>10.53</b>	<b>26.32</b>	<b>5.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Management & Confidential positions display salary range according to Personnel Policy 402.

# Job Group Analysis

Exhibit 11

Omnitrans  
07/01/2015

## Job Group: 01C Supervisors

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
FIELD SUPERVISOR	OPERATIONS	6	16	2	9	4	5				
STOPS AND STATIONS SUPERVISOR	MARKETING/ PLANNING	6	1		1			1			
SALES SUPERVISOR	MARKETING/ PLANNING	6	1	1	1		1				
OPERATIONS SERVICES SUPERVISOR	OPERATIONS	6	1								
SHIFT SUPERVISOR	MAINTENANCE	5	11	1	2		2				
LOSS PREVENTION & SECURITY SUPERVISOR	HR, SAFETY & SECURITY	6	1								
FACILITY SUPERVISOR	MAINTENANCE	5	1								
DISPATCH SUPERVISOR	OPERATIONS	5	1								
FLEET SAFETY AND TRAINING SUPERVISOR	OPERATIONS	5	1								
<b>Job Group Total</b>			<b>34</b>	<b>4</b>	<b>13</b>	<b>4</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% of Total</b>				<b>11.76</b>	<b>38.24</b>	<b>11.76</b>	<b>23.53</b>	<b>2.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

*Management & Confidential positions display salary range according to Personnel Policy 402.*

# Job Group Analysis

Exhibit 11

Omnitrans  
07/01/2015

## Job Group: 05A Clerical Support

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
HUMAN RESOURCES CLERK	HR, SAFETY & SECURITY	9	2	2	2		2				
FLEET ANALYST I	MAINTENANCE	8	2	2							
ADMIN SECRETARY- MARKETING & PLANNING	MARKETING/ PLANNING	8	1	1	1		1				
PAYROLL TECHNICIAN	FINANCE	8	2	2	1		1				
WARRANTY COORDINATOR	PROCUREMENT	8	1	1	1		1				
HUMAN RESOURCES ASSISTANT	HR, SAFETY & SECURITY	8	2	2	1		1				
ADMINISTRATIVE SECRETARY-CAPITAL PROJECTS	IPMO	8	1	1							
ADMINISTRATIVE SECRETARY	EXECUTIVE OFFICE	8	1	1							
SENIOR SECRETARY - OPERATIONS	OPERATIONS	7	1	1							
<b>Job Group Total</b>			<b>13</b>	<b>12</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% of Total</b>				<b>92.31</b>	<b>46.15</b>	<b>0.00</b>	<b>46.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Management & Confidential positions display salary range according to Personnel Policy 402.

# Job Group Analysis

Exhibit 11

Omnitrans  
07/01/2015

## Job Group: 05B Clerical Support (Union)

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
CLERICAL HELPER	OPERATIONS	13.15	1	1	1	1					
INFORMATION CLERK	MARKETING/ PLANNING	13.27 - 15.96	7	6	7	7					
PARTS CLERK	PROCUREMENT	14.74 - 18.22	11	1	7	1	6				
MAINTENANCE CLERK - ADMINISTRATION	MAINTENANCE	15.96	1	1	1		1				
MAINTENANCE CLERK - SHOP	MAINTENANCE	15.96	1	1	1		1				
RECEPTIONIST	MARKETING/ PLANNING	15.96 - 16.92	2	2	2		1				1
PARATRANSIT ELIGIBILITY TECHNICIAN	OPERATIONS	16.15 - 16.92	2	2	1		1				
ACCOUNTING CLERK	FINANCE	16.92	1	1	1		1				
ADMINISTRATIVE CLERK - FIN	FINANCE	16.92	1	1	1		1				
ADMINISTRATIVE CLERK - OPS	OPERATIONS	16.92	2	2	1			1			
ADMINISTRATIVE CLERK - PROCUREMENT	PROCUREMENT	16.92	1	1							
<b>Job Group Total</b>			<b>30</b>	<b>18</b>	<b>23</b>	<b>2</b>	<b>18</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>% of Total</b>			<b>60.00</b>	<b>76.67</b>	<b>6.67</b>	<b>60.00</b>	<b>3.33</b>	<b>3.33</b>	<b>3.33</b>	<b>0.00</b>	<b>3.33</b>

Management & Confidential positions display salary range according to Personnel Policy 402.

# Job Group Analysis

Exhibit 11

Omnitrans  
07/01/2015

## Job Group: 07A Skilled Maintenance

Job Title	Department	Wage Range	Total	Female	Mfn	Black	Hisp	Asian	Amlnd	NHOPI	Two+
MAINTENANCE WORKER	MARKETING/PLANNING	13.31 - 17.79	7		5		4				1
MECHANIC HELPER	MAINTENANCE	18.22 - 21.09	13		6	2	4				
TIRE REPAIR WORKER	MAINTENANCE	18.89	2		2		2				
BUILDING MAINTENANCE MECHANIC	MAINTENANCE	19.40 - 25.93	6		3	1	1	1			
EQUIPMENT MECHANIC	MAINTENANCE	20.86 - 25.93	37		32	2	26	3			1
BODY AND PAINT WORKER	MAINTENANCE	25.93	2		1		1				
<b>Job Group Total</b>			<b>67</b>	<b>0</b>	<b>49</b>	<b>5</b>	<b>38</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>% of Total</b>				<b>0.00</b>	<b>73.13</b>	<b>7.46</b>	<b>56.72</b>	<b>5.97</b>	<b>0.00</b>	<b>0.00</b>	<b>2.99</b>

Management & Confidential positions display salary range according to Personnel Policy 402.

# Job Group Analysis

Exhibit 11

Ornitrans  
07/01/2015

## Job Group: 07B Operators

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
COACH OPERATOR TRAINEE	OPERATIONS	12.00	4	1	4	2	2				
COACH OPERATOR	OPERATIONS	15.89 - 21.29	383	158	317	172	124	3	1		17
SBX OPERATOR	OPERATIONS	22.07 - 23.29	28	15	22	9	11	2			
<b>Job Group Total</b>			<b>415</b>	<b>174</b>	<b>343</b>	<b>183</b>	<b>137</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>17</b>
<b>% of Total</b>				<b>41.93</b>	<b>82.65</b>	<b>44.10</b>	<b>33.01</b>	<b>1.20</b>	<b>0.24</b>	<b>0.00</b>	<b>4.10</b>

Management & Confidential positions display salary range according to Personnel Policy 402.

# Job Group Analysis

Exhibit 11

Omnitrans  
07/01/2015

## Job Group: 20 Professionals

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
CONTRACTS REVIEW ANALYST	PROCUREMENT	7	1	1	1	1					
FLEET SAFETY AND TRAINING INSTRUCTOR	OPERATIONS	6	6	3	4	2	2				
DISPATCHER	OPERATIONS	7	6	1	1	1					
SCHEDULING ANALYST	MARKETING/PLANNING	6	2	1	1		1				
MARKETING SPECIALIST	MARKETING/PLANNING	7	2	2							
ACCOUNTANT	FINANCE	6	2		2			2			
TRANSIT PLANNER I	MARKETING/PLANNING	7	1								
HUMAN RESOURCES ANALYST	HR, SAFETY & SECURITY	6	1	1							
CONTRACTS ADMINISTRATOR	PROCUREMENT	5	3	3							
HUMAN RESOURCES SPECIALIST	HR, SAFETY & SECURITY	6	1	1							
APPLICATIONS SPECIALIST- OPS	OPERATIONS	5	1		1	1					
SR. FINANCIAL ANALYST	FINANCE	5	2	2	1			1			
HUMAN RESOURCES LEAVE ADMINISTRATOR	HR, SAFETY & SECURITY	5	1	1							
APPLICATION DEVELOPER	INFORMATION TECHNOLOGY SV	5	1		1			1			
SYSTEMS ENGINEER	INFORMATION TECHNOLOGY SV	5	1		1			1			
SAFETY & REG COMPLIANCE SPECIALIST	HR, SAFETY & SECURITY	5	1								
WEB DESIGNER	INFORMATION TECHNOLOGY SV	5	1		1			1			
SYSTEM COORDINATOR	INFORMATION TECHNOLOGY SV	4	1								
ASSISTANT TO THE CEO/GM	EXECUTIVE OFFICE	5	1	1							

Continued...

Management & Confidential positions display salary range according to Personnel Policy 402.

# Job Group Analysis

Exhibit 11

Omnitrans  
07/01/2015

## Job Group: 20 Professionals

Job Title	Department	Wage Range	Total	Female	Min	Black	Hisp	Asian	Amlnd	NHOPI	Two+
SR CONTRACT ADMINISTRATOR	PROCUREMENT	4	1	1	1		1				
NETWORK ADMINISTRATOR	INFORMATION TECHNOLOGY SV	4	1		1						1
DATABASE ADMINISTRATOR	INFORMATION TECHNOLOGY SV	4	1		1			1			
<b>Job Group Total</b>			<b>38</b>	<b>18</b>	<b>17</b>	<b>5</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>% of Total</b>				<b>47.37</b>	<b>44.74</b>	<b>13.16</b>	<b>10.53</b>	<b>18.42</b>	<b>0.00</b>	<b>0.00</b>	<b>2.63</b>

Management & Confidential positions display salary range according to Personnel Policy 402.



# Availability Analysis

Omnitrans  
07/01/2015

**Job Group: 01A Sr. Management**

Factor	Raw Statistics (%)						Value Weight	Weighted Factor (%)									
	Female	Total Min	Black	Hisp	Asian	Amlhd		NHOPI	Two+	Female	Total Min	Black	Hisp	Asian	Amlhd	NHOPI	Two+
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	34.43	40.97	6.74	23.54	8.47	0.58	0.49	1.15	22.96	27.31	4.49	15.69	5.64	0.39	0.33	0.77	
	Source of Data: Census 2010 Special EEO File Riverside-San Bern-Ornt CA Metro																
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	31.58	42.11	10.53	26.32	5.26	0.00	0.00	0.00	10.53	14.03	3.51	8.77	1.75	0.00	0.00	0.00	
	Source of Data: Feeder Job Groups: Management (01B)																
								<b>100.00</b>									
								<b>Job Group Final Availabilities (%)</b>									
								33.48	41.35	8.00	24.46	7.40	0.39	0.33	0.77		

# Availability Analysis

Omnitrans  
07/01/2015

## Job Group: 01B Management

Factor	Raw Statistics (%)						Value Weight	Weighted Factor (%)								
	Female	Total Min	Black	Hisp	Asian	AmInd		NHOPi	Two+	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPi
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	32.07	45.83	8.18	28.78	7.53	0.50	0.02	0.81	41.18	18.87	3.37	11.85	3.10	0.21	0.01	0.33
	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	30.56	41.67	12.50	16.67	11.11	0.00	0.00	1.39	58.82	24.51	7.35	9.80	6.54	0.00	0.00	0.82
	Source of Data: Feeder Job Groups: Supervisors (01C), Professionals (20)															
									100.00							
									Job Group Final Availabilities (%)							
									31.18	43.38	10.72	21.66	9.64	0.21	0.01	1.15

# Availability Analysis

Omnitrans  
07/01/2015

## Job Group: 01C Supervisors

Factor	Raw Statistics (%)							Value Weight	Weighted Factor (%)								
	Female	Total Min	Black	Hisp	Asian	AminD	NHOPi		Two+	Female	Total Min	Black	Hisp	Asian	AminD	NHOPi	Two+
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	20.56	51.90	8.67	38.83	3.40	0.42	0.25	0.34	<b>30.30</b>	6.23	15.72	2.63	11.77	1.03	0.13	0.07	0.10
	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	36.92	78.65	37.12	34.42	3.08	0.19	0.00	3.85	<b>69.70</b>	25.74	54.82	25.87	23.99	2.14	0.13	0.00	2.68
	Source of Data: Feeder Job Groups: Skilled Maintenance (07A), Operators (07B), Professionals (20)																
									<b>100.00</b>	31.96	70.55	28.50	35.76	3.18	0.26	0.07	2.78
									Job Group Final Availabilities (%)								

# Availability Analysis

Omnitrans  
07/01/2015

## Job Group: 05A Clerical Support

Factor	Raw Statistics (%)							Value Weight	Weighted Factor (%)								
	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI		Two+	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	83.22	52.14	8.16	33.70	8.54	0.63	0.31	0.81	<b>61.54</b>	51.22	32.09	5.02	20.74	5.26	0.39	0.19	0.50
	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	60.00	76.67	6.67	60.00	3.33	3.33	0.00	3.33	<b>38.46</b>	23.08	29.49	2.56	23.08	1.28	1.28	0.00	1.28
	Source of Data: Feeder Job Groups: Clerical Support (Union) (055)																
									<b>100.00</b>								
									<b>Job Group Final Availabilities (%)</b>								
									74.29	61.58	7.58	43.81	6.54	1.67	0.19	1.78	

# Availability Analysis

Omnitrans  
07/01/2015

## Job Group: 05B Clerical Support (Union)

Factor	Raw Statistics (%)							Value Weight	Weighted Factor (%)							
	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI		Two+	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	70.98	63.83	8.16	48.49	5.04	0.81	0.27	1.07	100.00	63.83	8.16	48.49	5.04	0.81	0.27	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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
									100.00							
									Job Group Final Availabilities (%)							
									70.98	63.83	8.16	48.49	5.04	0.81	0.27	1.07

# Availability Analysis

Omnitrans  
07/01/2015

## Job Group: 07A Skilled Maintenance

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	2.38	63.02	2.88	54.53	3.15	0.59	0.26	1.61	55.38	1.32	34.90	1.59	30.20	1.75	0.33	0.15	0.89
	Source of Data: Census 2010 Special EEO File Riverside-San Bern-Ont CA Metro									0.00	95.00	30.00	60.00	5.00	0.00	0.00	0.00
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	0.00	95.00	30.00	60.00	5.00	0.00	0.00	0.00	44.62	0.00	42.39	13.39	26.77	2.23	0.00	0.00	0.00
	Source of Data: Feeder Job Groups: Service Workers (80)									100.00							
									Job Group Final Availabilities (%)								
									1.32	77.29	14.98	56.97	3.98	0.33	0.15	0.89	

# Availability Analysis

Ommitrans  
07/01/2015

**Job Group: 07B Operators**

Factor	Raw Statistics (%)						Value Weight	Weighted Factor (%)									
	Female	Total Min	Black	Hisp	Asian	AmInd		NHOPi	Two+	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPi	Two+
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	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	1.10	1.10

# Availability Analysis

Omnitrans  
07/01/2015

## 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	50.77	46.99	8.33	24.55	11.94	0.93	0.09	1.16	<b>68.57</b>	34.81	32.22	5.71	16.83	8.19	0.64	0.06	0.79
	Source of Data: Census 2010 Special EEO File Riverside-San Bern-Ont CA Metro									13.66	25.63	13.44	10.50	0.37	0.07	0.00	1.25
2 Percentage of Minorities and Women Among Those Promotable, Transferable and Trainable within the Contractor's Organization	43.46	81.54	42.76	33.41	1.17	0.23	0.00	3.97	<b>31.43</b>	48.47	57.85	19.15	27.33	8.55	0.71	0.06	2.04
	Source of Data: Feeder Job Groups: Clerical Support (05A), Operators (07B)									<b>100.00</b>	<b>Job Group Final Availabilities (%)</b>						

# Availability Analysis

Omnitrans  
07/01/2015

## Job Group: 80 Service Workers

Factor	Raw Statistics (%)							Value Weight	Weighted Factor (%)									
	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI		Two+	Female	Total Min	Black	Hisp	Asian	AmInd	NHOPI	Two+	
1 Percentage of Minorities and Women Among Those Having Requisite Skills in the Reasonable Recruitment Area	15.88	80.67	3.71	74.02	1.71	0.51	0.06	0.66	100.00	15.88	80.67	3.71	74.02	1.71	0.51	0.06	0.66	
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 (%)								
										15.88	80.67	3.71	74.02	1.71	0.51	0.06	0.66	



# Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+	
	<i>Labor Area: Riverside-San Bern-Ornt CA Metro</i>									
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%	
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	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	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	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%	
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	11850	3340 28.19%	4035 34.05%	970 8.19%	2100 17.72%	775 6.54%	55 0.46%	40 0.34%	95 0.80%	
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	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%	
10.00	<b>Total Weight:</b>									

# Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
07/01/2015

Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 01B Management</b>									
<b>Employee Job Titles:</b>									
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%
<i>Labor Area: Riverside-San Bern-Ont CA Metro</i>									
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	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%
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	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	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	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	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	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	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%

# Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
07/01/2015

Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+
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	160	90 56.25%	45 28.13%	20 12.50%	25 15.63%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
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	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:									
19.00									
<p>SERVICE PLANNING MANAGER <i>1841 - Urban and regional planners</i></p> <p>TECHNICAL SERVICES MANAGER <i>0137 - Trading and development managers</i></p> <p>TRANSPORTATION MANAGER <i>0160 - Transportation, storage, distribution managers</i></p> <p>TREASURY MANAGER <i>0120 - Financial managers</i></p>									

# Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
07/01/2015

Job Group: 01C Supervisors <u>Employee Job Titles:</u>	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
Labor Area: Riverside-San Bern-Ont CA Metro										
DISPATCH SUPERVISOR 5520 - Dispatchers	1.00	5014 59.73%	2704 53.93%	255 5.09%	2185 43.58%	140 2.79%	60 1.20%	0 0.00%	64 1.28%	
FACILITY SUPERVISOR 7000 - First-line supervisor: mechanics/install/repair	1.00	4005 6.49%	1850 46.19%	245 6.12%	1430 35.71%	140 3.50%	35 0.87%	0 0.00%	0 0.00%	
FIELD SUPERVISOR 9000 - Supervisors of transport/material moving worker	16.00	3620 22.24%	2135 58.98%	390 10.77%	1595 44.06%	115 3.18%	0 0.00%	15 0.41%	20 0.55%	
FLEET SAFETY AND TRAINING SUPERVISOR 0137 - Training and development managers	1.00	160 56.25%	45 28.13%	20 12.50%	25 15.63%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
LOSS PREVENTION & SECURITY SUPERVISOR 3730 - First-line supervisor: other protective service	1.00	1540 36.04%	610 39.61%	190 12.34%	365 23.70%	35 2.27%	0 0.00%	20 1.30%	0 0.00%	
OPERATIONS SERVICES SUPERVISOR 5000 - First-line supervisor: office/admin support wkr	1.00	21230 63.26%	10345 48.73%	1585 7.47%	7175 33.80%	1200 5.65%	215 1.01%	65 0.31%	105 0.49%	
SALES SUPERVISOR 4700 - First-line supervisor: retail sales workers	1.00	40695 43.52%	20325 49.94%	2220 5.46%	13975 34.34%	3515 8.64%	230 0.57%	50 0.12%	335 0.82%	
SHIFT SUPERVISOR 7000 - First-line supervisor: mechanics/install/repair	11.00	4005 6.49%	1850 46.19%	245 6.12%	1430 35.71%	140 3.50%	35 0.87%	0 0.00%	0 0.00%	
STOPS AND STATIONS SUPERVISOR 7000 - First-line supervisor: mechanics/install/repair	1.00	4005 6.49%	1850 46.19%	245 6.12%	1430 35.71%	140 3.50%	35 0.87%	0 0.00%	0 0.00%	
<b>Total Weight:</b>	<b>34.00</b>									

# Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
07/01/2015

Weight	Total	Female	Minority	Black	Hisp	Asian	Amind	NHOPI	Two+	
	<i>Labor Area: Riverside-San Bern-Ont CA Metro</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%	
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%	
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	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%	
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%	
2.00	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%	
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%	
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%	
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%	
Total Weight:										
	13.00									

# Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
07/01/2015

Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+
<b>Job Group: 05B Clerical Support (Union)</b>									
<b><u>Employee Job Titles:</u></b>									
1.00	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%
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%
2.00	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%
1.00	303	218 71.95%	138 45.54%	25 8.25%	105 34.65%	4 1.32%	4 1.32%	0 0.00%	0 0.00%
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%
7.00	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%
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%
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%
2.00	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%
11.00	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%
2.00	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%
<b>Total Weight:</b>									<b>30.00</b>

# Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
07/01/2015

	Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+	
<b>Job Group: 07A Skilled Maintenance</b>											
<u>Employee Job Titles:</u>											
BODY AND PAINT WORKER 7150 - Automotive body and related repairers	2.00	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%	
BUILDING MAINTENANCE MECHANIC 7340 - Maintenance and repair workers, general	6.00	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%	
EQUIPMENT MECHANIC 7210 - Bus/truck mechanics, diesel engine specialists	37.00	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%	
MAINTENANCE WORKER 7340 - Maintenance and repair workers, general	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%	
MECHANIC HELPER 7610 - Helpers: installation, maintenance, repair wvkr	13.00	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%	
TIRE REPAIR WORKER 7150 - Automotive body and related repairers	2.00	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%	
<b>Total Weight:</b>											
		67.00									
<b>Job Group: 07B Operators</b>											
<u>Employee Job Titles:</u>											
COACH OPERATOR 9120 - Bus drivers	383.00	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%	
COACH OPERATOR TRAINEE 9120 - Bus drivers	4.00	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%	
SBX OPERATOR 9120 - Bus drivers	28.00	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%	
<b>Total Weight:</b>											
		415.00									

# Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Ommitrans  
07/01/2015

Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 20 Professionals</b>									
<u>Employee Job Titles:</u>									
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%
<i>Labor Area: Riverside-San Bern-Ont CA Metro</i>									
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	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%
3.00	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	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	504	165 32.74%	249 49.40%	25 4.96%	59 11.71%	135 26.79%	0 0.00%	0 0.00%	30 5.95%
6.00	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%
6.00	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	940	760 80.85%	475 50.53%	100 10.64%	310 32.98%	65 6.91%	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%

# Factor Components

Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
07/01/2015

	Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+	
<b>MARKETING SPECIALIST</b> <i>0735 - Market research analysis &amp; marketing specialist</i>	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%	
<b>NETWORK ADMINISTRATOR</b> <i>1105 - Network and computer systems administrators</i>	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%	
<b>SAFETY &amp; REG COMPLIANCE SPECIALIST</b> <i>1430 - Industrial engineers, incl health and safety</i>	1.00	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%	
<b>SCHEDULING ANALYST</b> <i>1230 - Operations research analysts</i>	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%	
<b>SR CONTRACT ADMINISTRATOR</b> <i>0530 - Purchasing agents, excl wholes/retail/farm prods</i>	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%	
<b>SR. FINANCIAL ANALYST</b> <i>0840 - Financial analysts</i>	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%	
<b>SYSTEM COORDINATOR</b> <i>1006 - Computer systems analysts</i>	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%	
<b>SYSTEMS ENGINEER</b> <i>1106 - Computer systems analysts</i>	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%	
<b>TRANSIT PLANNER I</b> <i>1840 - Urban and regional planners</i>	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%	
<b>WEB DESIGNER</b> <i>1030 - Web developers</i>	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%	
<b>Total Weight:</b>											
		38.00									

# Factor Components

## Factor 1 - Requisite Skills in Reasonable Recruiting Area

Omnitrans  
07/01/2015

Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+
	<i>Labor Area: Riverside-San Bern-Ont CA Metro</i>								
4.00	29783	8169 27.43%	21733 72.97%	2070 6.95%	18185 61.00%	870 2.92%	245 0.82%	94 0.32%	269 0.90%
16.00	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:								
20.00									
	<b>Job Group: 80 Service Workers</b> <u>Employee Job Titles:</u> CUSTODIAN <i>4220 - Janitors and building cleaners</i> UTILITY SERVICE WORKER <i>9610 - Cleaners of vehicles and equipment</i>								

# Factor Components

Factor 2 - Promotable, Transferable, and Trainable within Organization

Omnitrans  
07/01/2015

		Weight	Total	Female	Minority	Black	Hisp	Asian	Amlnd	NHOPI	Two+
<b>Job Group: 01A Sr. Management</b>		-	19	6	8	2	5	1	0	0	0
<i>Feeders:</i>											
Job Group: 01B Management			31.58%	31.58%	42.11%	10.53%	26.32%	5.26%	0.00%	0.00%	0.00%
<b>Job Group: 01B Management</b>		-	34	4	13	4	8	1	0	0	0
<i>Feeders:</i>											
Job Group: 01C Supervisors			11.76%	11.76%	38.24%	11.76%	23.53%	2.94%	0.00%	0.00%	0.00%
<b>Job Group: 20 Professionals</b>		-	38	18	17	5	4	7	0	0	1
<i>Feeders:</i>											
Job Group: 07A Skilled Maintenance			47.37%	47.37%	44.74%	13.16%	10.53%	18.42%	0.00%	0.00%	2.63%
<b>Job Group: 01C Supervisors</b>		-	67	0	49	5	38	4	0	0	2
<i>Feeders:</i>											
Job Group: 07B Operators			0.00%	0.00%	73.13%	7.46%	56.72%	5.97%	0.00%	0.00%	2.99%
<b>Job Group: 20 Professionals</b>		-	415	174	343	183	137	5	1	0	17
<i>Feeders:</i>											
Job Group: 20 Professionals			41.93%	41.93%	82.65%	44.10%	33.01%	1.20%	0.24%	0.00%	4.10%
<b>Job Group: 20 Professionals</b>		-	38	18	17	5	4	7	0	0	1
<i>Feeders:</i>											
Job Group: 20 Professionals			47.37%	47.37%	44.74%	13.16%	10.53%	18.42%	0.00%	0.00%	2.63%

## Factor Components

Factor 2 - Promotable, Transferable, and Trainable within Organization

Omnitrans  
07/01/2015

	Weight	Total	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
<b>Job Group: 05A Clerical Support</b>										
<u>Feeders:</u>	-	30	18 60.00%	23 76.67%	2 6.67%	18 60.00%	1 3.33%	1 3.33%	0 0.00%	1 3.33%
Job Group: 05B Clerical Support (Union)										
<b>Job Group: 07A Skilled Maintenance</b>										
<u>Feeders:</u>	-	20	0 0.00%	19 95.00%	6 30.00%	12 60.00%	1 5.00%	0 0.00%	0 0.00%	0 0.00%
Job Group: 80 Service Workers										
<b>Job Group: 20 Professionals</b>										
<u>Feeders:</u>	-	13	12 92.31%	6 46.15%	0 0.00%	6 46.15%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Job Group: 05A Clerical Support										
Job Group: 07B Operators										
	-	415	174 41.93%	343 82.65%	183 44.10%	137 33.01%	5 1.20%	1 0.24%	0 0.00%	17 4.10%

# Incumbency v. Estimated Availability Exhibit 14

Ommitrans  
07/01/2015

Job Group	Less than Reasonably Expected?							
	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+
01A Sr. Management								
01B Management								
01C Supervisors	Yes	Yes	Yes					
05A Clerical Support		Yes*	Yes*					
05B Clerical Support (Union)								
07A Skilled Maintenance								
07B Operators	Yes			Yes	Yes	Yes		
20 Professionals								
80 Service Workers								

*Comparison of Incumbency to Availability is performed using the Two Standard Deviation Test (Small JG: JG Size <= 20, Any Difference with 1PPR)*

*Yes indicates Number of Standard Deviations <= -2.00*

*Yes\* indicates Difference <= -1.0*

# Incumbency v. Estimated Availability Exhibit 14 Detail

Omnitrans  
07/01/2015

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Expected Incumbents (#)	Difference (#) Exp. minus Inc.	Job Group Size	Number of Standard Deviations	Less than Reasonably Expected?		
01A Sr. Management	10	Female	4	40.00	33.48	3.3	0.7	Small	0.44			
		Minority	4	40.00	41.35	4.1	-0.1	Small	-0.09			
		Black	2	20.00	8.00	0.8	1.2	Small	1.40			
		Hispanic	2	20.00	24.46	2.4	-0.4	Small	-0.33			
		Asian	0	0.00	7.40	0.7	-0.7	Small	-0.89			
		AmIndian	0	0.00	0.39	0.0	0.0	Small	-0.20			
		NHOPI	0	0.00	0.33	0.0	0.0	Small	-0.18			
		Two+	0	0.00	0.77	0.1	-0.1	Small	-0.28			
		01B Management	19	Female	6	31.58	31.18	5.9	0.1	Small	0.04	
				Minority	8	42.11	43.38	8.2	-0.2	Small	-0.11	
Black	2			10.53	10.72	2.0	0.0	Small	-0.03			
Hispanic	5			26.32	21.66	4.1	0.9	Small	0.49			
Asian	1			5.26	9.64	1.8	-0.8	Small	-0.65			
AmIndian	0			0.00	0.21	0.0	0.0	Small	-0.20			
NHOPI	0			0.00	0.01	0.0	0.0	Small	-0.04			
Two+	0			0.00	1.15	0.2	-0.2	Small	-0.47			
01C Supervisors	34			Female	4	11.76	31.96	10.9	-6.9		-2.53	Yes
				Minority	13	38.24	70.55	24.0	-11.0		-4.13	Yes
		Black	4	11.76	28.50	9.7	-5.7		-2.16	Yes		
		Hispanic	8	23.53	35.76	12.2	-4.2		-1.49			
		Asian	1	2.94	3.18	1.1	-0.1		-0.08			
		AmIndian	0	0.00	0.26	0.1	-0.1		-0.30			
		NHOPI	0	0.00	0.07	0.0	0.0		-0.16			
		Two+	0	0.00	2.78	0.9	-0.9		-0.99			
		05A Clerical Support	13	Female	12	92.31	74.29	9.7	2.3	Small	1.49	Yes*
				Minority	6	46.15	61.58	8.0	-2.0	Small	-1.14	Yes*
Black	0			0.00	7.58	1.0	-1.0	Small	-1.03			
Hispanic	6			46.15	43.81	5.7	0.3	Small	0.17			
Asian	0			0.00	6.54	0.9	-0.9	Small	-0.95			
AmIndian	0			0.00	1.67	0.2	-0.2	Small	-0.47			
NHOPI	0			0.00	0.19	0.0	0.0	Small	-0.16			
Two+	0			0.00	1.78	0.2	-0.2	Small	-0.49			

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

Yes indicates Incumbency to Availability is performed using the Two Standard Deviations <= -2.00

Yes\* indicates Difference <= -1.0

# Incumbency v. Estimated Availability Detail

Omnitrans  
07/01/2015

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Expected Incumbents (#)	Difference (#) Exp. minus Inc.	Job Group Size	Number of Standard Deviations	Less than Reasonably Expected?
05B Clerical Support (Union)	30	Female	18	60.00	70.98	21.3	-3.3		-1.33	
		Minority	23	76.67	63.83	19.1	3.9		1.46	
		Black	2	6.67	8.16	2.4	-0.4		-0.30	
		Hispanic	18	60.00	48.49	14.5	3.5		1.26	
		Asian	1	3.33	5.04	1.5	-0.5		-0.43	
		AmIndian	1	3.33	0.81	0.2	0.8		1.54	
		NHOPI	0	0.00	0.27	0.1	-0.1		-0.28	
		Two+	1	3.33	1.07	0.3	0.7		1.21	
		Female	0	0.00	1.32	0.9	-0.9		-0.95	
		Minority	49	73.13	77.29	51.8	-2.8		-0.81	
Black	5	7.46	14.98	10.0	-5.0		-1.72			
Hispanic	38	56.72	56.97	38.2	-0.2		-0.04			
Asian	4	5.97	3.98	2.7	1.3		0.83			
AmIndian	0	0.00	0.33	0.2	-0.2		-0.47			
NHOPI	0	0.00	0.15	0.1	-0.1		-0.31			
Two+	2	2.99	0.89	0.6	1.4		1.82			
07A Skilled Maintenance	67	Female	174	41.93	54.75	227.2	-53.2		-5.25	Yes
		Minority	343	82.65	70.20	291.3	51.7		5.55	
		Black	183	44.10	25.23	104.7	78.3		8.85	
		Hispanic	137	33.01	37.02	153.6	-16.6		-1.69	
		Asian	5	1.20	3.56	14.8	-9.8		-2.59	Yes
		AmIndian	1	0.24	2.19	9.1	-8.1		-2.72	Yes
		NHOPI	0	0.00	1.10	4.6	-4.6		-2.15	Yes
		Two+	17	4.10	1.10	4.6	12.4		5.87	Yes
		Female	18	47.37	48.47	18.4	-0.4		-0.14	
		Minority	17	44.74	57.85	22.0	-5.0		-1.64	
Black	5	13.16	19.15	7.3	-2.3		-0.94			
Hispanic	4	10.53	27.33	10.4	-6.4		-2.32			
Asian	7	18.42	8.55	3.3	3.7		2.18			
AmIndian	0	0.00	0.71	0.3	-0.3		-0.52			
NHOPI	0	0.00	0.06	0.0	0.0		-0.16			
Two+	1	2.63	2.04	0.8	0.2		0.26			
07B Operators	415	Female	174	41.93	54.75	227.2	-53.2		-5.25	Yes
		Minority	343	82.65	70.20	291.3	51.7		5.55	
		Black	183	44.10	25.23	104.7	78.3		8.85	
		Hispanic	137	33.01	37.02	153.6	-16.6		-1.69	
		Asian	5	1.20	3.56	14.8	-9.8		-2.59	Yes
		AmIndian	1	0.24	2.19	9.1	-8.1		-2.72	Yes
		NHOPI	0	0.00	1.10	4.6	-4.6		-2.15	Yes
		Two+	17	4.10	1.10	4.6	12.4		5.87	Yes
		Female	18	47.37	48.47	18.4	-0.4		-0.14	
		Minority	17	44.74	57.85	22.0	-5.0		-1.64	
Black	5	13.16	19.15	7.3	-2.3		-0.94			
Hispanic	4	10.53	27.33	10.4	-6.4		-2.32			
Asian	7	18.42	8.55	3.3	3.7		2.18			
AmIndian	0	0.00	0.71	0.3	-0.3		-0.52			
NHOPI	0	0.00	0.06	0.0	0.0		-0.16			
Two+	1	2.63	2.04	0.8	0.2		0.26			
20 Professionals	38	Female	18	47.37	48.47	18.4	-0.4		-0.14	
		Minority	17	44.74	57.85	22.0	-5.0		-1.64	
		Black	5	13.16	19.15	7.3	-2.3		-0.94	
		Hispanic	4	10.53	27.33	10.4	-6.4		-2.32	
		Asian	7	18.42	8.55	3.3	3.7		2.18	
		AmIndian	0	0.00	0.71	0.3	-0.3		-0.52	
		NHOPI	0	0.00	0.06	0.0	0.0		-0.16	
		Two+	1	2.63	2.04	0.8	0.2		0.26	

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

Yes indicates Number of Standard Deviations <= -2.00

Yes\* indicates Difference <= -1.0

# Incumbency v. Estimated Availability Detail

Exhibit 14

Omnitrans  
07/01/2015

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Expected Incumbents (#)	Difference (#) Exp. minus Inc.	Job Group Size	Number of Standard Deviations	Less than Reasonably Expected?
80 Service Workers	20	Female	0	0.00	15.88	3.2	-3.2		-1.94	
		Minority	19	95.00	80.67	16.1	2.9		1.62	
		Black	6	30.00	3.71	0.7	5.3		6.22	
		Hispanic	12	60.00	74.02	14.8	-2.8		-1.43	
		Asian	1	5.00	1.71	0.3	0.7		1.13	
		American Indian	0	0.00	0.51	0.1	-0.1		-0.32	
		NHOPI	0	0.00	0.06	0.0	0.0		-0.11	
		Two+	0	0.00	0.66	0.1	-0.1		-0.36	

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

Yes indicates Number of Standard Deviations <= -2.00

Yes\* indicates Difference <= -1.0

# Annual Placement Goals

Exhibit 15

Omnitrans  
07/01/2015

Job Group	Placement Goals (%)									
	Female	Minority	Black	Hisp	Asian	AmInd	NHOPI	Two+		
01A Sr. Management	-	-	-	-	-	-	-	-		
01B Management	-	-	-	-	-	-	-	-		
01C Supervisors	31.96	70.55	28.50	-	-	-	-	-		
05A Clerical Support	-	61.58	7.58	-	-	-	-	-		
05B Clerical Support (Union)	-	-	-	-	-	-	-	-		
07A Skilled Maintenance	-	-	-	-	-	-	-	-		
07B Operators	54.75	-	-	-	3.56	2.19	1.10	-		
20 Professionals	-	-	-	27.33	-	-	-	-		
80 Service Workers	-	-	-	-	-	-	-	-		

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



2015

## EQUAL EMPLOYMENT OPPORTUNITY: POLICY STATEMENT

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

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

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

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

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

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

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

  
P. Scott Graham,  
CEO/ General Manager

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

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



2015

Dear Employees:

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

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

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

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

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

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

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

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

Respectfully,

P. Scott Graham,  
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:
  - [accounts payable@omnitrans.org](mailto:accounts payable@omnitrans.org) Finance
  - [contracts@omnitrans.org](mailto: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 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: Tuesday, September 14, 2012  
Form No. 1

 <b>PERSONNEL POLICY MANUAL</b>	POLICY <b>221</b> PAGE   1 OF 2
SUBJECT  <b>Equal Employment Opportunity</b>	APPROVED BY OMNITRANS BOARD OF DIRECTORS  DATE: <b>January 1, 1999</b>

### I. Purpose

To provide guidelines for the Equal Employment Opportunity Program.

### II. Scope

All Departments

### III. Procedure

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

 <b>PERSONNEL POLICY MANUAL</b>	POLICY    221    PAGE 2 OF 2
SUBJECT  <b>Equal Employment Opportunity</b>	APPROVED BY OMNITRANS BOARD OF DIRECTORS  DATE: <b>January 1, 1999</b>

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

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 local government by the passage of the Equal Employment Oppor-  
 26 tunity Act of 1972, which makes it unlawful to discriminate on  
 27 the basis of race, color, religion, national origin, sex, age,  
 28 disability.
- SECTION 10. Nothing contained in this Resolution shall be interpreted to re-  
 quire the agency to grant preferential treatment to any indi-  
 vidual because of the race, color, religion, national origin, sex,  
 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 follow-  
 ing vote, to wit:

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

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

Robert E. Chafin  
SECRETARY

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

Cliff McElwain  
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

*HHN! Marjorie Ewing*

Exhibit 21

**Workforce Communications Group, Inc.**

Tax ID# 27-1148654

**Invoice**

1840 SW 22nd Street  
Suite# 4-643  
Miami, FL 33145

Date	Invoice #
8/1/2014	MR089887

Phone #	888-330-6932	Fax #	888-330-6882
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Bill To

OmniTrans  
Mrs. Marjorie Ewing  
1700 West Fifth St.  
San Bernadino, CA 92411

Please check box if information is incorrect or has changed, and indicate change(s) above on the right and then fax back to 888-330-6882

**Balance Due \$3,250.00**

New e-mail address? Enter here: \_\_\_\_\_

**Workforce Communications Group, Inc.**

1840 SW 22nd Street  
Suite# 4-643  
Miami, FL 33145

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT  
PAYABLE TO WORKFORCE COMMUNICATIONS GROUP.

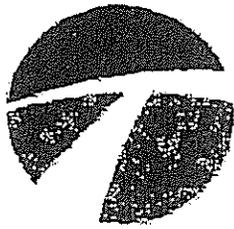
Auth #	Terms
8-1 StPetersHS	Net 15

Item	Description	Amount	Rate
Ad Insert	Advertising Insertion Renewal Order for "employment EOE statement" Approved By: Mrs. Marjorie Ewing Title: Dir. Human Resources / SRC	4,500.00	4,500.00
Pub	Vendor# 4631 Publication: <u>Minority Reporter Employment Edition Summer- Fall 2014</u> <i>re-written</i> website: www.OmniTrans.org		
Discount	Jan 7 2015 Discount <u>AAP</u>	-1,250.00	-1,250.00

*Ad By P. Casal  
1600.50 9080*

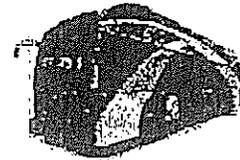
Unless otherwise noted, this invoice does not reflect past participation or obligate you to future obligations. Please check that all information is correct. If we do not receive faxed back changes, or a cancellation within 10 business days, from date of invoice, we will assume all information is correct. Thanking you in advance. Workforce Communications Group, Inc does not represent itself to be affiliated with any minority based group other than Minority Reporter Media. Publication Date/Edition may change without notice due to space and deadlines.

<b>Total</b>	\$3,250.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$3,250.00



# OmniTrans

Connecting Our Community



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](http://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.



## OmniTrans

1700 West Fifth Street  
San Bernardino, California 92411

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

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, National Origin or Disability.

**Workforce Communications Group, Inc.**

1840 SW 22nd Street Suite 4-643 Miami, FL 33145

Phone 888-330-6932 Fax 888-330-6882

August 1, 2014

Omnitrans  
Mrs. Marjorie Ewing  
1700 West Fifth St.  
San Bernadino, CA 92411

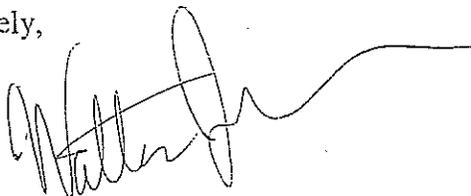
Dear Mrs. Ewing,

Thank you for allowing Workforce Communications Group, Inc. to publish your EOE/Diversity employment message again in our upcoming edition. You have taken the first step in assuring that your organization is representing itself to be in compliance with any state or federal requirements.

Your outreach statement is designed to be seen by minority candidates at various high schools and college career centers, economic development centers, employment offices, civic and church groups, as well as on the news stand. Our goal is to provide you with a medium that minority candidates use to find the latest up to date job opportunities both in the public and private sector.

The staff at Workforce Communications Group, Inc. has over 20 years of experience in providing marketing to those employers and educators that are looking to promote diversity in today's business and educational environments. We appreciate your business and the opportunity to speak with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to be "Walter J. ...", with a long horizontal flourish extending to the right.

The Management and Staff

Workforce Communications Group, Inc.

# The Progressive Woman

Exhibition No.

163062

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

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

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

Approved By:

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

**SIGN & FAX: 800-400-8898**

Signature

*M. Ewing*

4500016739

Advertising Insertion Order

Due Upon Receipt

Date  
12/03/13

**JOB TRAINING EDITION**

Amount Due

\$ 1,350.00

**TOTAL 2014 SUPPORT**

Verification time : 8:00 AM

Please make checks payable to: **The Progressive Woman**

We accept checks, money orders, and all **major credit cards**

Tax ID #95-4665837 • A publication of Media Group, Inc.



Billing Inquiries
951-368-9710
SALES REP/PHONE #
Margie Gerber
951-368-9234
4 PAGE #
2 of 2

PO# 45000 19770

24	ADVERTISER INFORMATION						
2	ADVERTISER/CLIENT NAME	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	1	BILLING PERIOD
	OMNITRANS		1100141855		1100141855		09/01/2014 - 09/30/2014

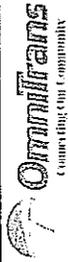
START DATE	END DATE	11	12	13	14	15	16	17	18	19	20
NEWSPAPER REFERENCE	DESCRIPTION	NO NUMBER PLACED BY	PAGE	SALES SIZE	BILLED UNITS	RATE	AMOUNT				
	Balance Forward										2,613.03
										Summary Balance	2,613.03
09/01	09/01	0009950906	Provider of public mass transit for San Mobile PE Employment Mobile		1	0.00	0.00				0.00
09/01	09/01	0009950906	Provider of public mass transit for San PE.com Emp P2 Monster PE		1	0.00	0.00				0.00
09/01	09/01	0009950906	Provider of public mass transit for San Mobile PE Employment Mobile		1	0.00	0.00				0.00
										Invoice Net Amount	0.00
09/01	09/08	0009953697	Provider of public mass transit for San Mobile PE Employment Mobile		8	0.00	0.00				0.00
09/01	09/08	0009953697	Provider of public mass transit for San PE.com Emp P2 Monster PE		8	0.00	0.00				0.00
										Invoice Net Amount	0.00
09/01	09/16	0009956490	Provider of public mass transit for San PE.com Monster Veteran		16	0.00	0.00				0.00
										Invoice Net Amount	0.00
09/29	09/29	0009973096	Invoice PE.com Job Posting Local PE		1	785.00	785.00				785.00
					267.57						

Billing Inquiries	
951-368-9710	
SALES REP/PHONE #	
Margie Gerber 951-368-9234	
4	PAGE #
2 of 2	

PO# 4500019770

ADVERTISER INFORMATION							
24	ADVERTISER/CLIENT NAME	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	1	BILLING PERIOD
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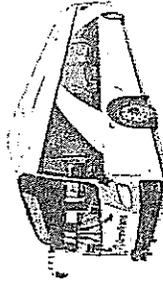
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			Balance Forward						0.00
							Summary Balance		0.00
07/01	07/05	0009925909	Provider of public mass transit for San Mobile PE Employment Mobile				5		0.00
							0.00		
07/01	07/05	0009925909	Provider of public mass transit for San PE.com Emp P2 Monster PE				5		0.00
							0.00		
							Invoice Net Amount		0.00
07/06	07/06	0009939901	Provider of public mass transit for San PE Riverside Employment		3.00 x 8 Li		1		166.92
					24		6.96		
07/10	07/10	0009939901	Provider of public mass transit for San The Weekly Employment		3.00 x 8 Li		1		38.60
					24		1.61		
07/11	07/11	0009939901	Provider of public mass transit for San Unidos Employment		3.00 x 8 Li		1		21.00
					24		0.88		
07/06	07/19	0009939901	Provider of public mass transit for San Mobile PE Employment Mobile				14		25.00
							1.04		
07/06	07/19	0009939901	Provider of public mass transit for San PE.com Emp P2 Monster PE				14		225.00
							9.38		
							Invoice Net Amount		476.52
07/20	07/20	0009944181	Provider of public mass transit for San PE Riverside Employment		3.00 x 11 Li		1		223.89
					33		6.78		
07/24	07/24	0009944181	Provider of public mass transit for San The Weekly Employment		3.00 x 11 Li		1		51.20
					33		1.55		
07/20	07/31	0009944181	Provider of public mass transit for San Mobile PE Employment Mobile				12		25.00
							0.76		
07/20	07/31	0009944181	Provider of public mass transit for San PE.com Emp P2 Monster PE				12		225.00
							6.82		
							Invoice Net Amount		525.00



**OMNITRANS** provider of public mass transit for  
San Bernardino Valley is recruiting for:

- Quality Assurance Manager - \$6162 - \$9108 per mth
- Operations Analyst - \$4249 - \$5933 per mth
- Safety & Regulatory Compliance Manager - \$5667 - \$7690 per mth
- Field Supervisor - \$4249 - \$5933 per mth
- Materials Manager - \$5667 - \$7690 per mth

Apps are avail at 1700 W. 5th St.,  
San Bernardino, CA 92411.



For info call 909-379-7260  
or visit our  
[http://www.omnitrans.org/  
about/jobs.asp](http://www.omnitrans.org/about/jobs.asp)  
website at EEO/AA



Billing Inquiries	
951-368-9710	
SALES REPRESENTATIVE	
Margie Gerber	
951-358-9234	
4	PAGE #
2 of 3	

24 ADVERTISER INFORMATION							
2	ADVERTISER/CLIENT NAME	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	1	BILLING PERIOD
	OMNITRANS		1100141855		1100141855		08/01/2014 - 08/31/2014

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DATE	NEWSPAPER REFERENCE	DESCRIPTION	PO NUMBER PLACED BY	PAGE	SALE SIZE BILLED UNITS	TIMES RUN RATE	AMOUNT		
		Balance Forward							1,001.51
08/01		Thank You For Your Payment							731.00-
								Summary Balance	270.51
08/01	08/02	0009944181	Provider of public mass transit for San Mobile PE Employment Mobile			2 0.00			0.00
08/01	08/02	0009944181	Provider of public mass transit for San PE.com Emp P2 Monster PE			2 0.00			0.00
								Net Amount	0.00
08/03	08/31	0009950906	Provider of public mass transit for San Mobile PE Employment Mobile			29 0.69			25.00
08/03	08/31	0009950906	Provider of public mass transit for San PE.com Emp P2 Monster PE			29 8.33			300.00
08/03	08/03	0009950906	Provider of public mass transit for San PE.com Monster Refresh			1 1.39			50.00
08/02	08/02	0009950906	Provider of public mass transit for San Register Employment		3.00 x 11 LI 33	1 3.30			109.00
08/02	08/02	0009950906	Provider of public mass transit for San Mobile Register Employment Mobile			1 0.15			5.00
08/03	08/03	0009950906	Provider of public mass transit for San Sunday Preferred Employment		3.00 x 12 LI 36	1 0.50			18.00
08/03	08/03	0009950906	Provider of public mass transit for San OrangeCounty.com INT OC Spotlight Online			7 0.28			10.99
08/03	08/03	0009950906	Invoice PE Riverside Employment		3.00 x 42 LI 126	1 1.50			199.00
08/03	08/31	0009950906	Provider of public mass transit for San Mobile PE Employment Mobile			29 0.69			25.00
								Net Amount	<del>231.00</del>
08/10	08/31	0009953697	Provider of public mass transit for San Mobile PE Employment Mobile			22 0.31			25.00/
08/10	08/31	0009953697	Provider of public mass transit for San PE.com Emp P2 Monster PE			22 3.70			300.00
08/10	08/10	0009953697	Provider of public mass transit for San PE.com Monster Refresh			1 0.62			50.00

Printed at: 2:32 pm  
on: Thursday, Dec 18, 2014  
Ad #: 0010002024  
Order Taker: mgerber

# THE PRESS-ENTERPRISE

1825 Chicago Ave, Suite 100  
Riverside, CA 92507  
~~(951) 368-0118~~  
(800) 514-7253  
(951) 368-9018 Fax

## Classified Advertising Receipt

Date	Payment #	Type	Payment information Card Holder	Exp.	Approval	Amount
12/18/2014	P991295	Credit Card	Ray Maldonado	06/2017	ngt03xc5	469.00
Total Payments:						469.00

### Account Information

Phone #: 909-379-7260  
Name: OMNITRANS  
Address: 1700 W 5TH ST, ATTN: ACCOUNTS  
PAYABLE  
SAN BERNARDINO, CA 92411  
USA

Account # 1100141855  
Client:  
Placed By: Denise  
Fax #:

### Ad Information

Placement: Emp P2 Monster PE  
Publication: PE Riverside, Mobile PE, PE.com, PE.com

Start Date: 12/21/2014  
Stop Date: 01/03/2015  
Insertions: 0 print / 14 online

Rate code: Bold Print-2-Web-Employment Online  
Ad type: C Liner

Size: 3.0 X 27 Li  
Bill Size: 81.00

Amount Due: \$ 0.00

Gross price: \$469.00  
Net price: \$469.00  
Total Payments: \$469.00  
Amount Due: \$0.00

### Ad Copy:

#### CONTRACT ADMINISTRATOR - \$4824.00 - \$6711.00 per mth

Omnitrans, provider of public mass transit for the San Bernardino Valley in So California, is seeking a highly skilled professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing.

We are searching for a high energy professional, who thrives in a team-oriented setting, will be a skilled problem solver with superior analytical skills. The selected Professional will be charged to perform journey-level work in support of complex professional services, equipment, or heavy construction contract administration activities.

Apps are avail at 1700 W. 5th St., San Bernardino, CA 92411.  
For info call 909-379-7260 or visit our website at:  
<http://www.omnitrans.org/about/jobs.asp>  
EEO/AA

CUSTOMER:	OMNITRANS	PROOF TIME	12/18/2014 3:17:40 PM
REP ID:	OCMGERBER	LAST RUN:	12/21/14
DESIGNER	Rchung	SIZE:	3X3.03



**CONTRACT ADMINISTRATOR**  
**\$4824.00 – \$6711.00 per month**

Omnitrans, provider of public mass transit for the San Bernardino Valley in So California, is seeking a highly skilled professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. We are searching for a high energy professional, who thrives in a team-oriented setting, will be a skilled problem solver with superior analytical skills. The selected Professional will be charged to perform journey-level work in support of complex professional services, equipment, or heavy construction contract administration activities.

Applications are available at  
1700 West 5th Street  
San Bernardino, CA 92411

For info, call 909-379-7260 or  
visit our website at  
[www.omnitrans.org/about/jobs.asp](http://www.omnitrans.org/about/jobs.asp)

EEO/AA/VET



THE PRESS-ENTERPRISE

Socal  
Commercial Printing

THE WEEKLY

LA PRENSA

LANOCICAL

ESTD

1857

WATERLOO  
MOVIE

1 BILLING PERIOD		2 ADVERTISER/CLIENT NAME	
02/01/2014 - 02/28/2014		OMNITRANS	
4 PAGE#	5 BILLING DATE	6 BILLED ACCOUNT NUMBER	7 ADVERTISER/CLIENT NUMBER
1 of 1	02/26/2014	100141855	100141855
23 TOTAL AMOUNT DUE		24 STATEMENT NUMBER	3 TERMS OF PAYMENT
\$976.82		0000411549	15th of Each Month

9 REMITTANCE ADDRESS
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8 BILLING ACCOUNT NAME AND ADDRESS
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OMNITRANS  
ATTN: ACCOUNTS PAYABLE  
1700 W 5TH ST  
SAN BERNARDINO, CA 92411

Enterprise Media  
POST OFFICE BOX 12009  
RIVERSIDE, CA 92502-2209

010014185501001418550000411549000976822

PLEASE DETACH AND RETURN THE UPPER PORTION WITH YOUR REMITTANCE

13 DATE	11 REFERENCE NUMBER	12 DESCRIPTION - OTHER COMMENTS/CHARGES	14 PRODUCT	15 SIZE	10 BILLED UNITS	17 TIMES RUN	16 RATE	18 GROSS AMOUNT	19 NET AMOUNT
		Balance Forward							479.42
2/14/2014	101219832-02092014	TRANSIT OMNITRANS is recruiting for: PO# N/A Ran 02/05 to 02/22 Bold Text Charge	The Press-Enterprise	3 x 9 LI	27.00	1		344.00	
2/14/2014	101219832-02092014	TRANSIT OMNITRANS is recruiting for: PO# N/A Ran 02/13 to 02/13	The Weekly	3 x 9 LI	27.00	1		45.00	354.00
2/14/2014	101219832-02092014	TRANSIT OMNITRANS is recruiting for: PO# N/A Ran 02/14 to 02/14	La Prensa	3 x 9 LI	27.00	1		0.00	0.00
2/14/2014	101219832-02092014	TRANSIT OMNITRANS is recruiting for: PO# N/A Ran 02/14 to 02/14	La Prensa	3 x 9 LI	27.00	1		75.60	75.60

We appreciate your business.  
When submitting payments, please include your remittance stub & note your account number on your check. Thank you!

OMNITRANS  
FINANCE DEPT.

2014 MAR -5 AM 10:15

INVOICE AND STATEMENT OF ACCOUNT

21 CURRENT NET AMOUNT		22 AGING OF PAST DUE AMOUNTS			* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE	
\$497.40	30 DAYS	60 DAYS	Over 90 DAYS	* UNAPPLIED AMOUNT	25 TOTAL AMOUNT DUE	
	\$479.42	\$0.00	\$0.00	\$0.00	\$976.82	
FOR CUSTOMER SERVICE PLEASE CALL		25 ADVERTISER INFORMATION				
CALL (951) 369-8710 EMAIL <a href="mailto:billinginquiry@pe.com">billinginquiry@pe.com</a>		1 BILLING PERIOD	6 BILLED ACCOUNT NUMBER	7 ADVERTISER/CLIENT NUMBER	8 ADVERTISER/CLIENT NAME	
		02/01/2014 - 02/28/2014	100141855	100141855	OMNITRANS	

Place a Classified Ad: 1-800-514-7255  
Place a Legal Ad: 1-800-280-0345  
Place a Local Display Ad: 951-369-9230

Go Green with electronic tear sheets & billing! Contact customer service to setup your E-tears account or to receive billing via email.

at: 10:16 am

Friday, Jun 20, 2014

Ad #: 0009925909

Order Taker: mgerber

# THE PRESS-ENTERPRISE

Classified Advertising  
Proof

**Exhibit 21**  
1825 Chicago Ave, Suite 100  
Riverside, CA 92507  
(951) 684-1200  
(800) 514-7253  
(951) 368-9018 Fax

### Account Information

Phone #: 909-379-7260  
Name: OMNITRANS  
Address: ATTN: ACCOUNTS PAYABLE, 1700 W 5TH  
ST,  
SAN BERNARDINO, CA 92411  
USA

Account # 1100141855  
Client:  
Placed By:  
Fax #:

### Ad Information

Placement: Employment  
Publication: Mobile PE, PE Riverside, PE.com, The  
Weekly, Unidos

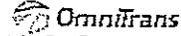
Start Date: 06/22/2014  
Stop Date: 07/05/2014  
Insertions: 3 print / 14 online

Rate code: Quality Assurance-Employment  
Ad type: C Liner

Size: 3.0 X 7 Li  
Bill Size: 21.00

Amount Due: \$ 474.33

### Ad Copy:



Provider of public mass transit for San Bernardino Valleyis recruiting for.  
Quality Assurance Manager - \$5162 - \$9108 per mth  
Apps are avail at 1700 W. 5th St., San Bernardino, CA 92411  
For info call 909-379-7260 or visit our website www.omnitrans.org. EEO/AA

Meredith Tshilonda

From: Native American Jobs [billing@boxwoodtech.com]  
Sent: Monday, September 16, 2013 11:08 AM  
To: Meredith Tshilonda  
Subject: Your receipt



Your job has been submitted for approval and will be activated on the site in 1-2 business days. Thank you for posting at Native American Jobs.

The charge on your Visa statement will appear as "Boxwood Technology, Inc."

Invoice #: 1945286  
Job Package Used: NEW Single 15 Day Online Job Posting  
Job ID: 5686872  
Internal Job ID: 824  
Postings Remaining: 0 of 1  
Credit Card: \*\*\*\*\*1683  
Charge: \$70.00 USD  
Appears As: Boxwood Technology, Inc.

Invoice Detail (1945286)

Omnitrans  
Meredith Tshilonda  
1700 West Fifth Street  
San Bernardino, CA 92411 USA  
909-379-7147  
[meredith.tshilonda@omnitrans.org](mailto:meredith.tshilonda@omnitrans.org)

Monday, September 16, 2013  
Invoice #: 1945286  
Aged: PAID  
Total: \$70.00 USD  
Balance: \$0.00 USD  
PO Number: -

Type	Date	Amount	Description
Invoice	Sep 16, 2013	\$70.00	NEW Single 15 Day Online Job Posting
Payment	Sep 16, 2013	\$(70.00)	Paid by Visa card ending in 1683

Any credit card charges appear on your statement as "Boxwood Technology, Inc."

# Certificate of Merit

Winter 2014

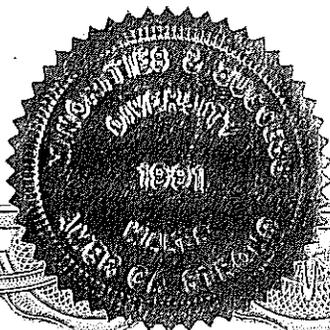
We wish to acknowledge

## OMNITRANS

as an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave, Sexual Orientation and Gender Identity or Expression 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 practice in the investigation of any complaint, or otherwise oppose discrimination.

It is Mrs. Marjorie Ewing 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.



**MINORITIES & SUCCESS**  
Equal Opportunity Employment By Choice

MINORITY SUCCESS NETWORK  
Diversity Keeps America Strong

- HOME
- CAREERS
- COMPANY PROFILES
- BUSINESS SERVICES
  - AAP/EO Resources
  - Diversity Civil Rights Organizations
- MINORITIES & SUCCESS PUBLISHING
- ABOUT US

## COMPANY PROFILES

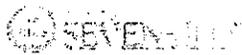
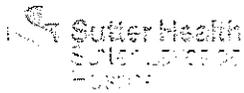


Exhibit 21

The following company profiles are actively involved in the recruitment of qualified Minority and Women applicants. For further information on these organizations simply use the search functions below.

DIVERSITY KEEPS AMERICA STRONG

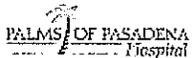
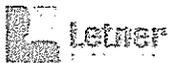
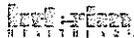
Show  entries

Search:

COMPANY NAME	STATE	INDUSTRY	WEB SITE
OMNITRANS	CA	BUSINESS	<a href="http://www.omnitrans.org">http://www.omnitrans.org</a>

Showing 1 to 1 of 1 entries (filtered from 3,538 total entries)

◀ Previous Next ▶



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

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

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

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

City of Montclair  
5111 Benito  
Montclair, CA 91763

Redlands GAIN  
760 E. Stuart Avenue  
Redlands, CA 92374

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

City of Ontario  
303 East "B" Street  
Ontario, CA 91764

Fontana JESD  
16730 Arrow Blvd.  
Fontana, CA 92335

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

City of Rancho Cucamonga  
10500 Civic Center Drive  
Rancho Cucamonga, CA  
91729

City of Chino  
13220 Central Avenue  
Chino, CA 91710

LTS  
755 S. LA CADENA  
COLTON, CA 92324-3516

CITY OF REDLANDS  
P.O. BOX 3005  
REDLANDS, CA. 92373

City of Chino Hills  
2001 Grand Avenue  
Chino Hills, CA 91709

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

City of Rialto  
150 South Palm Avenue  
Rialto, CA 92376

City of Colton  
650 N. La Cadena Drive  
Colton, CA 92324

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

City of San Bernardino  
300 N. "D" Street  
San Bernardino, CA 92418

City of Fontana  
8353 Sierra Avenue  
Fontana, CA 92335

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

City of Upland  
460 N. Euclid Avenue  
Upland, CA 91786

City of Grand Terrace  
22795 Barton Road  
Grand Terrace, CA 92313

Calvary Chapel of Redlands  
27165 San Bernardino Ave.  
Redlands, CA 92374

City of Yucaipa  
34272 Yucaipa Blvd.  
Yucaipa, CA 92399

City of Highland  
27215 Base Line Avenue  
Highland, CA 92346

Victory Outreach  
990 W. Mill Street  
San Bernardino, CA 92410

VALLEY TRANSPORTATION  
AUTHORITY  
3331 N FIRST STREET  
SAN JOSE, CA. 95134

City of Highland  
27215 Base Line Avenue  
Highland, CA 92346

HENRY ANCHODO  
COUNTY OF SAN BERNARDINO  
2050 MASSACHUSETTS  
2<sup>ND</sup> FLOOR  
SAN BERNARDINO, CA 92415

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

Rocio Rodriguez  
3380 Shelby Ave  
Ontario, CA 91764

ITT TECHNICAL INSTITUTE  
LARRY BURNS  
670 EAST CARNEGIE DRIVE  
SAN BERNARDINO, CA 92408

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

Center for Employment Training  
1099 N. Pepper Ave.  
Colton, CA 92324

UNIVERSITY OF REDLANDS  
P.O. Box 3080,  
Redlands, CA 92373

CALIFORNIA STATE UNIVERSITY,  
SAN BERNARDINO  
5500 University Parkway,  
San Bernardino, CA 92407-2393

CALIFORNIA BAPTIST UNIVERSITY  
8432 Magnolia Ave  
Riverside, California 92504-3297

UNIVERSITY OF CALIFORNIA  
RIVERSIDE  
900 University Avenue.  
Riverside, CA 92521

Scripps College  
1030 Columbia Ave.  
Claremont CA, 91711

LOMA LINDA UNIVERSITY  
Student Services Center  
11139 Anderson Street  
Loma Linda, California 92350

UNIVERSITY OF LA VERNE  
1950 3rd Street  
La Verne CA 91750

LA SIERRA UNIVERSITY  
4500 Riverwalk Parkway  
Riverside, CA 92515

CAL POLY POMONA  
3801 West Temple Avenue  
Pomona, California 91768

CRAFTON HILLS COLLEGE  
11711 Sand Canyon Road  
Yucaipa, CA, 92399

RIVERSIDE COMMUNITY COLLEGE  
4800 Magnolia Ave.  
Riverside, CA 92506

SAN BERNARDINO VALLEY  
COLLEGE  
701 South Mount Vernon Ave.  
San Bernardino, CA 92410

COLLEGE OF THE DESERT  
43-500 Monterey Ave.  
Palm Desert, CA 92260

CHAFFEY COLLEGE  
5885 Haven Ave.  
Rancho Cucamonga, CA 91737-3002

COPPER MOUNTAIN COLLEGE  
6162 Rotary Way  
Joshua Tree, CA, 92252

VICTOR VALLEY COMMUNITY  
COLLEGE  
8422 Bear Valley Rd.  
Victorville, CA, 92392-9699

PALO VERDE COLLEGE  
One College Drive  
Blythe, CA 92225

BARSTOW COMMUNITY COLLEGE  
2700 Barstow Road.  
Barstow, CA 92311

MT. SAN JACINTO COLLEGE  
27645 Jefferson Ave., #108.  
Temecula, CA 92592

COMMUNITY CHRISTIAN COLLEGE  
251 Tennessee Street  
Redlands, CA. 92373

Everest – San Bernardino  
217 E. Club Center Drive, Suite A  
San Bernardino, CA 92408

Loma Linda University Adventist Health  
Sciences Center  
11175 Campus Street  
Loma Linda, CA 92354

CLAREMONT GRADUATE  
UNIVERSITY  
150 E. 10th St, Claremont,  
California 91711

Claremont McKenna College  
500 E. 9th Street  
Claremont CA 91711

Harvey Mudd College  
301 Platt Boulevard,  
Claremont, CA 91711

Pitzer College  
1050 North Mills Avenue  
Claremont, CA 91711

Pomona College  
333 N. College Way  
Claremont, CA 91711

Drucker Institute  
1021 N. Dartmouth Ave.  
Claremont, CA 91711

ITT Technical Institute  
670 East Carnegie Drive  
San Bernardino, CA 92408

University of La Verne College of Law  
320 East D Street  
Ontario, California 91764

Everest College – Ontario  
1460 S. Milliken Avenue  
Ontario, CA 91761

Everest College – Ontario Metro  
1819 S. Excise Avenue  
Ontario, CA 91761

Intercoast College  
1989 Atlanta Avenue  
Riverside, CA 92507

United Education Institute  
295 East Caroline Street, Suite E  
San Bernardino, CA 92408

CET Riverside  
9960 Indiana Avenue Suite 9  
Riverside, CA 92503

Platt College – Ontario  
3700 Inland Empire  
Blvd., Ontario, CA, 91764

Maric College- Riverside Campus  
4040 Vine Street  
Riverside, CA 92507

Sage College  
Moreno Valley Campus  
12125 Day Street, Building L  
Moreno Valley, CA 92557

Universal Technical Institute  
9494 Haven Ave.  
Rancho Cucamonga, CA 91730-5843

AC Transit  
1600 Franklin Street  
Oakland, CA 94612

MONTEBELLO BUS LINES  
311 South Greenwood Ave.  
Montebello, CA 90640

SANTA CRUZ METRO  
110 Vernon St.  
Santa Cruz, CA 95060

ARCATA AND MAD RIVER  
TRANSIT SYSTEM  
736 F  
Arcata, CA 95521

MONTEREY-SALINAS  
TRANSIT  
One Ryan Ranch Road  
Monterey, CA 93940

SANTA CLARA COUNTY  
TRANSPORTATION AGENCY  
3331 N. First Street, Bldg. B  
San Jose, CA 95134-1906

CENTRAL CONTRA COSTA  
TRANSIT AUTHORITY  
2477 Arnold Industrial Way  
Concord, CA 94520

NORTH SAN DIEGO  
COUNTY TRANSIT DISTRICT  
Attention: Personnel  
810 Mission Ave.  
Oceanside, CA 92054

SANTA MONICA MUNICIPAL  
BUS LINES  
1660 7<sup>th</sup> St.  
Santa Monica, CA 90401-3324

CULVER CITY MUNICIPAL  
BUS LINES  
9815 West Jefferson Blvd.  
Culver City, CA 90230

ORANGE COUNTY  
TRANSIT DISTRICT  
P.O. Box 14184  
Orange, CA 92613-1584

SOUTH COAST AREA  
TRANSIT  
301 E. 3<sup>rd</sup> St.  
Oxnard, CA 93030

FRESNO TRANSIT/FRESNO  
AREA EXPRESS  
2223 G Street  
Fresno, CA 93706

RIVERSIDE TRANSIT  
AGENCY  
Personnel Department  
1825 3rd Avenue  
Riverside, CA 92507

SUNLINE TRANSIT  
32505 Harry Oliver Trail  
Thousand Palms, CA 92276

GARDENA MUNICIPAL  
BUS LINES  
15350 South Van Ness Ave.  
Gardena, CA 90249

SACRAMENTO REGIONAL  
TRANSIT DISTRICT  
P.O. Box 2110  
Sacramento, CA 95812-2110

City of Rialto  
150 South Palm Avenue  
Rialto, CA 92376

GOLDEN EMPIRE TRANSIT  
DISTRICT  
1830 Golden State Avenue  
Bakersfield, CA 93301

SAN MATEO COUNTY  
TRANSIT DISTRICT  
1250 San Carlos Avenue  
P.O. Box 3006  
San Carlos, CA 94070-1306

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

LACMTA  
One Gateway Plaza  
Los Angeles, CA 90012-2952

SAN DIEGO TRANSIT  
CORPORATION  
P.O. Box 2511  
San Diego, CA 92112-2511

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

LONG BEACH TRANSIT  
1300 Gardenia Avenue  
P.O. Box 731  
Long Beach, CA 90801

SAN JOAQUIN RTD  
421 E. WEBER AVE.  
STOCKTON, CA 95202-3024

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

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

SANTA BARBARA  
METROPOLITAN TRANSIT  
DISTRICT  
550 Olive St  
Santa Barbara, CA 93101

Calvary Chapel of Redlands  
27165 San Bernardino Ave.  
Redlands, CA 92374

City of Highland  
27215 Base Line Avenue  
Highland, CA 92346

EDD  
Attn: Sondra Berry  
1151 Spruce St.  
Riverside, CA 92507

Attn: Carla Makay  
Calvary Chapel of Rialto  
1391 W. Merrill Ave.  
Rialto, CA 92376

City of Loma Linda  
25541 Barton Road  
Loma Linda, CA 92354

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

Victory Outreach  
990 W. Mill Street  
San Bernardino, CA 92410

City of Montclair  
5111 Benito  
Montclair, CA 91763

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

VALLEY TRANSPORTATION  
AUTHORITY  
3331 N FIRST STREET  
SAN JOSE, CA. 95134

City of Ontario  
303 East "B" Street  
Ontario, CA 91764

Redlands GAIN  
760 E. Stuart Avenue  
Redlands, CA 92374

City of Upland  
460 N. Euclid Avenue  
Upland, CA 91786

City of Rancho Cucamonga  
10500 Civic Center Drive  
Rancho Cucamonga, CA  
91729

City of Chino  
13220 Central Avenue  
Chino, CA 91710

City of Yucaipa  
34272 Yucaipa Blvd.  
Yucaipa, CA 92399

CITY OF REDLANDS  
P.O. BOX 3005  
REDLANDS, CA. 92373

City of Chino Hills  
14000 City Center Dr.  
Chino Hills, CA 91709

City of San Bernardino  
300 N. "D" Street  
San Bernardino, CA 92418

City of Colton  
650 N. La Cadena Drive  
Colton, CA 92324

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

ITT TECHNICAL INSTITUTE  
LARRY BURNS  
670 EAST CARNEGIE DRIVE  
SAN BERNARDINO, CA  
92408

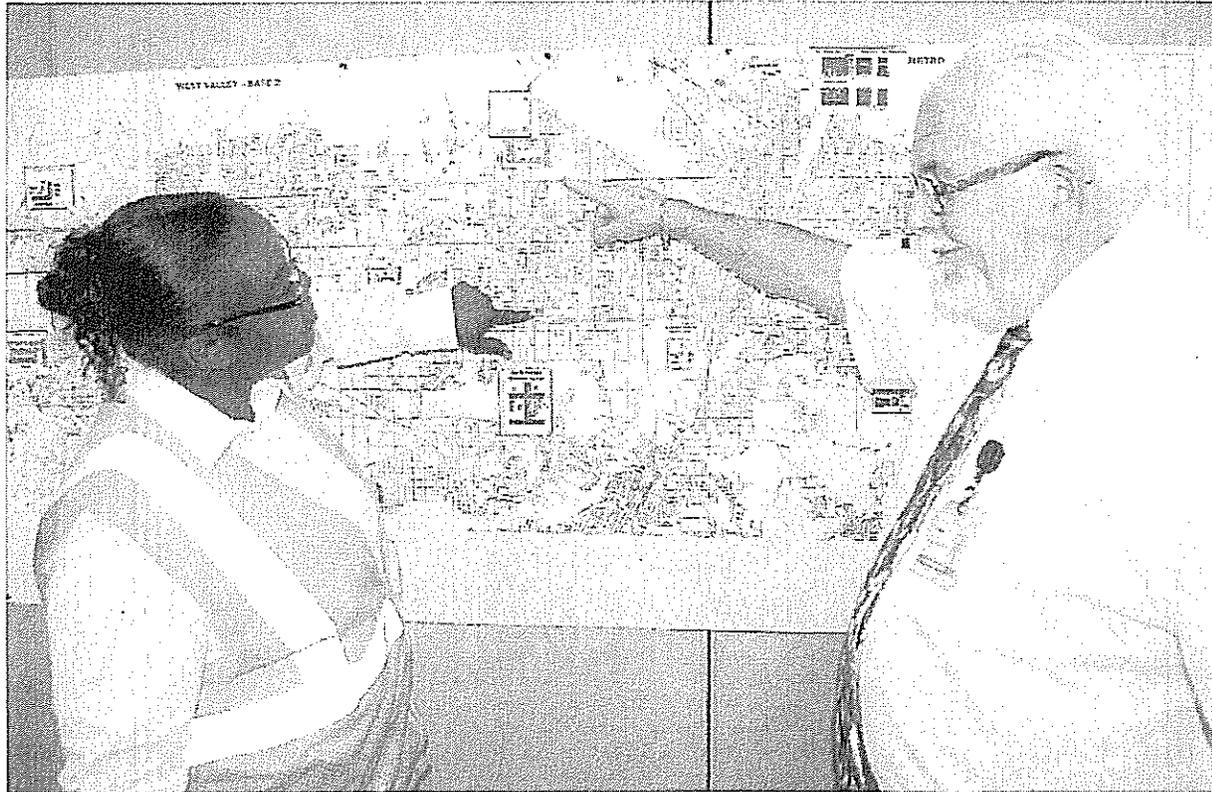
City of Fontana  
8353 Sierra Avenue  
Fontana, CA 92335

City of Grand Terrace  
22795 Barton Road  
Grand Terrace, CA 92313

LTS  
755 S. LA CADENA  
COLTON, CA 92324-3516

## A visit with Omnitrans student coach operators

Posted on November 14, 2014 by Omnitrans | [Comment](#)

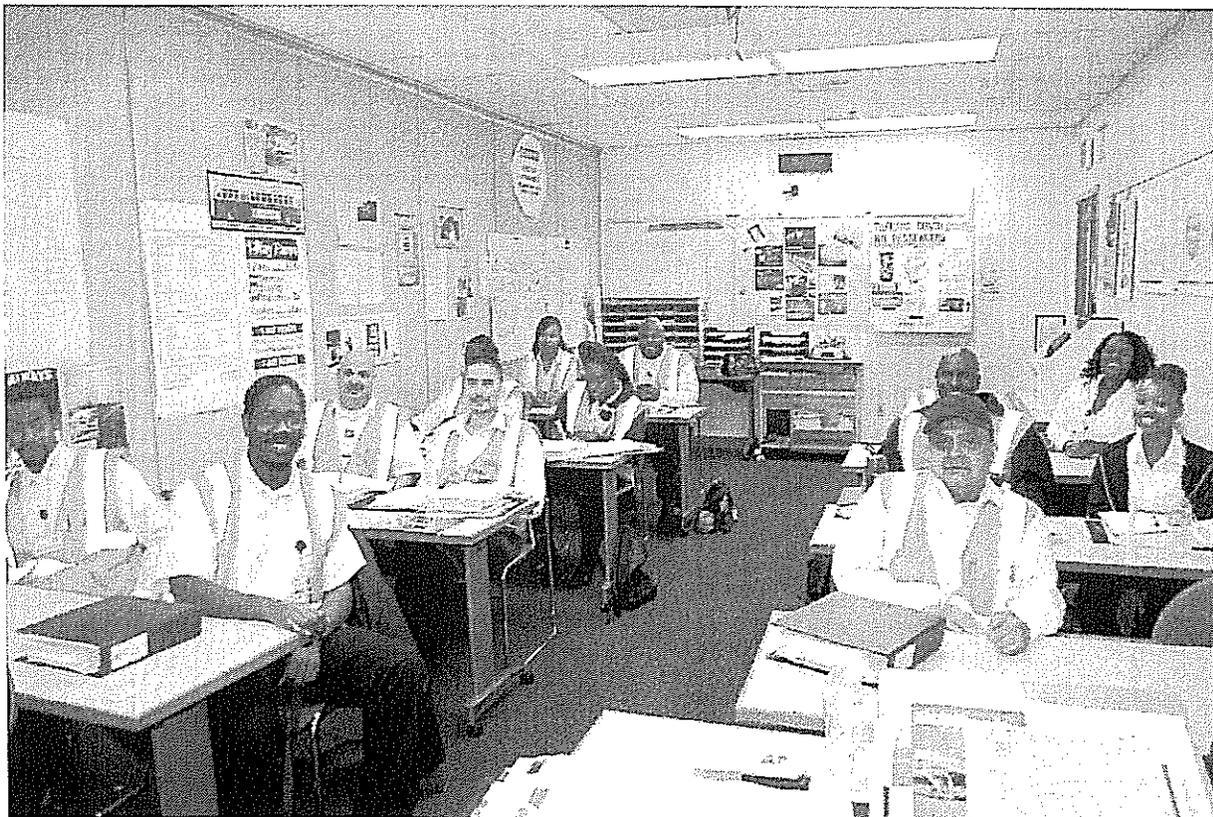


Fleet Safety and Training Instructor Steve McClure and a student coach operator go through routes on the system map

Our latest group of student coach operators spent time this week both in the classroom and out in the bus yard, mastering the customer service and technical skills they will need before going out on the road. I stopped by the training room yesterday to visit the class to see how it was going so far.

"Probably the most challenging thing so far is having to learn all 26 routes within a couple of weeks. It's rough, but we can do it," says one of the students confidently. The rest of the class nods, smiling.

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"Christina's been teaching us to use key words to help us remember each route," adds another student. "For example, I remember that the route on Baseline and 16th is the 67 because

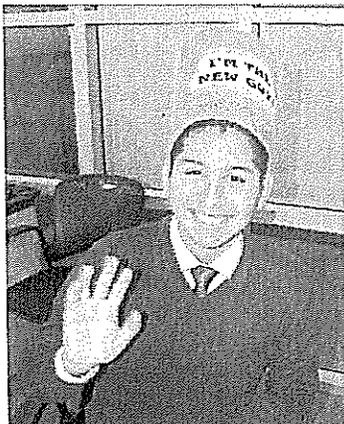
Omnitrans interns land new jobs

Posted on November 25, 2014 by Omnitrans | Comment



Edson Ibanez and Victor Cuate

Omnitrans planning interns Victor Cuate and Edson Ibanez have recently taken on new job positions. Victor is now a full-time planning analyst for the agency, while Edson has been hired as a city planner for the city of Acusa. Both credit Omnitrans with providing them a solid foundation in the transit planning and recommend internships to other students interested in entering the field.



"The planning internships here are very hands on," says Victor. "And the managers really take you under their wing. They don't necessarily assign you a project and stand over you. They give you project options and want you to take it and run with it. You learn to work within limitations and act as a team with others in the department to enhance your skills."

Edson agrees. "One of the biggest things that helped me was doing inter-department presentations because with the city I now have to do a lot of public hearings. I also some public hearings here at Omnitrans, so that helped give me a foundation as well. I also gained an understanding of how land use and transportation play a role in development. In my new job with the city, I am doing stuff that has to do with sustainable communities and a specific transit development plan. My experiences both with Omnitrans and SanBAG have given me a great foundation to build on."

---

## Female Air Force Major named Director of Operations

Posted on [March 3, 2014](#) by [Omnitrans](#) | [1 Comment](#)



Diane Caldera has been appointed the new Director of Operations at Omnitrans after serving eight months as “interim.” It’s a challenge she’s excited to take on.

As Director, she will oversee more than 400 employees responsible for delivering public bus service to the San Bernardino Valley. Her department also manages transportation contracts which provide demand response services: OmniLink, a general public dial-a-ride; and, Access, for persons with disabilities.

When Diane joined the agency in 2005 as a coach operator, she quickly moved through the ranks. Within six months she took a position in Human Resources, then returned to Operations to work as a Field Supervisor. Finally she was promoted to Assistant Transportation Manager where she spent 7 years managing and mentoring others.

“I like to take the time to talk with people and get to know them as individuals—especially our coach operators. This way I can recognize straight away when something’s bothering them and ask them about



## Bridge Program encourages a career as a coach operator

Omnitrans is offering a free training program to encourage people to pursue a career in public transit. Funded by a Workforce Development Grant, the Bridge Program is a series of classes that introduces participants to the transit industry and teaches them how to apply for and successfully secure jobs as coach operators. Each 1-week intensive training program culminates with a job fair where the participants can meet with and submit applications to several different regional transit agencies.

Bridge Program instructor Henry Shields was formerly the Fleet Safety and Training Supervisor for Omnitrans before his retirement in 2011. He believes the program provides a unique opportunity for those who are looking for a lucrative career with long-term job stability.

"Most people never consider a career in transit," Shields points out frankly. "They aren't aware of the opportunities that are open to them. Coach operator positions offer paid training, competitive salaries, great benefits and good job security. You don't have to have a degree or a trade skill. If you have a positive attitude, a strong work ethic and a willingness to learn, then you have the ability to succeed in this field."

Shields can vouch for this from his own firsthand experience. When he received his honorable discharge from the Marine Corps in 1990, he was surprised at how difficult it was for him to find a civilian job. As a Master Sergeant he had years of experience as a respected training instructor and recruiter, but without a degree, trade or technical skill no one would consider him for a job. Finally he applied for a coach operator position at Omnitrans and began what became a 21 year career in the transportation industry. Thanks to the tuition reimbursement program Omnitrans offers its employees, he was also able to obtain a college degree in Business Management.

"It was one of the best decisions I ever made," says Shields. "Being able to share the same opportunity with others through the Bridge Program means a lot to me. It has the potential to completely change lives. It also generates public interest in transit as a career path and serves as a valuable recruitment tool for regional agencies."

## Get ready for Roadeo and Transit Appreciation Week!

Exhibit 24

The most wonderful time of the year is approaching! No, not the holidays... it's Transit Appreciation and Roadeo Week (TAW)! From October 20 - 25, Omnitrans will be celebrating its employees and customers with fun, food and giveaways - all culminating with the Family Roadeo and Car Show on Saturday, October 25!

The week will kick off on Monday, October 20, when Buster and friends will be visiting East Valley Transit Centers to thank customers for riding Omnitrans and surprise them with a small gift. On Tuesday the 21st, East Valley will celebrate TAW with breakfast, lunch, keepsakes and other festivities for all employees throughout the day. Wednesday, October 22nd brings Buster to the west side to thank customers at West Valley Transit Centers, and on Thursday the 23rd TAW bursts onto West Valley for more employee appreciation.

It's all in preparation for the really big event of the week, the Roadeo, on Saturday in West Valley. Don't expect the same old Roadeo - for those of us who have been in the Omni family for a while, it will be like a return to "classic" Roadeo days as the novice and general competitions return! This gives non-coach operator staff a chance to participate in the competition and get a sense of the challenges our operators face. It's also a lot of fun, so if you've never tried it, don't miss out! Applications are available at Dispatch in East and West Valley. The deadline for entries is October 6.

Families also are very welcome at the Roadeo - lunch and snacks will be served, there will be games for the kids, and the 2nd Annual Omnitrans Car Show will be back for everyone to enjoy. Shine up your favorite car, truck, or motorcycle and bring it down to show it off. Everyone on hand will be voting, and trophies are at stake! Sign up in EV or WV Dispatch by October 15. Festivities start at 9 a.m.

In short, it's going to be a great week, and it's all to thank our fabulous employees for your great work all year. We look forward to celebrating with you!

## A new face at Omnitrans



Join us in welcoming aboard Patricia Dorch as our new Workforce Development Assistant Instructor.

Patricia will be working with Henry Shields on the Bridge Program to help prepare potential coach operator candidates for a professional career in transit.

# CO John Barnett earns National Safety Council Award

In September, Coach Operator John Barnett was presented with the Safe Driver Award of Honor for the Pacific Region by the National Safety Council. During his 27-year tenure at Omnitrans, John has logged nearly 50,000 hours and 2 million miles of safe driving.

John Barnett began his career here at Omnitrans in 1988 when he was hired as a part time coach operator, and within a few months was promoted to full time. From the very beginning of his career John displayed great pride, enthusiasm and dedication to his job. He took the time to encourage the new hire coach operators with solid words of wisdom and stressed to them the importance of being a safe driver at all times.

Additionally, John devoted himself to providing great customer service to his passengers, accumulating numerous customer service awards and accolades throughout his career. His very impressive file contained numerous letters from passengers from all ages and walks of life, each praising his kindness, helpfulness and his commitment to going the extra mile to assist them.



*John Barnett and Omnitrans CEO P. Scott Graham*

“I treat everyone with respect and courtesy,” John says. “That’s important. My passengers know that I will always do my best to get them to their destination safely and on time. People appreciate that. I’ve driven the Route 22 for so long now I’ve gotten to know all the regular riders and have even seen some of them grow up from babies. One little girl who used to ride my bus is now my granddaughter’s kindergarten teacher! You never know where you might run into someone again, but they will always remember how you treated them.”

John plans to retire in early 2015. “Omnitrans has been a great experience for me,” he smiles. “And I’m going to miss a lot of people when I go. But I am looking forward to having the time to relax and do some traveling with my wife.”

## Pledge To Share The Ride & WIN A KINDLE During Rideshare Week October 6 - 10

Omnitrans employees who pledge to share the ride at least once during Rideshare Week have three chances to win great prizes!

The first opportunity to win is by filling out a pledge card and turning it in before October 9 to be entered into exclusive Omnitrans employee only daily pledge card drawings for Starbucks, In-N-Out and AMC movie gift cards during Rideshare Week.

Secondly, a grand prize winner will be drawn from Omnitrans employee pledge cards at the end of Rideshare Week for a Kindle 7" tablet, courtesy of the Omnitrans Green Team!

Employees also have a third chance at winning the county-wide grand prize drawing for weekend getaways at luxury desert resorts, gift cards from Stater Bros., Home Depot, Vons, Best Buy and more.

So, get your pledge cards in early to have more chances to win!

**Here's how to participate:**

- 1) Pick up a Rideshare Week pledge card in your department or download one from the Omnitrans Intranet.
- 2) Fill it out, and turn send it to the Marketing Dept., attention

Janice Kuhn, by Oct. 25th. To be eligible for the daily Rideshare Week drawings, send it in no later than Thursday, October 9.

3) Winners will be drawn from pledge cards received to date. Employees who win during the daily pledge card drawing are ineligible to win again during the daily prize drawing, but are eligible to win in the Kindle HD drawing and the county-wide Grand Prize drawing. One entry per person.

4) Employees who are already participating in the Omnitrans Rideshare Program are eligible to win. Just make sure to fill out a pledge card and turn it in!

And that's not enough-watch for a special RIDESHARE WEEK EVENTS on October 8th and 9th where employees will have even more chances to pledge and win prizes on the spot!

Rideshare Week celebrates the benefits of using sustainable transportation such as carpooling, vanpooling, riding the bus, bicycling, walking, and riding the train.

For more information about finding a carpool partner or learning more about the Omnitrans Rideshare Program, contact Janice Kuhn at (909)379-7168.

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## Coach Operators: hiring the best of the best

Posted on [November 20, 2013](#) by [Omnitrans](#) | [Leave a comment](#)



Meet our newest coach operator graduates. Bottom row, left to right- Tondra Williams, Roy Everett, Valerie Nelson, Jeremy Aragon. Top row, left to right- Ron Maestos, Michael Garrett, Israel Eze, Curtis Barry

This month we welcomed our newest group of coach operator graduates. They recently completed 5-6 weeks of extensive training to pass their final tests and join our operations department as full-fledged coach operators.

But before they ever began that training, these aspiring drivers had to undergo an 8-step screening process that identified them as the best of the best of all potential candidates. Did you know that on average only 8% of the people who apply for the position, actually go on to become an Omnitrans coach operator?

The majority of our applicants hear about job openings by subscribing to our [job alerts](#). Others come to us through employee referrals or as walk-ins. For each opening we receive an average of 250 applicants, yet

only around 20 are hired to begin actual training. And out of those trainees, often only half continue past the final exam.

*Theme: Coraline by Automattic.  
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Valerie Nelson (left) proudly shows off the coach operator certificate presented to her by Director of Operations, Diane Caldera (right).

Here's a quick look at our 8 -step screening process, which helps us select those individuals best suited to become coach operators.

### **Step 1 – The Application**

Surprisingly, many candidates are immediately eliminated in this first step because they have either failed to fill out portions of the application or have neglected to sign it. It is absolutely vital that you provide all the information requested in order to ensure your application isn't passed over as incomplete.

### **Step 2 – The Minimum Qualifications**

In order to even be considered for a coach operator position, an applicant must be 21 or older and have no more than 2 points within a 3 year period within 10 years of driving time. A recent (not more than 30 days old) DMV-H6 form must be attached to the application form to even be considered for the position.

### **Step 3 -The Testing**

Omnitrans does extensive testing on all applicants to assess their work ethics, customer service, and driving skills. Those that pass the examination are placed on an eligibility list for a period of up to 1 year.

### **Step 4 – The Interview**

An interview date is scheduled. When the applicant arrives, they will participate in two sets of interviews, one with an HR representative and one with our operations department management team. An

outstanding work ethic, strong driving skills, and excellent customer service all figure prominently in the selection process.

## Follow Omnitrans Public Transit News for the San Bernardino Valley

### Step 5 – The Background Check

A background check is completed on all applicants to ensure that each candidate has good standing.

Get every new post delivered to your Inbox

### Step 6 – The Pre-Assessment

Candidates are asked to perform several physical tasks that will determine if they can perform the essential job functions of a Coach Operator. This could include such physical tasks as the ability to lift a certain amount of weight, simulating the tie down of a wheel on a trailer, the ability to walk up and down steps repeatedly.

### Step 7 – The Physical Screening

Our Occupational Health Provider administers a DOT physical exam and DOT drug test. All candidates being considered for employment for all positions within the organization must successfully pass a physical examination and drug test before they are hired.

### Step 8 – The Permit

Candidates must obtain a Class B driving permit with air brakes and passenger endorsement prior to employment.

Once a candidate is hired, they must successfully complete 5-6 weeks of classroom and on the road training before graduating to full-fledged coach operator. It's truly an accomplishment of which to be proud!

If you happen to run into any of our new operators on your route, you'll know that they are among the finest in their profession. Be sure to give them a shout out and say hi. They are looking forward to serving you.

You can view more photos of our graduating class on [Flickr](#).

*Thanks to Denise Gibson and Misty Tshilonda in HR for providing background information on our hiring process.*

- Juno Kughler Carlson  
juno.carlson@omnitrans.org



Graduating Coach Operator Curtis Barry is congratulated by his very proud mom.

Interested in a career at Omnitrans? Visit our [career opportunities](#) page for a list of open job positions.

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\*

as success/failure in previous examinations, court convictions or arrest records, medical judgments, spouse's occupation, transportation, child care arrangements, hobbies, or special interests.

To avoid any potential liability, it is suggested that you ask just the pre-determined questions.

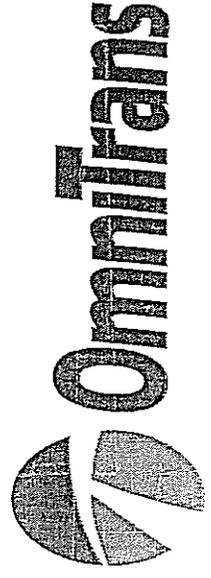
### Ending the interview

Once the oral 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 the candidate would like to talk about which they may not have had the opportunity to mention earlier.
2. Thank them for their time and their interest in the position and in Omnitrans.
3. Show the candidate out of the room.

### Making Decisions/Scoring

The interview is an information-gathering exercise and a decision only should be made once all of the information has been collected together and evaluated. Between interviews, allow time to write up brief notes, including evidence of the criteria 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 the reason for the score is required from the evaluator.*



# THE INTERVIEW PANEL

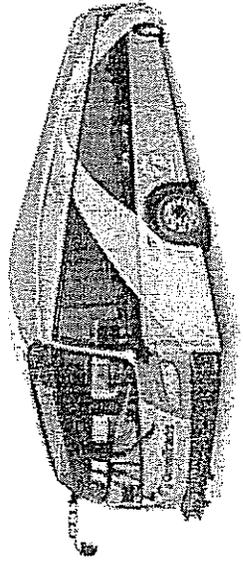


Exhibit 26

A Publication of the  
Human Resources Department  
*Updated August 2004*



OMNITRANS  
HUMAN RESOURCES DEPARTMENT

1700 W. Fifth Street  
San Bernardino, CA 92411  
909/379-7260  
FAX: 909/379-7108

.....

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.



## OMNITRANS ORAL BOARD GUIDELINES

Welcome, and thank you for participating in the oral interview portion of our selection process. Selecting the wrong candidate presents significant and unwelcome costs to employers, so a well-organized interview process is a vital component of 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. This also is 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.

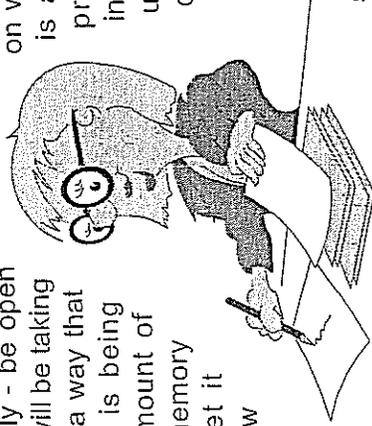
### Introducing the interview

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.



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 clues.

### Listening

Interviewers always should 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 have paid attention not just to what is being said, but also the way in which it is being said.

### Questioning

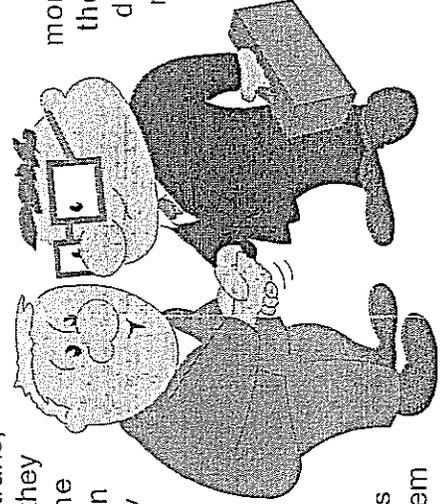
The main objective of the interview is to obtain information about the candidate. Therefore, you should aim to have the candidate talking approximately 70 - 80 percent of the time. It is important that the interviews stay consistent and structured. *A list of questions has been provided to the oral board and must be asked of all candidates.* We realize that not all candidates have similar backgrounds and experiences. Follow-up questions specific to their answers may arise during the interview. However, 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

### Preparation

Ensure that you know what information you want from the candidate, and give a good impression by being familiar with their application.

### Rapport

Candidates will give much more information about themselves, be less defensive and generally more open the more relaxed and comfortable they feel. Interviewers, therefore, should try to provide a supportive and friendly environment, which also gives them the information about the candidate that they need.



# **Affirmative Action Program for Workers with Disabilities and Protected Veterans**



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**Scott Graham, CEO/General Manager**      **Date**

---

**Marjorie Ewing, Director of Human Resources**      **Date**

## **PART II**

## **SECTION I**

### **INSPECTION OF THIS AAP**

*41 §CFR 60-741.41*

*41 §CFR 60-300.41*

The full Affirmative Action 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 AAP can be obtained are posted where such information is available to both applicants and employees. (See Exhibit 1).

## SECTION II

### PERSONS COVERED BY THIS AFFIRMATIVE ACTION PROGRAM

*41 CFR §60-741.2*

*41 CFR §60-300.2*

**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 Director of Human Resources.

## SECTION IV

### INTERNAL DISSEMINATION OF POLICY

*41 CFR §60-741.44(g)*

*41 CFR §60-300.44(g)*

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

1. Omnitrans' policy manual contains its EEO/AA Policy, which covers individuals with disabilities and protected veterans. (See Exhibit 6).
2. Omnitrans' EEO/AA Policy is posted in all offices and on all employee bulletin boards. (See Exhibit 1).
3. Omnitrans periodically informs all employees of its commitment to engage in affirmative action to increase employment opportunities for qualified individuals with disabilities 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 Affirmative Action Program are discussed in new employee orientation meetings.
5. The Affirmative Action 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 AAP is covered in depth with employees who work in Human Resources.
7. From time to time we meet with union officials to explain Omnitrans' equal employment opportunity policy and to request their cooperation and support.
8. When employees are featured in the employee newsletter *Omniviews* and the company blog, veterans and individuals with disabilities are included (see Exhibit 12).

## 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. Newspaper advertisements and other recruiting communications carry the tag line, An Equal Opportunity Employer/Affirmative Action Employer, or EEO/AA. (See Exhibit 4)
5. Omnitrans participates in multiple veterans job fairs each year (see Exhibit 9).
6. Advertisements in *The Veteran Journal* publication. (See Exhibit 10).
7. 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)*

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

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

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

## **SECTION VII**

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

*41 CFR §60-741.44(j)*

*41 CFR §60-300.44(j)*

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

## SECTION VIII

### REVIEW OF PERSONNEL PROCESSES PROPER CONSIDERATION OF QUALIFICATIONS

*41 CFR §60-741.44 (b)*

*41 CFR §60-300.44 (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.
2. In the same way, Omnitrans will review physical and mental qualifications of any job whenever the position description for that job is revised.
3. Omnitrans administers physical examinations only post-offer/pre-employment. Physical examinations are not given to all applicants/employees, they but are given to each applicant offered an opportunity in a particular job title.
4. Information obtained about any applicant's or employee's medical condition or history shall be collected and maintained on separate forms and in separate medical files.

These files will be treated as confidential except:

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

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

## SECTION X

### REASONABLE ACCOMMODATIONS

*41 CFR §60-741.44(d)*

*41 CFR §60-300.44(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**

*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 Affirmative Action Program have had the opportunity to participate in all Omnitrans-sponsored educational, training, recreational, and social activities; and
  - (v) measures our compliance with specific obligations.

These are the responsibility of the CEO/General Manager.

2. Where problems are identified, Omnitrans will undertake the necessary action to bring the program into compliance.
3. Omnitrans retains all records relating to employment decisions, such as advertisements and postings, applications and résumés, interview notes, tests and test results, requests for accommodation, etc. for a period of 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.

## 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 July 1 2014 – June 30, 2015 AAP for persons with disabilities and protected veterans, Omnitrans 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.

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

Job Group 01A – Sr. Management:	0.00%
Job Group 01B – Management:	5.26%
Job Group 01C – Supervisors:	5.88%
Job Group 020 – Professionals:	5.26%
Job Group 05A – Clerical Support:	7.69%
Job Group 05B – Clerical Support (Union):	10.00%
Job Group 07A – Skilled Maintenance:	1.49%
Job Group 07B – Operators:	2.17%*
Job Group 080 – Service Workers:	5.00%

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 AAP year, July 1, 2015 – June 30, 2018, the hiring benchmark is **7.2 percent**.

As of March 26, 2015, 11 percent of Omnitrans workforce consists of protected veterans. From July 1, 2012 through March 25, 2015, Omnitrans hiring rate for protected veterans was 8.7%. Omnitrans will continue outreach to protected veterans and will continue to monitor the effectiveness of our AAP on an annual basis.

## 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 Information
4. Sample Job Announcement
5. Notice of Non-Discrimination on the Basis of Disability
6. Policy 221
7. Policy 704
8. Policy 225
9. Certificate of Recognition Inland Empire Veteran's Day Job Fair
10. The Veteran Journal
11. Veteran job fair information
12. Omnitrans blog articles



2015

## EQUAL EMPLOYMENT OPPORTUNITY: POLICY STATEMENT

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

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

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

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

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

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

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

  
P. Scott Graham,  
CEO/ General Manager

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

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



2015

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, and sexual orientation. It is also the policy of this Agency to ensure that no employee is subjected to retaliation because he or she has alleged unlawful harassment. Immediate and appropriate corrective action will be taken to address any form of harassment or retaliation.

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

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

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

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

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

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

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

Respectfully,

P. Scott Graham,  
CEO/General Manager

# OMNITRANS TERMS AND CONDITIONS OF PURCHASE

**PURCHASE ORDER (P.O.)** Omnitrans shall not be responsible for goods or services provided to officials or employees without a duly authorized P.O.

**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:

- [accounts payable@omnitrans.org](mailto:accounts payable@omnitrans.org) Finance
- [contracts@omnitrans.org](mailto:contracts@omnitrans.org) Procurement

The above does not apply to those Contractors whose invoices are also their packing slip, work order, delivery ticket, etc.

**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.

**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.

**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.

**PARTIAL DELIVERIES.** Shipments must be identified as partial or complete, along with the number of shipping units.

**MODIFICATIONS.** Supplier shall not make any alterations or change to this order in any fashion without prior written authorization from Omnitrans.

**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.

**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.

**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 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 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 909.378.7146; fax: 909.379.7107; 1700 West Fifth Street, San Bernardino, CA 92411.

End of this Purchase Order Terms and Conditions

# About Omnitrans

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

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

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

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

## General Requirements

**APPLICATION PROCEDURE:** Applications are accepted only for those positions currently posted on the Employment Opportunities Board. Official application forms and related materials must be fully and correctly completed, returned to and received in the 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



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

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

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

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

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

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

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

 <b>PERSONNEL POLICY MANUAL</b>	POLICY    221        PAGE 1 OF 2
SUBJECT  <b>Equal Employment Opportunity</b>	APPROVED BY OMNITRANS BOARD OF DIRECTORS  DATE: <b>January 1, 1999</b>

### I. Purpose

To provide guidelines for the Equal Employment Opportunity Program.

### II. Scope

All Departments

### III. Procedure

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

 <b>PERSONNEL POLICY MANUAL</b>	POLICY <b>221</b> PAGE   2 OF 2
SUBJECT  <b>Equal Employment Opportunity</b>	APPROVED BY OMNITRANS BOARD OF DIRECTORS  DATE: <b>January 1, 1999</b>

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

 <b>PERSONNEL POLICY MANUAL</b>	POLICY    704    PAGE 1 OF 3
SUBJECT  <b>Harassment Prevention</b>	APPROVED BY OMNITRANS BOARD OF DIRECTORS  DATE:            April 6, 2005

### I. Purpose

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

### II. Scope

All Departments

### III. Procedure

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

 <b>PERSONNEL POLICY MANUAL</b>	POLICY    704    PAGE 2 OF 3
SUBJECT  <b>Harassment Prevention</b>	APPROVED BY OMNITRANS BOARD OF DIRECTORS  DATE: <b>April 6, 2005</b>

employment benefits in return for sexual favors.

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

 <b>PERSONNEL POLICY MANUAL</b>	POLICY 704 PAGE 3 OF 3
SUBJECT  <b>Harassment Prevention</b>	APPROVED BY OMNITRANS BOARD OF DIRECTORS  DATE: April 6, 2005

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

- CEO/General Manager
- Director of Human Resources

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

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

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

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

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

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

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

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

 <p><b>PERSONNEL POLICY MANUAL</b></p>	<p>POLICY 225 PAGE 1 OF 10</p>
<p>SUBJECT</p> <p><b>Americans With Disabilities Act (ADA) of 1990</b></p>	<p>APPROVED BY OMNITRANS BOARD OF DIRECTORS</p> <p>DATE: May 2, 2007</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.

 <b>PERSONNEL POLICY MANUAL</b>	POLICY 225      PAGE 2 OF 10
SUBJECT  <b>Americans With Disabilities Act (ADA) of 1990</b>	APPROVED BY OMNITRANS BOARD OF DIRECTORS  DATE: May 2, 2007

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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SUBJECT  <b>Americans With Disabilities Act (ADA) of 1990</b>	APPROVED BY OMNITRANS BOARD OF DIRECTORS  DATE: May 2, 2007

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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<b>SUBJECT</b>  <b>Americans With Disabilities Act (ADA) of 1990</b>	<b>APPROVED BY OMNITRANS BOARD OF DIRECTORS</b>  <b>DATE: May 2, 2007</b>

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.

 <p style="text-align: center;"><b>PERSONNEL POLICY MANUAL</b></p>	<p>POLICY 225      PAGE 7 OF 10</p>
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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

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documentation showing: (1) the existence and nature of the disability; (2) the appropriateness of any accommodation proposed by the applicant or employee; and (3) a medical opinion as to when an applicant or employee suffering from a temporary disability may be expected to recover from the disability.

- B. The employee may be required to undergo medical examination by a physician authorized and paid for by Omnitrans in an effort to obtain the information in Section A above, unless the employee's disability is also a disability covered by the Family and Medical Act (FMLA). If the disability is covered by FMLA, medical documentation may be requested in accordance with FMLA requirements.
- C. A notice that addresses the essential provisions and purpose of this policy and applicable laws shall be posted and kept in a conspicuous location within Omnitrans facilities where business or activity is customarily conducted.

#### **IX. Recordkeeping**

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



**PERSONNEL POLICY MANUAL**

SUBJECT

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

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: May 2, 2007

**X. Appeal Rights**

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

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

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



*Certificate of Special  
Congressional Recognition*

*Presented to*

**Omintrans**

*In Appreciation Of*

*your partnership with EDD – San Bernardino in hosting the Inland Empire Veterans Day Job Fair. I hereby recognize your service to our military men and women who are transitioning back into the workforce. May this small recognition serve as a gesture of our esteem for your contributions.*

*Best wishes always for continued success.*

*Gloria Negrete McLeod*

GLORIA NEGRETE McLEOD  
Member of Congress, 35<sup>th</sup> District

November 5, 2014

Date.

# The Veteran Journal

Exhibit 10

11024 Balboa Boulevard, PMB 417  
Granada Hills, California 91344  
1-800-626-9199

Hrs: Mon - Fri 6am - 12noon (Pacific Time)  
Visit us on the web at [www.theveteransjournal.net](http://www.theveteransjournal.net)

Authorized by: MARGE EWING

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

Invoice No. V-454169

## PAYMENT DUE UPON RECEIPT

Pay by Phone 800.626.9199



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The Veteran Journal, Inc.

Advertising Insertion

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JOB TRAINING EDITION

For 2 editions due the 1st gen of  
2015.

07/16/14

\$ 1,350.00

less 10%  
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Page 183

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# the **Veteran Journal** Exhibit 10

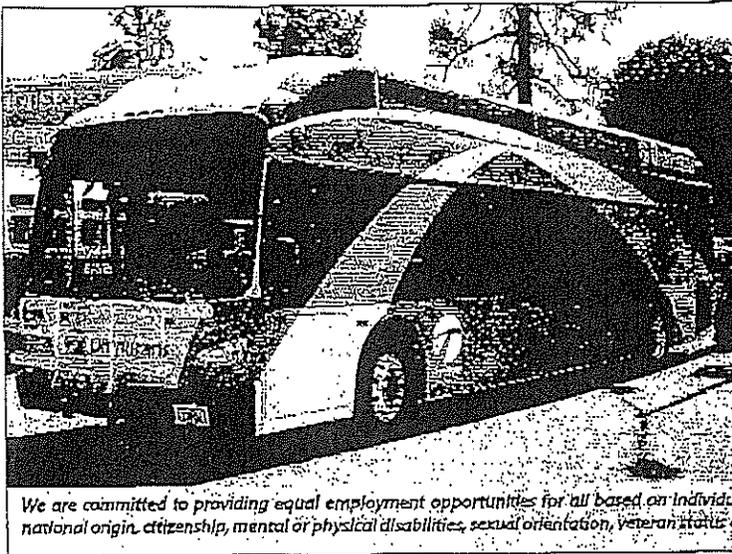
If you wish to submit a logo or special copy for your ad space, please provide original copy to us as soon as possible. Email logo or ad copy to [veteranjournal@aol.com](mailto:veteranjournal@aol.com)  
(Photoshop/Illustrator/Mac format preferred)

**Questions? Call 800.626.9199 or Fax 800.400-8898**

**ATTENTION:** Marge Ewing

**Invoice #:** 454169

**Date:** 7/16/2014



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Find out about our current positions by calling our Job Line:

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

The ad shown is for proofing purposes only. Please feel free to make any changes to what you see here, either directly on this proof sheet or by emailing new copy, images or logos to [veteranjournal@aol.com](mailto:veteranjournal@aol.com)

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# The Veteran Journal

Exhibit 10



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Hrs: Mon - Fri 6am - 12noon (Pacific Time)  
Visit us on the web at [www.theveteransjournal.net](http://www.theveteransjournal.net)

Authorized by: MARGE EWING

OMNITRANS  
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SAN BERNARDINO, CA 92411

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1600-509010

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Federal Communications Commission Chairman Tom Wheeler said in the release, "I wholeheartedly salute the Warriors for Wireless initiative aimed at connecting our Nation's veterans and returning service members to jobs in the rapidly growing wireless telecommunications industry. It's a win for the increasing number of Americans across our nation who rely on wireless networks at work and at home, and the exciting new opportunities that these networks are helping create in health care, education and every corner of our economy. Let's work together to make it a success."

The Warriors 4 Wireless program is designed to help address the shortage of skilled jobs for returning veterans while satisfying the wireless industry's immediate need for skilled tower-climbers to rapidly, efficiently, and safely deploy wireless telecommunications equipment and facilities.

The Warriors 4 Wireless pilot program was launched in Washington, D.C., in 2012, achieving an 86 percent job-placement rate for the more than 50 participating veterans, according to the release. Today's event will expand the pilot program to a nationwide initiative, with the launch of new partners and industry commitments.

Industry partners -- including Cisco, American Tower, Dynis, and PCIA -- are supporting Warriors 4 Wireless in a number of ways, including by providing industry-recognized technical and safety training and certifications to veterans, developing new curricula and skills-training modules, and connecting transitioning service members to available wireless-industry jobs across the country, the release said.



www.billingsclinic.com

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*It is with a deep sense of pride and dignity that we proudly support and honor all of America's sons and daughters that have served. We are an equal opportunity employer devoted to diversity, inclusion, and veterans succeeding in the workforce. Veterans encouraged to apply.*

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**1-888-893-1604**  
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*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.*

**Meredith Tshilonda**

---

**From:** Denise Gibson  
**Sent:** Friday, January 31, 2014 11:55 AM  
**To:** Meredith Tshilonda  
**Subject:** FW: Hire A Patriot - Thursday February 6, 2014 - Confirmation, Details & Map of Location  
**Attachments:** Anchors Map.pdf

You might want this stuff

**From:** carolrn10@gmail.com [mailto:carolrn10@gmail.com] **On Behalf Of** Carolyn Hall  
**Sent:** Friday, January 31, 2014 11:50 AM  
**To:** Carolyn Hall  
**Cc:** David Dickey  
**Subject:** Hire A Patriot - Thursday February 6, 2014 - Confirmation, Details & Map of Location

Hello,

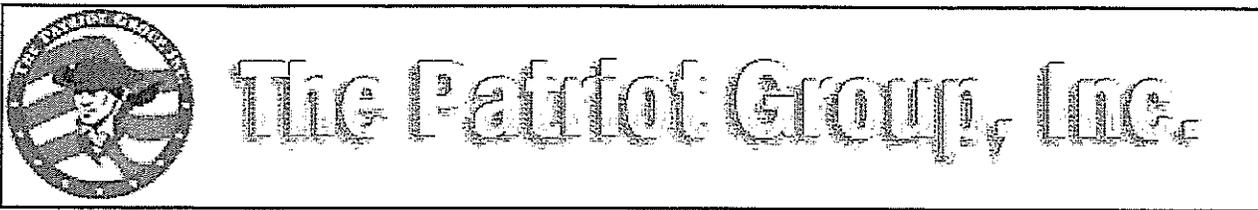
This is to confirm your attendance at the Hire A Patriot Event on February 6, 2014 at Anchors Catering & Conference Center at Yama and W. Division Street in San Diego, Ca. 92113. Map is attached so you can print (There is no physical address but the map and the link brings you right to the entrance)

Located at Naval Base San Diego just outside the Main Street Gate. See map (619)556-7788

We truly appreciate all the great opportunities you are providing to our Veteran community and their families. We have approximately 50 exhibitors participating.

On the day of the event: Please arrive anytime after 8:00 am for breakfast and coffee and please be set up by 9:30 am. We will start promptly at 9:45 am with introductions/recognitions and pledge of allegiance to follow.

We ask that all exhibitors stay until 1 pm. The 10:00 a.m. to 1:00 p.m. time frame allows for maximum convenience to our Veterans, Families and Spouses. Some individuals may not be able to attend the event until the afternoon, so we ask that you please do not break down your booth before 1:00 p.m. Your cooperation is greatly appreciated. We want to give everyone an opportunity to meet and speak with all of



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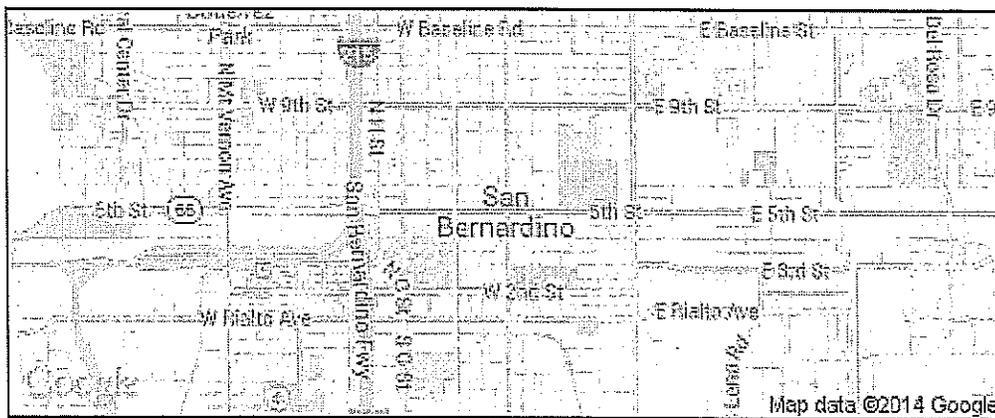
# Equipment Mechanic

Like 537 people like this. Be the first of your friends.

Attention! This job posting is 7 days old and might be already filled.

Company Name OmniTrans

Location



Bernardino, California

Date Posted January 23, 2014

Category Logistics/Management

Job Type Full-Time

Please print and bring this ticket with you.

# 2014 Honor A Hero/Hire A Veteran Job and Resource Fair



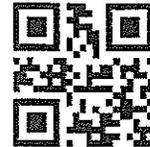
Meredith  
Tshilonda

Eventbrite  
Completed

Thursday, May 29, 2014 from 9:00 AM to 2:00 PM (PDT)  
Ontario Convention Center  
2000 East Convention Center Way  
Ontario, CA 91764

Order #296856745. Ordered by Meredith Tshilonda on May 19, 2014 9:54 AM

Employer Late Registration \$70.00



296856745375375283001



Thank you for registering for the 2014 Honor a Hero/Hire a Veteran Job and Resource Fair. We request that prior to attending the event you register with <https://www.caljobs.ca.gov>.



296856745375375283001

Please PRINT and bring your ticket(s) to the event entrance.

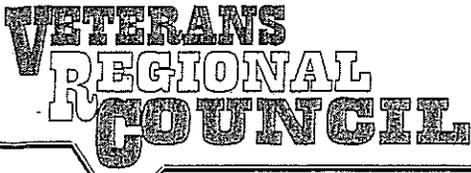


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Dear Human Resources and Employer Representatives:

The Inland Empire Veterans Regional Council (IEVRC) cordially invites your organization to participate in our inaugural "Inland Empire Veterans Day Job Fair", scheduled for Wednesday, November 5<sup>th</sup>, 2014.

The 2014 Job Fair will be held from 9:00 a.m. to 1:00 p.m., Wednesday, November 5, 2014 at Chaffey College, 16855 Merrill Ave, in Fontana, California. Although there is NO COST to attend the event, registration prior to the event date is required and no "same date" additions will be allowed

Each organization will be provided a 6-foot table, 2 chairs, a continental breakfast and lunch for two representatives. Only 2 representatives per organization will be allowed. Parking is limited, only one car per organization will be allowed on site.

Employer Set-up begins at 07:30 a.m. and breakfast will be served from 07:30 a.m. - 9:00 a.m. and lunch from 11:30 a.m. - 01:00 p.m.

You will find the registration form for this event as well as registration instruction on the reverse:

It is important we receive your registration form as soon as possible to ensure that your organization's information is included in the Job Fair Employer Booklet.

The organizer of this event is the Inland Empire Veterans Regional Council, a non-profit organization.

For additional information contact:

Hidejiro Hiratsuka (909) 382-0478 [Hidejiro.hiratsuka@edd.ca.gov](mailto:Hidejiro.hiratsuka@edd.ca.gov),  
or  
Lance Sayavong (951) 955-3081 [lance.sayavong@edd.ca.gov](mailto:lance.sayavong@edd.ca.gov) .

We look forward to your active participation at our 2014 Inland Empire Veterans Day Job Fair.

Sincerely,

*Hector Silva*

Hector Silva  
Chairman, Inland Empire Veterans Regional Council

*Table # 21*

### Omnitrans Vet Fare Kickoff A Success

Posted on January 9, 2015 by Omnitrans | 1 Comment



In appreciation for the contributions of the men and women who have served in our nation's armed forces, Omnitrans introduced a discount fare for US military veterans on January 5, 2015.

"It's our way of saying thanks to those who have served to protect our freedom," said Omnitrans CEO/General Manager P. Scott Graham, himself a veteran of the US Marine Corps. Approximately 79,000 veterans reside in the Omnitrans service area of the San Bernardino Valley.



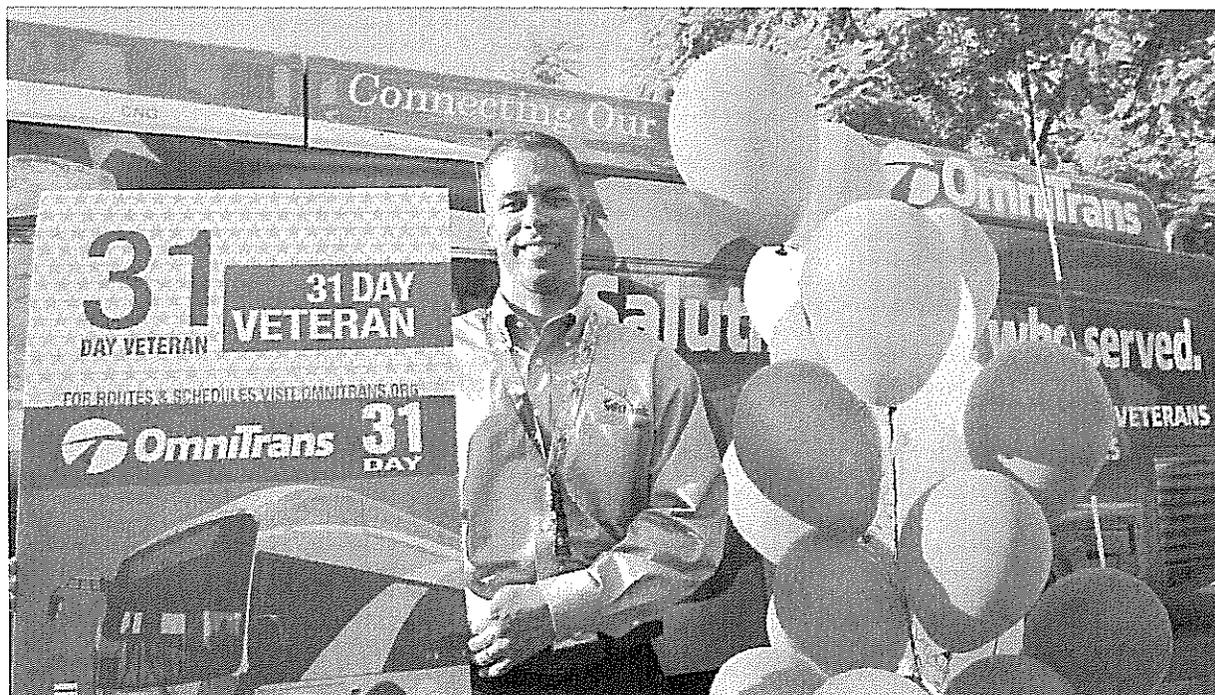
P. Scott Graham, Omnitrans CEO

A kickoff event was held at the Jerry L. Pettis Memorial Veterans Medical Center in Loma Linda, California. Representatives of Omnitrans, its Board of Directors, the VA Healthcare system, 211-Vetlink, and San Bernardino County Veterans Affairs all hailed the new discount fare as a well-deserved benefit for those who served in the armed forces.

Osvaldo Mazonet, Veterans Specialist at 211-Vetlink and former Marine sergeant who served in the Iran war, is

credited with leading the charge to get Omnitrans and several neighboring transit agencies to implement a veteran discount. "This will have a big impact on affordability for our veterans," Moysonat said. "We have many vets in San

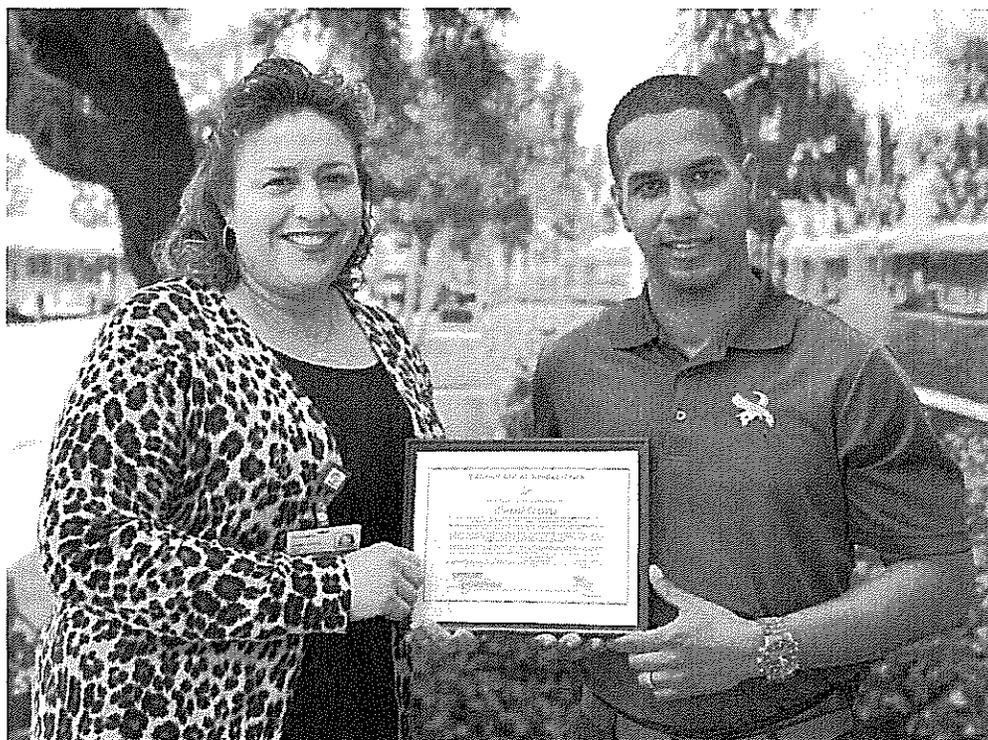
Bernardino County who are dealing with low income or no income. Access to affordable transportation will connect them with education, healthcare and employment opportunities and



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## Omnitrans honored by Veterans Employment Committee

Posted on [May 9, 2014](#) by [Omnitrans](#) | [Leave a comment](#)



Vetlink Veterans Specialist Osvaldo Maysonet presents a certificate of appreciation from the Veterans Employment Committee to Omnitrans Outreach Specialist Nicole Ramos

On May 8th, Omnitrans was presented with a Certificate of Appreciation from the Veterans Employment Committee for the agency's support of its annual Honor A Hero – Hire a Vet Job & Resource Fair. (HaH-HaV)

“When the organizers of the HaH-HaV asked me if VetLink could help out with transportation support for unemployed veterans, I knew right away that Omnitrans would step up,” said Veterans Specialist Osvaldo Maysonet. “Omnitrans Outreach Specialist Nicole Ramos immediately said ‘What do you need?’ That’s the goodwill spirit Omnitrans has towards our veterans.”

“Omnitrans is proud to support veterans and organizations such as the Veterans Employment Committee,” said Ramos. “Their annual job fair provides great opportunities for our former servicemen and women. Our own agency is living proof that hiring vets works –we are privileged to have 82 veterans on staff!”

Military veterans often possess the skills and training that match jobs in public transportation. Just as they served our country in a variety of ways, veterans are deployed in a variety of roles at Omnitrans, from Coach Operator to Equipment Mechanic, Department Director and more. Proudly powered by WordPress.

Veterans and others interested in a career at Omnitrans can sign up online to receive notifications of future job openings at [www.omnitrans.org/about/careers/](http://www.omnitrans.org/about/careers/)

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## Omnitrans Honors America's Veterans

Posted on [November 11, 2012](#) by [OmniAdmin](#) | [Leave a comment](#)

*On Veterans Day, our country pays tribute to more than 26 million brave Americans who have served in our armed forces. We owe the many freedoms we often take for granted to their collective sacrifice and dedication. Without them, our nation and world would be an entirely different place. To those who served, we say thank you.*

### REGISTER ONLINE FOR JOBS AT OMNITRANS.

Military veterans often possess the skills and training that match jobs in public transportation. Veterans and others interested in a career at Omnitrans can sign up to receive notifications of future job openings through the OmniAlerts section of the Omnitrans website, [www.omnitrans.org](http://www.omnitrans.org). Current openings and general information about working at Omnitrans are posted online at [www.omnitrans.org/about/careers/](http://www.omnitrans.org/about/careers/)

### OMNITRANS EMPLOYS VETS IN MANY ROLES.

Omnitrans is privileged to have 90 employees who are also military veterans, whom we have listed below. Just as they served our country in a variety of ways, these veterans are deployed in a variety of roles at Omnitrans, from Coach Operator to Equipment Mechanic, Department Director and more. One employee is currently on active duty and two are active reserve. We are proud to have them on our team.

- |                    |                      |
|--------------------|----------------------|
| ■ Kevin Allen      | ■ Dennis Jones       |
| ■ Rick Alvarez     | ■ Eric Keeney        |
| ■ Carol Angier     | ■ Michael Kevorkian  |
| ■ Joe Armenta      | ■ Joseph Krolik      |
| ■ Darrell Bell     | ■ Effie Lee          |
| ■ Patrick Belton   | ■ Ralph Ligon        |
| ■ Mike Bonacio     | ■ Elliot Lipsey      |
| ■ Robin Bose       | ■ George Lizama      |
| ■ Salvador Botello | ■ Ray Lopez          |
| ■ Allan Bowman     | ■ Daniel Luna        |
| ■ Byron Brown      | ■ Glennvanni Maiquez |
| ■ Jon Bryant       | ■ John Martinez      |
| ■ Fausto Bustos    | ■ Albert Matthews    |
| ■ Diane Caldera    | ■ Herald Mc Coy      |
| ■ William Carnall  | ■ Dennis Mc Neir     |
| ■ Craig Chance     | ■ Harold Mc Rant     |
| ■ Jami Cisneros    | ■ Alan Mooney        |

- |                       |                        |
|-----------------------|------------------------|
| ■ Edward Cooney       | ■ Robert Neilson       |
| ■ William Collins     | ■ Jack Oliver          |
| ■ Aron Cook           | ■ Lionell Olley Sr.    |
| ■ Joanne Cook         | ■ Alfred Orozco        |
| ■ Kevin Copeland      | ■ Gregory Owens        |
| ■ Paul Coussa         | ■ Robert Peters        |
| ■ Thomas Dahlin       | ■ Michael Plunkett Jr. |
| ■ Joseph Day          | ■ Dwaun Roberson       |
| ■ Leonard Diaz        | ■ Archie Rockwell      |
| ■ Mark Donley         | ■ Alex Rosas           |
| ■ Dennis Eaves        | ■ Derman Redman        |
| ■ John Ellis          | ■ Phillip Sosa         |
| ■ Raymond Ellis       | ■ Joseph Sozanski      |
| ■ Xavier Estrada      | ■ John Stafford        |
| ■ Ronald Freeland     | ■ Douglas Stanley      |
| ■ John Gavin          | ■ John Steffon         |
| ■ La' Vern Gerald     | ■ Hosia Stokes         |
| ■ Terrence Gipson     | ■ Krafton Stoll        |
| ■ Andres Gomez        | ■ Wallace Tatum        |
| ■ Scott Graham        | ■ Willie J Thomas      |
| ■ William Hall Jr     | ■ David Torres         |
| ■ Jerry Henry         | ■ Emilio Torres        |
| ■ Alejandro Hernandez | ■ Forrest Tucker       |
| ■ Daniel Hernandez    | ■ William Valle        |
| ■ Manuel Herrera      | ■ Art Villagran        |
| ■ Bryant Hogan        | ■ Donald Walker        |
| ■ Brian Hoppie        | ■ Allen Wild           |
| ■ Roy Hoskinson       | ■ Paul Wichman         |
| ■ Dion Igyarto        | ■ Clarence Wingfield   |
| ■ Verretta Johnson    | ■ Martin Yedwalsky     |

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*PLEASE NOTE: Omnitrans buses will be running as scheduled on Monday, November 12th. However our administrative offices will be closed in observance of the Veterans Day holiday*

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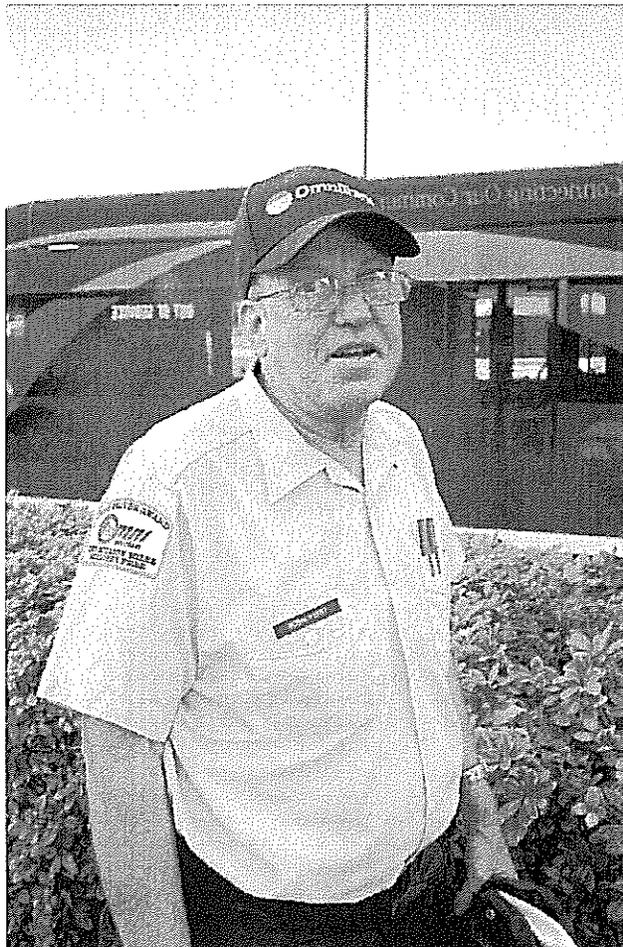
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## Robin Bose, Omnitrans coach operator, retired Army

Posted on [November 10, 2012](#) by [OmniAdmin](#) | [Leave a comment](#)



Coach operator Robin Bose enlisted in the Army when he was 21 and became a helicopter crew chief. He says the military taught him to grow up and become more disciplined.

"I learned not to be a whiner, but just to take it on the chin. In the Army sometimes you have to do things you don't want to do, but you learn to just do it and ask questions later. And it feels good to know that you actually accomplished something."

Robin first learned about Omnitrans through a veteran's job fair. He applied, went through all the training and has been working as a coach operator for the past 17 years. "I like driving. I'm outside and get to meet a lot of different people. I've gotten to know some of the vets who ride the Route 2 to go to the VA hospital. Several of them I know by name. There's a lot of camaraderie there. I just really enjoy meeting people."

In fact, meeting people on the bus has had a major impact on Robin's life. Seven years ago when he was riding the bus home from his shift,

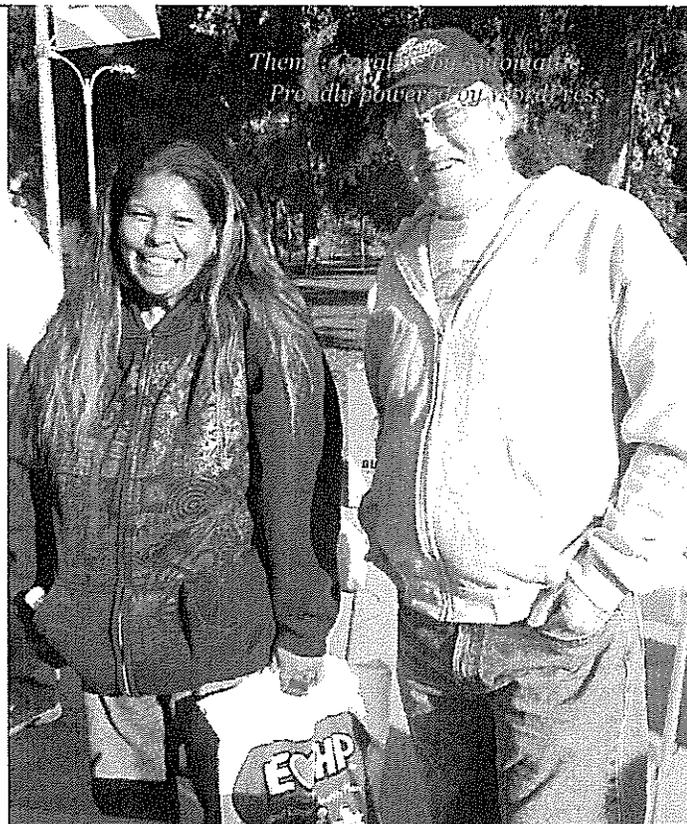
he got to know one of the regular female passengers. After several conversations, she gave him her number and told him to call her. "I waited two days to phone her," he confessed. "I really liked her but was afraid of coming across as desperate. Then when I finally called, she was mad at me for taking so long!"

Robin and his wife Stephanie have been happily married now for 5 years. "It actually took me a couple of years to finally propose. One day we just looked at each other, and I said maybe we should get married. She smiled and said she thought that sounded like a great idea. So we did. I'm a lucky man," said Robin.

- Juno Kughler Carlson

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## Omnitrans employees donate to Locks of Love

Posted on [June 11, 2014](#) by [Omnitrans](#) | [Leave a comment](#)



Coach Operator Marianne Rose, Dispatcher Al Mooney, and Coach Operator Linda Buckley

A few Omnitrans employees are sporting a new look at the office. Dispatcher Al Mooney and Coach Operators Marianne Rose and Linda Buckley recently took advantage of a Super Cuts special that offered free haircuts to clients who were willing to donate their hair to Locks of Love.

Locks of Love is a public non-profit organization that provides hairpieces to financially disadvantaged children in the United States and Canada under age 21 suffering from long-term medical hair loss from any diagnosis. The prostheses provided help to restore their self-esteem and their confidence, enabling them to face the world and their peers.

This is the fourth time dispatcher Al Mooney has donated his signature ponytail to the charity. He also shaved his beard off to match his new look. "I do this about every 5 years. It's a great cause and I'm happy to help make a difference." He chuckles. "Besides, it's always fun when I walk into the office afterwards and no one recognizes me."



This is Linda Buckley's first time making a donation. "It was something I've thought about for a while because I know a lot of people with cancer who have gone through treatments. When this opportunity came up, I knew it was a way I could help someone who really needed it."

For cancer survivor Marianne Rose, the act holds special meaning. "My mom died of cancer. During her treatment, she received one of those wigs, and it meant so much to her. It helped her to look like old herself again, and it touched all of us to see her so happy."

In 2009 Marianne herself was diagnosed with uterine cancer. She went through 5 weeks of external radiation treatments followed by 42 hours of internal radiation and 5 months of

chemotherapy.

"Now I am 5 years cancer free," she smiles. "It's a little funny, you know. When you have cancer you get extremely superstitious. You feel that as long as you don't change anything, as long as you keep growing your hair, everything is okay. For 4 1/2 years I never had a haircut. Now I'm finally realizing that I'm going to be around for a while. This is my way of celebrating and giving back what I can."

- Juno Kughler Carlson  
juno.carlson@omnitrans.org

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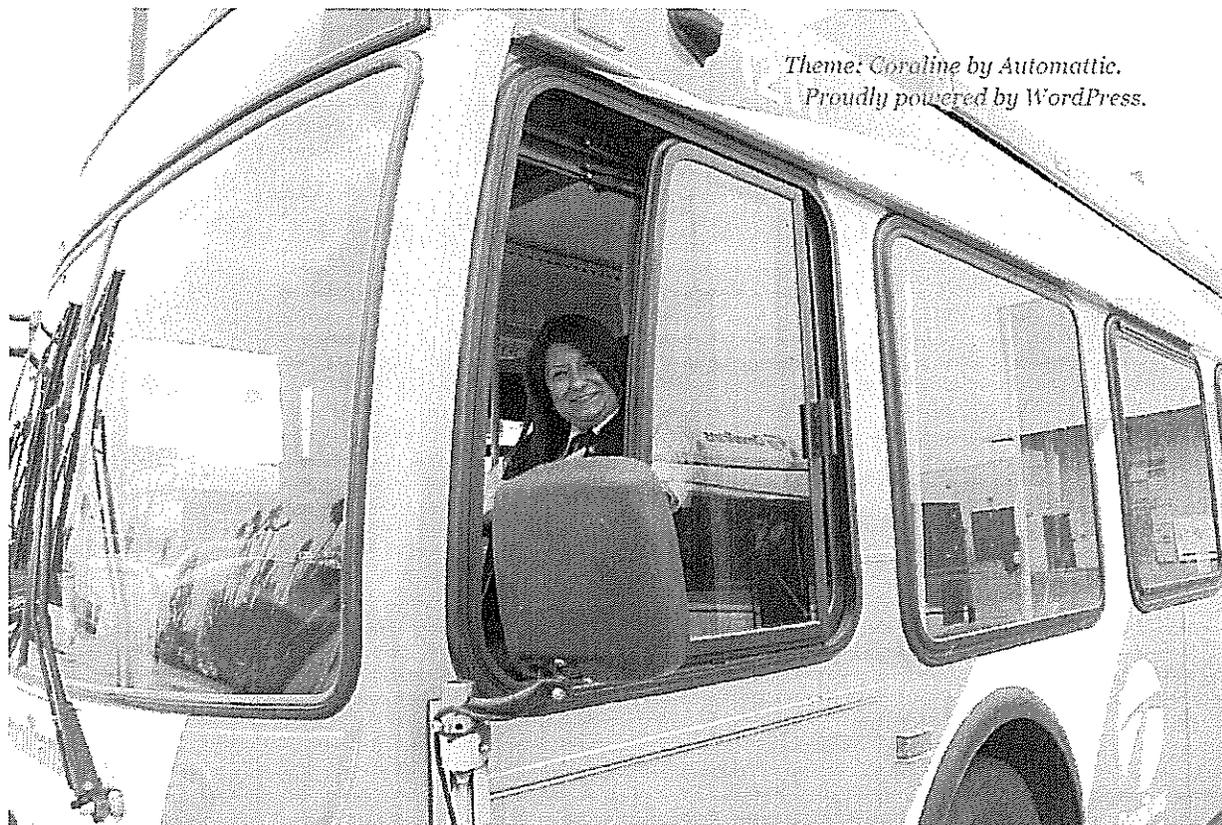
## Omnitrans Coach Operator Lorina Le'Roy

Posted on [February 7, 2014](#) by [Omnitrans](#) | [Leave a comment](#)



Do company wellness programs really make a difference? It did for Lorina Le'Roy who was honored this month as the Omnitrans Employee of the Quarter for her dedication and caring in her role as coach operator and for her contributions in creating a positive workplace environment.

When Lorina had her health numbers checked at the Omnitrans Wellness Fair two years ago, she was surprised to learn that her blood pressure was high and her blood sugar was out of control. The health care representatives from Kaiser suspected diabetes and recommended that she schedule a visit with her doctor as soon as possible. Since she hadn't had a complete physical in some time, Lorina took their advice and decided to go ahead and set up a full checkup.



During her medical visit, Lorina happened to mention to her doctor that she was suddenly lactating for no apparent reason. The doctor immediately brought in two specialists who explained to her that lactation not associated with pregnancy or childbirth is often a sign of a brain tumor.

A CAT scan showed that Lorina had a benign tumor about the size of an eraser tip in the front crease of her brain. The doctors told her it was very normal and not something she should be afraid of. They did want her to come in every six months, however, to be sure it didn't get any bigger. If they started to see growth they could give her pills to help shrink it or they could go up her nasal cavity to remove it surgically. They tested her vision and cleared her as safe for driving.

"I go for an MRI every 6 months, and so far everything's been fine," says Lorina. "I don't worry about it anymore. It's the diabetes that worries me. I found out I had high blood pressure, needed to take cholesterol pills, was diabetic and had a brain tumor all in that one day."