CalVans Board Meeting Agenda

Date: December 12th, 2019  
Start Time: 10:00 am

Location: Kings County Association of Governments  
CalVans, 1340 North Drive, Hanford, CA 93230

Room: Conference Room

Last Meeting: November 14th, 2019  
Next Meeting: January 9th, 2020

A person with a qualifying disability under the Americans with Disabilities Act of 1990 may request the Authority to provide a disability-related modification or accommodation in order to participate in any public meeting of the Authority. Such assistance includes appropriate alternative formats for the agendas and agenda packets used for any public meetings of the Authority. Requests for such assistance and for agenda packets shall be made by email to georgina.cardenas@co.kings.ca.us; or written correspondence to Georgina Cardenas, at the address noted above for the California Vanpool Authority. The request must be received 72 hours before a public Authority meeting. An agenda and any attachments will be available for public review at the CalVans office in addition to an electronic posting [https://calvans.org/agenda-items](https://calvans.org/agenda-items).

This meeting may also be attended at the following locations:

1) **Association of Monterey Bay Area Governments**  
   a. 24580 Silver Cloud Court Monterey, CA 93940  
   b. McShane’s Landscape Supply, 115 Monterey Salinas Hwy, Salinas, CA 93907

2) **Fresno Council of Governments**  
   a. Fresno COG, 1948 High Street, Selma, CA 93662

3) **Imperial County Transportation Commission**  
   a. ICTC, 1405 N Imperial Ave, Suite 1, El Centro, CA 92243 and  
   b. 128 W. 5th Street, Holtville, CA 92250

4) **Kern Council of Governments**  
   a. KCOG Conference Board Room, 1401 19th Street, Bakersfield, CA 93301  
   b. Maricopa City Hall, 400 California Avenue, (Hwy 33), Maricopa, CA 93252

5) **Madera County Transportation Commission**  
   a. MCTC, 2001 Howard Rd., Suite 201, Madera, Ca. 93637

6) **Merced County Association of Governments**  
   a. MCAG Conference Room, 369 West 18th St, Merced, CA 95340  
   b. Los Baños City Hall Conference, Room B, 520 J Street, Los Baños, CA 93635

7) **Riverside County Transportation Commission**  
   a. City of Blythe, 235 N. Broadway, Blythe, California 92225

8) **San Bernardino County Transportation Authority**  
   a. Yuca Valley Town Hall Conference Rm, 57098 Twentynine Palms Hwy, Yucca Valley CA 92284

9) **San Joaquin Council of Governments**  
   a. 555 E. Weber Avenue, Stockton, CA 95202  
   b. San Joaquin County Administration Building, 44 N. San Joaquin St, Room 637, Stockton, CA 95202

10) **Santa Barbara County Association of Governments**  
    a. 2050 S Blosser, Santa Maria CA 93458

11) **Stanislaus Council of Government**  
    a. 1010, 10th St., Suite 6200, Modesto, CA 95354  
    b. 1111 I Street, Suite 308, Modesto, CA 95354

12) **Tulare County Association of Governments**  
    a. TCAG Conference Rm, 210 N Church St., Ste B, Visalia, CA 93291

13) **Visalia Government Plaza Main Lobby**  
    a. 5953 S Moony Blvd. Visalia, CA 93277

14) **Ventura County Transportation Commission**  
    a. Conference Room, 950 County Square Dr, Ste 108, Ventura, CA 93003

The call-in number for this meeting is 1-866-244-8528, Password 574681#
Please note that the Brown Act requires members to call in from one of the locations noted above. If you plan on calling in from a different location, please notify Georgina Cardenas, CalVans Executive Director, at least 72 hours before the meeting date and time.

**Agenda Prepared By:** Georgina Cardenas, Executive Director, 559-852-2696  
**Minutes By:** Teresa Rodriguez, Office Manager, 559-852-2703

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<td>B. Call to Order and Roll Call</td>
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<td>5) Salary Resolution for SB3</td>
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<td>6) Establish a Senior Accountant/Auditor position</td>
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<td>8) AHSC Resolution</td>
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<td>D. Staff and Program Updates</td>
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<td>1) XL Hybrid not certified- CARB funding</td>
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<td>2) Request for additional AHSC projects</td>
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<td>E. Next Meeting</td>
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<td>F. Adjourn</td>
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**PUBLIC COMMENT** (Unscheduled Appearances) The public may address the committee on any item relevant to the authority. To comment on an agenda item, speakers should notify the staff member at the meeting location, when the agenda item is announced. The staff member will indicate whether speakers are to make their comments before or after any staff comment or report. Public comment shall precede discussion of the item by the committee. Comments by individuals and entities will be limited to five minutes or as may be reasonable as determined by the conducting officer.

**C. CONSENT AGENDA**

3. MOU / Employee Handbook Introduction

CalVans employee policy revisions and developed MOU/Employee Handbook. Staff recommends adopting the MOU to provide uniform procedures for use by staff in all regions.

4. Reclassification of New Positions

Chart demonstrates the maximum possible positions for the next 3 years to align with the County of Kings recommendations.

5. 3-Year Compensation Structure for SB3

Senate Bill 3, established a compensation structure several years back. Included in the agenda packet are projected costs for 2020-2022. CalVans has traditionally followed the salary resolution of the County of Kings for unrepresented CalVans employees. It is recommended that compensation be revised due to the minimum wage increase to avoid compaction and inequity with other positions in the
organization to avoid some wage classifications making the same salary as their supervisors. Staff recommends the adoption of the 3 year compensation structure.

6. 7. Reclassification of 3 New Positions

The creation of the MOU addresses the development of a more uniform organization as increased staff workload due to the expanding fleet continues. There will be a need for a succession plan for the Accountant/Auditor position. This advanced level of knowledge needed provides the current employee with a new title due to his advanced finance, grant and program knowledge and leadership with 30 years experience. This change also identified the need to establish an Accounting Specialist that can lead with a high degree of program understanding, NTD and macros experience.

Finally, with the expanding fleet the responsibilities of the current Transit Aide III requires changes to his title as he currently supervises the largest number of employees in all regions. The job descriptions of all three have been updated and staff recommends the adoption of the revised job descriptions to coincide with the proposed compensation structure positions.

8. SHE AHSC Application and Resolution

Self-Help Enterprises (SHE) was successful in purchasing 20 vans for one project. Staff is waiting on the completion of the second project to obtain an additional 20 vehicles. Staff has been approached regarding securing an additional 30 vehicles for another project. Staff recommends the adoption of the resolution.

D. STAFF REPORT and PROGRAM UPDATES

1. Continued Growth and Vehicle Requests

Imperial/Yuma Valley vehicle requests have exceeded 200 with more vehicles requested. Santa Maria, Napa and Central Valley employers are continuing to work despite the weather. Activity has increased this week over last week as we experienced a 20k mile loss due to the rain and mud. General vanpools have not seen much growth in the last year and are down to 190 vanpools.

![Agricultural Vanpool Miles Per Week](chart.png)

2. Status of XL Hybrid Vehicles

CARB and staff have agreed to the redirecting of $4.7M in FY 2018-19 funding and $5M in FY 2019-20 from Ag Vanpools to fund Clean Mobility in Schools grants (which is currently oversubscribed, so the funding we will now allow additional schools that applied to receive grant funding).

3. Other AHSC Projects

Staff has been approached to assist various projects with their transit needs similar to the SHE developers.
These developers may provide the means to obtain vehicles with few restrictions and provide staff the ability to expand without the need of applying individually for funding.

The following are some of the projects staff is working with during the application preparation process for AHSC. The applications are due early next year. Staff will partner up with several projects to get the best potential result, as not all projects with be funded.

The guidelines for AHSC now allow/require that 1/3 of the project budget be used for transit projects.

1. El Centro 105 Units 51 Vans Milestone Group
2. Calexico 64 Units 32 Vans Milestone Group
3. Alpine already turned down as they are not currently a member agency
4. McFarland 81 Units 40 Vans Milestone Group
5. Ridgecrest 72 Units 32 Vans Community Resource Group
6. Coalinga 75 Units 37 Vans Community Resource Group
7. Indio 150 Units 75 vans Community Resource Group
8. Lamont 64 Units 32 Vans Americana Community Development
9. Imperial 68 Units 34 Vans EAH Housing
10. Visalia 30 Vans SHE
11. Lindsay 20 Vans SHE
12. Farmersville 20 Vans SHE

G. Next Meeting

Thursday, January 9th, 2020 @ 10:00 am.

H. Meeting Adjourned

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Board Meeting Minutes

A regular meeting of the California Vanpool Authority was called to order by Joe Neves, Board member at 10:00am on November 14, 2019 in the conference room of CalVans, 1340 North Drive, Hanford, CA 93230.

California Vanpool Authority Members

<table>
<thead>
<tr>
<th>Area Representation</th>
<th>Commissioner</th>
<th>Present</th>
<th>Absent</th>
<th>Joined After Roll Call</th>
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<tr>
<td>AMBAG – Association of Monterey Bay Area Governments</td>
<td>Steve McShane; Scott Funk (A)</td>
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<td>Fresno COG – Fresno Council of Governments</td>
<td>Scott Robertson; Ray Leon</td>
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<td>ICTC – Imperial County Transportation Commission</td>
<td>Jim Predmore; Mark Baza (A)</td>
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<td>Kern COG – Kern Council of Governments</td>
<td>John Crump</td>
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<td>KCAG – Kings County Association of Governments</td>
<td>Joe Neves; Doug Verboon (A)</td>
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<td>MCTC – Madera County Transportation Commission</td>
<td>Robert Poythress; Max Rodriguez (A)</td>
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<td>MCAG – Merced County Association of Governments</td>
<td>Mike Villalta</td>
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<td>RCTC – Riverside County Transportation Commission</td>
<td>Joseph DeConinck; Tim Wade(A)</td>
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<td>SBCTA</td>
<td>Rick Denison</td>
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<td>SJCOG</td>
<td>Charles Winn</td>
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<td>SBCAG</td>
<td>Ariston Julian; Joan Hartman (A)</td>
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<td>StanCOG</td>
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<td>VCTC</td>
<td>James White; John Zargoza (A)</td>
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Counsel present: Nicholas Buss.
Staff in attendance: Georgina Cardenas, Baldev Randhawa, Teresa Rodriguez from CalVans.
Visitors in attendance: None

2. Unscheduled Appearances:

No unscheduled appearances.

3. Consent Calendar

A. Minutes of Board Meeting on September 12, 2019 and TAC Committee meeting minutes for October 24, 2019.
Motion Made By: Steve McShane
2nd Motion By: Ariston Julian
Motion (Pass/Fail) Pass

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4. **System Update**

A. Continued Growth and Vehicle Requests

Central Valley employer requests 70 Ag vanpools for the Tulare/Fresno area. Imperial/Yuma Valley vehicle request exceed 300. Santa Maria employers will continue to operate up to 80 vehicles. Increased activity keeping winter revenue stable.

B. Status of XL Hybrid Vehicles

XL Hybrids will not certify in time for Spring 2020 van delivery. CARB updated HVIP list and removed XL Hybrid. RFP pulled until further notice from CARB to instead consider all-electric fleet.

C. Marketing and Legislative Events


Legislative Week: Washington DC October 21-25, 2019 bringing CalVans awareness to congressional representatives as staff made the rounds on Capitol Hill.

AB 1298: Assembly member Kevin Mullin authored infrastructure bond, AB 1298, includes call-out for funding for agriculture vanpools. Funding supplements existing funding. Staff seeks support for Legislative week in Sacramento November 18th and 19th.

9th Annual Ag Labor Forum: November 20th and 21st – Tachi Palace Lemoore, Ca. Staff has been invited to speak regarding Managing Compliance and Options for Agricultural Worker Transportation along with the Federal and State Department of Labor.

D. Insurance Update

We are in the process of renewing our policy with Philadelphia Insurance Company.

5. **Action Items**

A. Authorize Award of RFP Maintenance Contract to Ray’s Mobile.
Motion Made By:  Steve McShane
2nd Motion By:  James White

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Motion (Pass/Fail)  Pass

6. **Miscellaneous Comments**

None

7. **Next Meeting Date**

The next board meeting is scheduled for December 12, 2019 at 10:00 am.

Upcoming meetings: January 9, 2020

The CalVans Board meeting adjourned at 10:26 am.

Respectfully submitted,

Georgina Cardenas
CalVans Executive Director
MEMORANDUM OF UNDERSTANDING

FOR SUBMISSION TO
THE CALIFORNIA VANPOOL AUTHORITY BOARD

AND

THE UNREPRESENTED EMPLOYEES OF THE
CALIFORNIA VANPOOL AUTHORITY

FOR THE PERIOD OF
JANUARY 1, 2020
DECEMBER 31, 2022
# MEMORANDUM OF UNDERSTANDING – UNREPRESENTED GENERAL EMPLOYEES

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<td>56</td>
<td>Professional Licenses</td>
</tr>
<tr>
<td>A</td>
<td>Salary Schedule</td>
</tr>
</tbody>
</table>
ARTICLE 1    PREAMBLE

Administrative and CalVans staff have met and conferred in good faith and have mutually agreed as a result of that process to recommend to the California Vanpool Authority Board, adoption of this Memorandum of Understanding and implementation of its terms and conditions of employment.

ARTICLE 2    RECOGNITION

This Memorandum of Understanding is established pursuant to the provisions of the Local Public Employee Organizations Policy and Chapter 10, Division 4 of the California Government Code (Section 3500 et seq.).

CHAPTER 10. Local Public Employee Organizations [3500 - 3511] (Heading of Chapter 10 amended by Stats. 1971, Ch. 254. )

3500. (a) It is the purpose of this chapter to promote full communication between public employers and their employees by providing a reasonable method of resolving disputes regarding wages, hours, and other terms and conditions of employment between public employers and public employee organizations. It is also the purpose of this chapter to promote the improvement of personnel management and employer-employee relations within the various public agencies in the State of California by providing a uniform basis for recognizing the right of public employees to join organizations of their own choice and be represented by those organizations in their employment relationships with public agencies. Nothing contained herein shall be deemed to supersede the provisions of existing state law and the charters, ordinances, and rules of local public agencies that establish and regulate a merit or civil service system or which provide for other methods of administering employer-employee relations nor is it intended that this chapter be binding upon those public agencies that provide procedures for the administration of employer-employee relations in accordance with the provisions of this chapter. This chapter is intended, instead, to strengthen merit, civil service and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communication between employees and the public agencies by which they are employed.

(b) The Legislature finds and declares that the duties and responsibilities of local agency employer representatives under this chapter are substantially similar to the duties and responsibilities required under existing collective bargaining enforcement procedures and therefore the costs incurred by the local agency employer representatives in performing those duties and responsibilities under this chapter are not reimbursable as state-mandated costs.

(Amended by Stats. 2000, Ch. 901, Sec. 1. Effective January 1, 2001.)
ARTICLE 3 MAINTENANCE OF MOU

1. This MOU shall begin the effective date of this Agreement. All regular full time employees who are in good standing and all such employees who thereafter become employees shall be subject to the terms of this Agreement. CalVans employees shall furnish any information needed by CalVans to fulfill its obligations under the provisions of this Article.

2. CalVans employees shall indemnify and hold harmless the California Vanpool Authority and its Board individually and collectively from any legal costs and/or damages arising from claims, demands or liability by reason of litigation arising from this Article. CalVans agrees to pay all legal fees and legal costs incurred in defending the CalVans or its’ Board against any court action and/or administrative action challenging the legality or constitutionality of the provisions of this Article or its implementation.

ARTICLE 4 CHANGES IN TERMS AND CONDITIONS

It is understood and the parties agree that the only changes in terms and conditions of employment intended at this time are those specifically provided herein.

ARTICLE 5 EEO POLICY

CalVans is committed to the concept of equal employment opportunity as a necessary element of basic merit system principles. CalVans works to ensure that unfair barriers do not exist which would adversely affect the recruitment, appointment, training and promotion of women, minorities and the disabled.

CalVans is committed to non-discrimination in the consideration for employment and condition of employment. All CalVans actions will recognize the basic right of all employees and applicants to be recruited, hired, and promoted without regard to the employee’s gender, race, color, religion, national origin, disability, medical condition, age, marital status or sexual orientation, or any other consideration made unlawful by federal, state or local laws.

The CalVans Executive Director serves as executive of the affirmative action program, having the responsibility to execute the affirmative action policy and the disposition of grievances and has the overall responsibility of administering the program.

All CalVans policies, procedures, and practices will be regularly analyzed to ensure full adherence to the spirit, intent, and the objectives of the program.

Any person who believes they have been discriminated against by reason of gender, race, color, religion, national origin, disability, medical condition, age, marital status or sexual orientation,
or any other consideration made unlawful by federal, state or local laws in connection with any personnel action or policy should contact the CalVans Executive Director.

CalVans does not discriminate on the basis of race, color, sex (including sexual harassment), religion, national origin, age, disability (physical or mental), sexual orientation, reprisal, or any other non-merit factor. CalVans is committed to equal employment opportunity principles and practices in all of our management decisions and personnel practices.

Filing an Informal Complaint

If you believe that you have been the victim of discrimination in your work or through the employment process, you must initiate contact with the CalVans Office Manager within 45 days of the occurrence of the alleged discrimination. The Office Manager will advise you of your rights and will conduct an informal inquiry regarding your allegation. During this time, the Office Manager will attempt to resolve the complaint.

The Office Manager will issue a Notice of Final Interview within 30 days of initial contact. You will have 15 days from your receipt of that notice to decide whether you wish to file a formal complaint.

Filing a Formal Complaint

After completing the informal process, you may decide to file a formal complaint. To do this, you must send to the EEO Officer a DOJ Form 201A, Complaint of Discrimination, that was included in your Notice of Final Interview. You must file your complaint within 15 days of your receipt of the Notice of Final Interview.

You may choose to include a letter or any other supporting materials with your complaint, however, you must submit a DOJ Form 201A. You can obtain this form from the Department's EEO Office, if you did not receive one with your Notice of Final Interview.

Your complaint must be specific and limited only to those matters that you previously discussed with the EEO Counselor. You will receive written acknowledgement of the EEO Office's receipt of your complaint. It will inform you of the date that your complaint was filed. This date will be used for calculating the length of time for processing all of the steps in the formal process.

If your complaint is accepted for processing, an impartial investigation will be ordered. The Department will ensure that it is a thorough and fair investigation and is completed within 180 days from the date you filed your formal complaint. Amended complaints will be investigated within the earlier of 180 days after the last amendment to the original complaint or 360 days after the filing of the original complaint.
During the investigative stage of the process, the Department has the following responsibilities:

to conduct and complete the investigation; to make attempts at settlement; and to provide you
with a copy of the investigative file, and your notice of rights.

Within 30 days of your receipt of these materials, you may request either an EEOC hearing or an
immediate final agency decision from the Department.

If you fail to make an election or request an immediate final decision, the agency will issue a
decision based on its review of the investigative report and complaint file. The agency will issue
its decision within 60 days from receipt of your request.

If you request a hearing from EEOC, an Administrative Judge shall oversee discovery, conduct a
hearing, and issue a decision on the complaint. You must also notify the Department if you
request a hearing. If a finding of discrimination is made, the Administrative Judge will order an
appropriate remedy. The judge must complete this process within 180 days of receipt of the
complaint file from the Department.

The Department, within 40 days of its receipt of the Administrative Judge's decision, must take
final action on the complaint by issuing a final order notifying you whether or not it will fully
implement the Administrative Judge's decision. The final order will also explain your appeal
rights. If the Department does not issue a final order within the above stated time limit, the
judge's decision will become the final action of the agency.

After you receive the Department's final order, you may appeal it to the EEOC within 30 days of
receipt. You may file a civil action in U.S. District Court within 90 days of your receipt of the final
order.

Complaints filed on the basis of sexual orientation will be processed in accordance with internal
DOJ regulations and do not include the right to an EEOC hearing or to file a civil action.

ARTICLE 6       COMMITMENT TO EQUITY IN THE WORKPLACE

California Vanpool Authority is committed to equal employment opportunity for all employees
and applicants for employment without regard to race, color, religion, creed, national origin,
ancestry, sex, sexual orientation, age, disability, veteran’s or marital status or arrest/conviction
records. This Policy applies to all personnel actions, including but not limited to promotion,
demotion, transfer, recruitment, layoff or other discharge, recall, rates of pay, benefits, and
selection for training. Further, CalVans expressly prohibits any form of unlawful harassment
based on race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age,
disability, veteran’s or marital status or arrest/conviction records. Such unlawful interference
with the ability of CalVans’ employees to perform their expected job duties is not tolerated.

CalVans is fully committed to complying with all applicable laws for establishing and
implementing a program providing equal employment opportunities for all employees and
applicants for employment. CalVans has developed an equal employment opportunity program, setting goals with timetables to provide minorities and women equal opportunities in its workforce. All managers and supervisors are responsible for implementing this program. This responsibility is measured in the same manner as their performance toward other business objectives. The successful achievement of this program will provide benefits to CalVans through fuller utilization and development of minorities and women employees.

All employees and applicants for employment shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or participating in an investigation of a complaint. Reprisal against or interference with an employee’s or applicant’s right to file a complaint concerning such matters constitutes a violation of this Policy.

The CalVans Office Manager is responsible for coordinating the CalVans equal employment opportunity program. If you believe you have been subjected to discrimination, harassment or retaliation on the basis of any of the protected classifications listed above and you wish to file a complaint, you should contact either your supervisor, his or her supervisor, or the CalVans Office Manager who will promptly initiate a thorough and impartial inquiry. In all cases, confidentiality will be maintained throughout the investigation to the extent practical and consistent with CalVans obligation to undertake a full inquiry and to make a determination. In addition, all employees are required to fully cooperate during the conduct of such an investigation.

If it is determined that a violation of this Policy has occurred, CalVans will take immediate action to remedy the situation. Any employee who is found to have violated this Policy may be subject to disciplinary action, up to and including dismissal from employment. Such an employee may also be subject to personal legal and financial liability.

In addition to the complaint procedures described above, complaints may be filed with the United States Equal Employment Opportunity Commission.

This Policy is to be posted in prominent locations throughout CalVans’ facilities.

ARTICLE 7 SERVICE AWARDS POLICY

The establishment of a program to recognize continuous full-time employment service to the California Vanpool Authority and for outstanding service performance by individuals as determined by CalVans Management. Service awards shall be presented to employees after every year of continuous full-time CalVans service.

LENGTH OF SERVICE

In determining the length of service of an employee for the purpose of service awards, only continuous full-time service to the CalVans shall be considered. Continuous full-time service shall mean a period during which the employee has been employed by the CalVans in a full-time
permanent position without a break or interruption. A period of employment as a temporary, provisional, or extra help employee shall constitute a break in continuous full-time service.

General leaves of absence granted pursuant to CalVans policy shall not be deemed to constitute a break in continuous full-time service to CalVans, but the period of time that the employee is absent from duties on such a leave of absence shall not be included when determining the length of continuous full-time service.

Leave of absence for military purposes granted pursuant to State Law shall not be deemed to constitute a break in continuous full-time service to CalVans, and the period of time that the employee is absent from duties on such a military leave of absence shall be included when determining the length of continuous full-time service.

The length of continuous full-time service to CalVans shall be determined by the Office Manager from personnel records.

DESCRIPTION OF YEAR OF SERVICE PINS AND/OR AWARDS

Year of Service Pins or Special Anniversary awards designed with the CalVans logo shall be as follows:

- Years of Service Pins for ALL years of service
- Five Years - Engraved Plaque
- Ten Years – Engraved Plaque
- Fifteen Years – Engraved Plaque
- Twenty Years – Engraved Plaque
- Twenty-five Years – Engraved Plaque
- Thirty & Thirty-five Years – Engraved Plaque

PRESENTATION OF SERVICE AWARDS

After the end of each calendar year, the CalVans Office Manager will identify those employees who became eligible to receive a service award pin or a plaque during the previous year. Management Staff will determine eligibility for outstanding service performance. The Executive Director will present the Awards at a State of the Agency Address and Employee Appreciation Banquet for this purpose on a date yet to be determined; or at appropriate functions at the direction of the Executive Director.

ARTICLE 8 MAINTENANCE OF BENEFITS

Changes in other terms and conditions of employment, not specifically referenced herein, may only be accomplished pursuant to applicable law.
ARTICLE 9  WAIVER OF APPEAL

It is understood and agreed that the waiver of appeal of any breach of any term or condition of employment, by either party, shall not constitute a precedent in the future enforcement of all its terms and provisions.

ARTICLE 10  INTERPRETATION

If any article or section of this Agreement, or any addition thereto, should be held invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of the Agreement shall not be affected thereby, and CalVans shall immediately begin the process of arriving at a mutually satisfactory replacement for such invalid or restrained article or section.

ARTICLE 11  ACCESS RULE

It is agreed that in the event a CalVans Department Head formally objects to Union Representatives visiting a work location, the Representatives must provide notice to the CalVans Office Manager one hour in advance of visits to such work location. Further, it is understood that regardless of objection or lack thereof, Union Representatives are not to disrupt the work of CalVans employees in any fashion, or solicit Union membership on CalVans time. Access shall be restricted so as not to interfere with the normal operations of the CalVans workforce or with established safety or security requirements. Union Representatives may not utilize employee only entrances and may be required to be escorted into various areas of work space at the discretion of the Department Head.

ARTICLE 12  CALVANS RIGHTS

Except as otherwise specifically provided in this Agreement, CalVans has and retains the sole and exclusive rights and functions of management, including, but not limited to, the following:

a) To determine the nature and extent of services to be performed, as well as the right to determine and implement its public function and responsibility.

b) To manage all facilities and operations of CalVans, including the methods, means and personnel by which CalVans operations are to be conducted.

c) To schedule working hours and assign work.

d) To schedule the operation of and to determine the number and duration of shifts.

e) To establish, modify or change work schedules or standards.
f) To direct the working forces, including the right to hire, assign, promote, demote or transfer any employee.

g) To determine the location of all offices and facilities.

h) To determine the layout and the tools, equipment or materials to be used.

i) To determine processes, techniques, methods and means of all operations, including changes or adjustments of any tools or equipment.

j) To determine the size and composition of the workforce.

k) To determine policy and procedures affecting the selection or training of employees.

l) To establish, assess and implement employee performance standards including, but not limited to, quality and quantity standards; the assessment of employee performance; and the procedures for said assessment.

m) To control and determine the use and location of CalVans property, material, machinery and/or equipment.

n) To introduce new, improved or different methods of operation or to change existing methods.

o) To determine safety, health and property protection measures.

p) To promulgate, modify and enforce work and safety rules and regulations.

q) To transfer work from one job to another or from one region or location to another.

r) To lay off employees from duty for lack of work, lack of funds or any other reason.

s) To reprimand, suspend, discharge or otherwise discipline employees.

t) To establish, modify, determine, or eliminate job classifications.

u) To take such other and further action as may be necessary to organize and operate CalVans in the most efficient and economical manner and in the best interest of the public it serves.

v) To contract or subcontract construction, services, maintenance, distribution or any other work with outside public or private entities.
ARTICLE 13  GRIEVANCE PROCEDURES

Grievance Procedure

This section deals with CalVans' grievance procedures and methods are hereby established to assure systematic consideration of an individual employee's grievance in the interest of obtaining a fair and equitable solution.

Purpose

A mutual obligation exists between administrative, supervisory and non-supervisory employees of CalVans to provide efficient and continuous service to the public. Employee morale is an important factor in maintaining a high level of public service and the administration has a responsibility to provide an orderly and expeditious method for resolving problems which may arise from working relationships and conditions.

Explanation of Rules

1. Except where a remedy is otherwise provided for by State Law, CalVans policy or these rules, any employee shall have the right to present a grievance arising from their employment in accordance with the provisions of this procedure.

2. All parties so involved must act in good faith and strive for objectivity, while endeavoring to reach a solution at the earliest possible step of the procedure. The aggrieved employee shall have the assurance that filing of a grievance will not result in reprisal of any nature.

3. The aggrieved employee shall have the right to be represented or accompanied by a person of their choice if the complaint is not resolved at the informal level as provided for in step one of the grievance procedure. This representation may commence when the grievance is presented in writing to the immediate supervisor, as provided in step two of the grievance procedure.

4. The processing of a grievance shall be considered as CalVans business, and the employee and their representative shall have reasonable time and facilities allocated. The use of CalVans time for this purpose shall not be excessive, nor shall this privilege be abused.

5. Certain time limits in the grievance procedure are designed to quickly settle a grievance. It is realized, however, that on occasions the parties concerned may be unable to comply with the established limitations. In such instances, the limitations may be extended upon the mutual agreement of all parities concerned.

6. Failure of the aggrieved employee to file an appeal within the prescribed time limit for any step of the procedure shall constitute abandonment of the grievance. CalVans management personnel involved shall abide by prescribed time limits.

7. Any person responsible for conducting any conference, meeting, or hearing under the formal grievance procedure shall give due and timely notice to all persons concerned.
8. When two or more employees of the same department experience a common grievance, they may initiate a single grievance proceeding. The initial hearing of the grievance shall be by the immediate supervisor, superior or department head that has the prime responsibility for all of the aggrieved employees. In any event CalVans retains the right to consider separate grievances together if they concern the same or similar problems.

9. The parties may mutually agree to waive any step of the grievance procedure.

Definitions

These definitions are related to the grievance procedure only and shall be superseded in all other cases by the Definitions Section of these rules.

1. Employee - An individual occupying a position allocated by the CalVans Board as part of the regular staffing of the department.

2. Immediate Supervisor - The individual, who assigns, reviews or directs the work of an employee.

3. Superior - The individual to whom an immediate supervisor reports.

4. Representative - The person selected by the employee, to appear along with them in the presentation of their grievance.

5. Department Head - The administrative head of the department involved.

6. Grievance - A complaint of an employee relating to any phase of their employment or working conditions except matters that are within the exclusive field of management functions. This shall include, but not be limited to, a disagreement involving the work situation in which an individual employee believes that an injustice has been done because of:

   a) A deviation from a policy; or,

   b) The misinterpretation of a policy; or,

   c) The misinterpretation or misapplication of a federal or state, local ordinance or resolution of the CalVans Board relating to the employment of the individual.

Procedural Steps

1. Step 1 - When an employee becomes aware that dissatisfaction exists with their work or work situation, they should discuss the matter informally with the immediate supervisor.

   Initial discussion should be sought by the employee no later than five working days after the alleged grievance occurred or after the employee should reasonably have been aware of the incident causing the grievance.
The following provisions relating to formal grievance procedure do not restrict the employee and supervisor from seeking advice and counsel from superiors and department heads when:

a) Mutually consented to by employee and supervisor.

b) It appears that settlement can be reached at this informal level.

2. Step 2 - If, within five working days, a mutually acceptable solution has not been reached at the informal level, the employee shall submit the grievance in writing to the immediate supervisor’s superior. At this point, the grievance hearing process becomes formal and the employee may choose to be accompanied by a representative of their choice. After formal hearing, the supervisor’s superior will render a written decision within five working days.

3. Step 3 - If the written decision of the superior is unsatisfactory to the employee, the employee may request the grievance be presented to the department head for review. This request must be made within five working days of the receipt of the written decision. The department head will hear the grievance and give a written decision within five working days of the receipt of the formal grievance papers. The decision by the department head will be made for the good of the agency.

CONFIDENTIALITY

All grievances shall be treated as confidential and no publicity will be given until the final resolution of the grievance. All parties agree to maintain the utmost confidentiality and discretion during and after the entire investigative process.

The grievance process provides for structured and fair procedures dealing with conflicts within the workplace. In some cases, and as a cost effective measure, the inclusion of a third-party arbitrator may be considered due to the use of time and money, both valuable resources to CalVans.

Although quick resolution is sought, a thorough investigation is necessary. It is understood that the grievance process takes the attention of both the employee and employer away from their main roles in a workplace and shifts them elsewhere. Tension between the parties can also form, resulting in toxic environments. This atmosphere will not be tolerated.

If upon completion of the investigation and at the discretion of the Department Head, regardless of a favorable resolution to either party, negative behaviors that may arise as a result, will lead to unpaid leave, suspension up to termination to either or all involved employees.
ARTICLE 14     SICK LEAVE

Accrual

a All regular full-time and regular part-time employees hired prior to January 1, 1999, shall be entitled to point zero-four-six-one-five-four (.046154) hours of sick leave with pay for each hour of the actual hours of regular employment.

b All regular full-time and regular part-time employees hired after January 1, 1999 will accrue sick leave as follows:

<table>
<thead>
<tr>
<th>Service Hours</th>
<th>Earned Hours</th>
<th>Sick leave earned at the rate of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 10,400</td>
<td>80 (10 days)</td>
<td>.038462</td>
</tr>
<tr>
<td>10,401 - 20,800</td>
<td>88 (11 days)</td>
<td>.042308</td>
</tr>
<tr>
<td>20,801 +</td>
<td>96 (12 days)</td>
<td>.046154</td>
</tr>
</tbody>
</table>

ARTICLE 15     FAMILY ILLNESS LEAVE

In compliance with Labor Code 233, an employee shall be permitted to use in any calendar year the employee’s accrued and available sick leave entitlement, in an amount not less than the sick leave that would be accrued during six months at the employee’s then current rate of entitlement, to attend to:

1. A child, which for purposes of this article means a biological, adopted, foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status;
2. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
3. A spouse;
4. A registered domestic partner;
5. A grandparent;
6. A grandchild;
7. A sibling.

The categories of qualifying family members defined above are defined by law as of the signing of this agreement. The intent of this section is to reflect the requirements of current law and this section is not intended to contradict, supplement, or diminish these legal requirements. Accordingly, any changes to such applicable laws shall supersede this MOU section.
All conditions and restrictions placed by CalVans upon the use by an employee of sick leave shall also apply to use by an employee of sick leave to attend to an illness of their family member as defined above. This article does not extend the maximum period of leave to which an employee is entitled under Section 12945.2 of the Government Code or under the Family Medical Leave Act of 1993, regardless of whether the employee receives sick leave compensation during that leave.

Employees shall indicate requests for family illness leave with their supervisor prior to approval. All time utilized as family illness leave shall be formally recorded.

ARTICLE 16       ABSENCE DUE TO DEATH IN FAMILY

Whenever any regular full-time or regular part-time employee is compelled to be absent from duty by death in the employee's immediate family, accumulated sick leave with pay, up to forty (40) regular working hours may be granted upon the recommendation of the department head and approval of the Executive Director.

Immediate family whether by blood or marriage or adoption, for the purposes of this section, is defined as follows:

- Children (Legal Wards)
- Parents
- Grandchildren
- Grandparents
- Brothers
- Sisters
- Spouse or Registered Domestic Partner

ARTICLE 17       USE OF EMPLOYEE BENEFITS

No employee shall be discriminated against or disciplined for the legitimate use of any right, privilege or benefit.

ARTICLE 18       VACATION AND SICK LEAVE POLICY

CalVans employees accrue vacation days at the rate of approximately 12 days per year.

Employees are eligible to schedule vacation following successful completion of the six-month probationary period, with supervisor approval.

Sick leave is accrued at the rate of approximately 12 days per year.
Vacation and sick leave hour totals are noted on the employee pay stub each pay period. Hours are added to your total as they accrue, and deducted as they get used. Employees begin accruing vacation hours immediately upon being hired; the total hours will appear on the employee pay stub. After the six-month probationary period is complete, an employee will be eligible to begin taking vacation. All vacation requests need to be approved by an immediate supervisor. If an employee does not miss any work they should have approximately 6 days after six months.

An employee who uses up all sick leave but is still off work due to injury or illness, must then use vacation hours in place of sick leave, until both are depleted (unless work-related injury or illness). If employee uses up all leave banks, they will be on “Leave Without Pay” status, which means they are not getting paid while out. While on “Leave Without Pay” (LWOP) health insurance payments must be made directly at the Auditors Office and pay your health insurance payments since there will be no paychecks from which to deduct your insurance payments. Insurance premiums must be paid in advance for the following month.

Sick leave will not be paid out if employment is terminated. If you retire, you may take 50% of your hours on the books toward retirement benefits.

ARTICLE 19 VACATION

This rate is effective through your 5th year of employment at CalVans. Employees with 6 through 15 years of employment will accrue vacation at the rate of approximately 15 days per year. From 16 years of employment until retirement, you will accrue vacation at the rate of approximately 20 days per year.

1. An eligible employee may accrue vacation at the appropriate rate applicable to the employee’s length of service (2080 hours of actual service) as follows:

   a Employees hired prior to January 1, 1999:

<table>
<thead>
<tr>
<th>Service Hours</th>
<th>Hours (days)</th>
<th>Rate (based on hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 10,400</td>
<td>96 (12 days)</td>
<td>0.046154</td>
</tr>
<tr>
<td>10,401 - 20,800</td>
<td>120 (15 days)</td>
<td>0.057693</td>
</tr>
<tr>
<td>20,801 - 31,200</td>
<td>140 (17.5 days)</td>
<td>0.067308</td>
</tr>
<tr>
<td>31,201 +</td>
<td>160 (20 days)</td>
<td>0.076924</td>
</tr>
</tbody>
</table>

   b Employees hired January 1, 1999 or later:

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours (days)</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. An eligible employee may accrue vacation at the appropriate rate applicable to the employee's length of service (as set forth in 1a and 1b above) until the employee reaches one of the following accrued hours of vacation limits:

<table>
<thead>
<tr>
<th>Hours (based on hrs)</th>
<th>Maximum Vacation Accumulation Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 (10 days)</td>
<td>160 hours</td>
</tr>
<tr>
<td>96 (12 days)</td>
<td>192 hours</td>
</tr>
<tr>
<td>120 (15 days)</td>
<td>240 hours</td>
</tr>
<tr>
<td>140 (17.5 days)</td>
<td>280 hours</td>
</tr>
<tr>
<td>160 (20 days)</td>
<td>320 hours</td>
</tr>
</tbody>
</table>

Once the appropriate accumulation limit has been reached, the employee shall cease to earn additional vacation until the employee's accumulated vacation balance falls below the limits listed above. To assist with scheduling and planning, staff will provide three (3) weeks notice for vacation requests of one (1) week or more. More advance notice is always appreciated but not required.

CalVans retains the right to ensure that adequate service coverage is provided. Accordingly, CalVans has the right to modify the assignments in all regions served by CalVans to ensure adequate staffing for CalVans service.

ARTICLE 20 HOLIDAYS

The following provisions of this Article are the policies and procedures affecting holidays provided CalVans unrepresented employees:

The days established as holidays are:

- January 1, New Year's Day
- Third Monday in January, Martin Luther King Day
- Third Monday in February, President's Day
- Last Monday in May, Memorial Day
- July 4, Independence Day
- First Monday in September, Labor Day
- November 11, Veteran’s Day
- The day designated as Thanksgiving Day
- The day following Thanksgiving Day
- The working day before the day observed as Christmas Day
- The day designated as Christmas Day
- The working day before the day observed as New Year's Day
- Such other days as the CalVans Board may determine by resolution.

If any employee is required to work during a period when their office is closed, or is not permitted to have the time off in their department due to 24-hour shift requirements, these employees shall be paid straight-time holiday in-lieu pay, up to the actual amount of time worked, not to exceed 8 hours during that day.

Part time employees will participate in the closure based on their assigned hours and earnings on a pro-rated basis. Employees on a paid leave of absence will participate in the closure; however, employees on unpaid leaves of absence will be excluded.

1. Nothing herein shall prevent the head of any department which by reason of the nature of the service must remain open on holidays, from requiring employees thereof to work on any holiday.

2. Any employee who is required to work, by reason of the nature of the service of the department or by reason of a regularly scheduled other than Monday through Friday, on a day which is a holiday for employees working a regularly scheduled workweek of Monday through Friday, shall be compensated for the holiday at the employee's regular rate of pay for such day had the day not been a holiday. It is the intent of this section to grant the same holidays or compensation therefore to all employees equally.

3. When a holiday established by this article falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed.

4. When a holiday established by this article falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.

5. Only 8 hours of holiday pay is permitted on any one full-day holiday. If the employee’s regular day exceeds 8 hours and the employee does not work it, vacation or comp time must be used for the difference.

6. Part-time employees shall be credited with holiday pay in the same ratio that their regular part-time service bears to regular full-time service.
7. Notwithstanding anything in this Article to the contrary, extra help employees shall not be entitled to paid holidays.

8. An additional eight (8) hours shall be added, in a lump amount, to each covered employee's vacation account on pay period 15 every year. This time shall not become vested until added to the account.

9. If the accrual of these 8 hours would cause the employee to reach or exceed their accrual cap, the employee shall not lose any of these hours, however, the employee will not accrue any additional vacation until they are below the vacation limit.

ARTICLE 21  OVERTIME COMPENSATION

1. All employees shall receive FLSA overtime consistent with existing law.

2. Overtime shall be computed at a rate equal to one and one-half (1 and 1/2) times the employee's regular hourly rate for authorized hours worked in excess of forty (40) hours per work week. The workweek is defined as seven (7) consecutive calendar days, Monday through Sunday (unless an alternate workweek is approved).

3. Only hours worked shall be counted as time worked for purposes of computing time and one-half overtime, except that hours paid for pre-approved vacation, comp-time, and holidays shall be counted as hours worked for purposes of computing overtime. Sick leave, and vacation in-lieu and comp-time in-lieu of sick leave shall not count as hours worked.

4. CalVans will pay an amount equal to time and one-half over and above the current hourly rate of pay for an employee required to work in excess of eight (8) hours per workday or an approved alternate longer regular work-shift. A workday is defined as a 24-hour period.

5. It is specifically understood that overtime does not apply to standby time.

6. All overtime worked shall be either paid on the payday following the pay period in which it was earned, or accumulated to be taken as compensatory time off. Compensatory time shall be accumulated at the same rate as overtime and may be taken off at a time designated by the employee with the approval of the Department Head or their designee.

ARTICLE 22  COMPENSATORY TIME OFF

Compensatory time is any time which may be taken off by an employee in lieu of cash payment for hours worked beyond the normal work period. Compensatory time is accrued at the same
rate as overtime. All time to be taken as compensatory time is to be formally recorded. Employees with thirty hours or less accrued compensatory time may elect to use vacation or compensatory time. Employees with more than thirty accrued hours compensatory time shall use compensatory time before using vacation time. Compensatory time is limited to 40 hours annually.

ARTICLE 23 LEAVE WITHOUT PAY

The nature and extent of services provided by CalVans’ staff to meet goals of function, operation and responsibility to the public in an efficient and economical manner mandates a high level of employee performance measured by reliable attendance, accuracy, quantity and quality of service. Excessive absenteeism and tardiness, unsatisfactory work performance and other poor work habits including excessive Leave Without Pay (LWOP) absences is subject to disciplinary action and/or termination.

LWOP may be authorized for benefited employees, who have maintained a record of good performance and granted for necessary absences due to illness or other urgent important matters (when sick leave and/or vacation leave is no longer available). In cases where a LWOP is requested due to sickness, the employee may be requested to provide medical verification of the existence of a health condition including start date and probable duration of the illness.

Employees on LWOP shall retain their years of service rights and accumulated benefits but shall earn NO additional benefits.

Requests for LWOP must be reviewed and approved by the CalVans Executive Director and limited to compelled absences from duty when vacation leave and sick leave is exhausted.

Approval of LWOP requests are subject to ability of the Agency to provide staff coverage during the requested absence.

Long term LWOP absences impact benefits coverage and insurance premiums may require an employee to pay the proportional cost of insurance premiums.

Determined excessive and abusive short-term LWOP could result in termination.

All leaves are subject to review and approval by the CalVans Executive Director.

ARTICLE 24 ALTERNATE WORK SCHEDULE

CalVans employees may request to work an Alternate Work Schedule (AWS) and must complete an AWS agreement available from CalVans Office Manager, obtain supervisory approval, and submit the agreement and work schedule to management for approval.
Working an AWS schedule is a privilege and can be rescinded at any time. At times, certain employees will not be able to have an AWS. At times, specific dates may not be available for an off day.

Employees should not take leave the workday before or after their AWS off day. Repeated absences of this nature will result in removal from the AWS schedule. If an employee is removed from the AWS schedule or if the AWS schedule is modified in any way, the supervisor must be notified.

The scheduled hours in a pay period must still be 80 hours in length. Employees working an AWS schedule may have to submit annual leave (vacation), sick leave, comp time to cover the hours required for the pay period. Holidays count as 8 hours.

AWS employees are not allowed to change the prepared schedule without consulting his or her supervisor and management to ensure the AWS schedule does not violate the Fair Labor Standards Act.

If employees are approved to work additional hours from the AWS schedule, the policies governing compensatory time will apply.

Annual and sick leave usage must match the AWS schedule. For example, if you are scheduled to work 10 hours and you are ill and cannot report to work, you will need to submit a leave request for 10 hours of sick leave.

If you are scheduled to work on a paid holiday you will not be paid the full 10 hours for the work day. You will need to use 2 hours of vacation or compensatory time off to make up the remaining two hours.

ARTICLE 25    EDUCATIONAL REIMBURSEMENT PROGRAM

CalVans is committed to the professional development of all employees. CalVans encourages personal career development and advancement, which directly benefits Agency service through a program of educational financial assistance that will help employees prepare for career opportunities within the Agency.

Eligibility

Full-time employees are eligible if permanent status has been attained by the completion of the class for which reimbursement is being requested. Employees who work less than full-time, but at least half time are eligible. Employees with less than standard performance evaluations are not eligible for participation. Employees who work less than half-time (1039 hours or less per fiscal year) and extra-help employees are also not eligible.
Type of Courses

Reimbursement is generally restricted to courses of study directly related to the employee’s present position, or for a promotion within the employee’s present class series. Required courses for high school diploma, or courses leading to an undergraduate or graduate degree qualify for reimbursement provided that the employee’s major course of study is directly related to his or her present position, or leads to a promotion within the employee’s current class series. Reimbursement will only be make once the course is completed and the employee has obtained a minimum grade of “C” in an under graduate course or a minimum grade of “B” in a graduate course.

Covered Expenses

The maximum allowed for reimbursement is $500 per fiscal year, per employee. Reimbursement is paid upon receipt of original receipts and acceptable grade(s). Reimbursement covers the cost of:

- Registration fees
- Resident tuition
- Lab fees
- Books
- Parking fees

Fees or charges for late registration are not reimbursable. Transportation costs, meals, supplies, and other expenses will not be reimbursed by the Agency.

How to Apply

Step 1 Complete an educational Reimbursement Application form.

Step 2 Submit it to your supervisor for approval along with a copy of the course catalog description.

Step 3 Send the approved application with original expense receipts or an estimate of expenses to the Office Manager within three weeks after the first class session begins. The Office Manager will notify you regarding receipt of the application.

Once the course has been completed, bring or send an original transcript or computer-generated grade record form the educational institution to the Office Manager. If original
receipts of expenses were not submitted with the application form, they must be submitted at this time.

A reimbursement check for the approved amount is normally sent to the employee within two weeks of receipt of all documents. Original grade records will be returned to the employee.

Note: The educational Reimbursement Program is reviewed annually by the Board and is budgeted according to available funds. Once the budgeted funds are expended, no further requests for reimbursement will be approved.

ARTICLE 26 ELECTRONIC EQUIPMENT

Employees of CalVans are entrusted to take proper care of all CalVans equipment and tools. Upon termination, a former employee will return all property of CalVans, to CalVans in good working order. Terminated employees may be held financially responsible for damaged, stolen or lost property up to the cost of the replacement of the equipment. This agreement includes, but is not limited to, the following: laptops, cell phones, tools, and any other equipment issued to an employee to assist in carrying out their duties. Failure to return equipment will be considered theft and may lead to criminal prosecution by CalVans.

ARTICLE 27 CELL PHONES

Electronic devices are a means of communication that is vital in today’s fast-paced environment. Company issued cell phone should be used as necessary and the use of a personal cell phone should not interfere with employee tasks.

To help to adhere to the safe and effective use of cell phone during the course of work, the following policies will be adhered to;

- Cell phones are not to be used while driving agency vehicles
- Employee are required to maintain fewer than 2 points on their driving record
- Employees cited using a personal phone will be identified on the Employee Pull Notice
- More than 2 points, DUI or reckless driving will affect employment and can lead to termination
- Telematics programs or any other type of mapping program should be accessed when stopped at a safe location
- Respond to work texts only at a safe locations
- Employees should not send text messages, nor read text messages while driving
- Phones should not be in an employees hand for any reason while driving
- The use of a listening device or Bluetooth is mandatory and the law is California
Bluetooth devices are provided with company issued cell phones and should be used
If making or answering a call using your Bluetooth device, give notice to the calling party that you are driving and discontinue the call if traffic conditions become hazardous
Employees should strive to plan trips before driving
Use ‘Favorites’ in the Contact List and virtual assistants as much as possible
Cell phones are for business use only and all calls should be limited to such use
Do not install personal applications that use up the equipment memory
Do not delete or tamper with pre installed work applications
Cell phone are for business purposes and should not be use for personal use
Report all hardware and software malfunctions immediately to supervisor
There exists no expectation of privacy for personal use of company equipment when using, accessing, or carrying company equipment

ARTICLE 28 PERSONAL ELECTRONIC USE DIRECTIVE

To determine safety, health and property protection measures, To promulgate, modify and enforce work and safety rules and regulations, and to take such other and further action as may be necessary to organize and operate in the most efficient and economical manner and in the best interest of the public it serves. The CalVans directive is as follows:

“Personal Electronic devices are not permitted for use or to be carried by employees during regular working hours, except during regularly scheduled rest and meal breaks.
Violating this directive may result in discipline, up to and including termination.
Electronic devices are those devices typically used for communication and entertainment. Such devices include but are not limited to cell phones, pagers, PDA’s and electronic tablets.” The goal is to make this directive as crystal clear as possible.
Personal calls, cell phone use, including text messaging/checking or the use of personal electronic devices is prohibited during work time.

Some aspects of what this means:
1. You may use your personal electronic devices on your breaks and lunch, but not during working times.
2. FMLA status does not grant permission to use electronic devices during working times.
3. No CalVans employee has an exception to this rule.
4. An employee who choses to engages in this behavior will be subject to disciplinary action
5. Written disciplinary action is added to an employees personnel file and can affect merit based evaluations resulting in the loss of a step, if you violate this directive.
6. Emergency notifications from your families, child’s school, etc. may be transmitted via CalVans (559) 852-2711 or 866-655-5444. This method has been proven to be efficient and effective.

7. In the event that you are expecting an urgent call you must discuss this with your Supervisor. There will be no blanket permission for expecting urgent calls. Such notifications shall be used minimally and overuse will be addressed accordingly.

This policy restricts the use of personal electronic devices (Cell phones, iPads, tablets, PDA’s, pagers, MP3 players, etc.) during work periods. Such directives are intended to maintain a safe and productive working environment free from entirely preventable distractions.

This directive reiterates that the use of personal electronic devices may only be used during breaks/lunch and therefore should not be carried on their person. Such devices must be stored in lockers, personal vehicles or other places that are not physically with you.

Most employees have been provided with business cell phones. These electronic devices are to be used for business purposes only. Personal emergencies that cannot wait for a break or lunch time for a return call, as always, can be channeled through the office which will immediately contact an employee in the field.

ARTICLE 29 PERSONAL CONDUCT AND PROHIBITED ACTIVITIES

The following actions on the part of a CalVans employee are violations of agency rules of conduct and are contrary to the best interests of CalVans, our employees and the public we serve.

1. Reporting to work while under the influence of alcohol or drugs (legal or otherwise) or consuming alcohol or drugs at any time during the workday. CalVans reserves the right to perform drug or alcohol testing on any employee at the sole discretion of the Agency, either randomly, or in the event of suspicion of being under the influence of drugs or alcohol. Refusal to submit to drug or alcohol testing when requested by CalVans will be treated as a “positive” test result and will result in immediate termination.

2. CalVans maintains a “Zero Tolerance Policy”, therefore, in the event drug or alcohol test results come back “positive”, this policy will be implemented, the results of which are immediate termination.

3. Although it is not the intent of CalVans to monitor off-duty conduct, conduct off-duty can affect on-duty employment.

4. Possessing, using, storing, or manufacturing, distributing or dispensing of alcohol or drugs on CalVans property at any time.

5. Possessing, using or storing weapons of any kind, such as firearms, knives, or explosives on CalVans property at any time.

6. Failing to promptly report all personal injuries and accidents to your Supervisor or CalVans Management, including damage to the property of CalVans, another employee, customer, or member of the public, regardless of who is responsible for the damage.
7. Stealing or attempted theft of property belonging to CalVans, another employee, customer, or member of the public.

8. Dishonesty or falsification of any CalVans record or document. No employee shall defraud the Agency in any manner whatsoever.

9. Making a false or malicious statement, that may reflect negatively on CalVans, an employee, customer, or member of the public.

10. Fighting, assaulting, threatening, obscene, or otherwise endangering any employee of CalVans, a customer, or any other member of the public while on duty.

11. The use of threatening or abusive language, or any actions, or any type of harassment, discourteous, indecent, or immoral conduct directed toward any employee, customer, or member of the public.

12. Engaging in disruptive conduct during work hours or at any time while on CalVans property or while carrying out CalVans duties offsite.

13. Loitering on CalVans property or entering office areas except on Agency business.

14. Insubordination, refusal, or failure to follow Agency procedures or perform an assignment given you by your Supervisor or Management, including work assignments outside your normal duties.

15. Leaving work prior to completion of your work assignment without the permission of your Supervisor or Management.

16. Failure to report for work on time, resulting in tardiness with a frequency that exceeds Agency standards.

17. Failure to report for work, resulting in absences with a frequency that exceeds Agency standards.

18. Failure to notify your Supervisor or Management of your absence prior to the start of your shift.

19. Absence from work for three consecutive work days without reporting. This action will automatically lead to job abandonment and the voluntary termination of the employee. An employee that terminates voluntarily may not be eligible for Unemployment Insurance Benefits.

20. Falsification of time records or time cards. Your Supervisor or Management must review and sign time card to authorize payment.

21. Failure to take required breaks and meal periods or to take them timely.

22. Failure to observe traffic laws or to report traffic violations involving Agency vehicles.

23. Failure to comply with applicable Department of Transportation regulations.

24. Being involved in an accident, which is determined to be chargeable under Agency safety standards.

25. Failure to comply with OSHA regulations and all safety rules or standards of the Agency.

26. Operating Agency equipment in a careless or unsafe manner including failure to observe warning signs.
27. Failure to report defective equipment or unsafe conditions of any equipment or facilities that may endanger an employee, customer, or member of the public.

28. Misuse, abuse, damaging, or tampering with the property of the Agency, an employee, or customer.

29. Smoking in non-smoking areas or in CalVans vehicles.

30. Using Agency property without proper authorization, including permitting unauthorized individuals to operate or board an Agency vehicle or enter Agency property.

31. Unauthorized use of Agency or customer records.

32. Failure to maintain strict confidential information of staff members or customers and Agency records are grounds up to dismissal.

33. Inattention to your work assignment, including sleeping or dozing or wasting time; prolong or excessive personal use of agency phone, cell phone, or internet during workday as well as, excessive use of personal phone during work day.

34. Violation of Agency Computer and Electronic Technology Usage Policy including unauthorized use of codes and passwords.

35. Violation of Agency Policy regarding soliciting or accepting kickbacks and gifts.

36. Unauthorized visitors on Agency property.

These rules are not all inclusive. Employees who engage in any type of conduct which may be injurious to the Agency, or which interferes with the efficient operation of the business will be subject to disciplinary action.

ARTICLE 30            COMPUTER AND ELECTRONIC TECHNOLOGY USAGE

The purpose of this Policy is to establish guidelines and standards for proper use of CalVans’ computer system and all owned, leased or controlled computers and other electronic technology or devices such as mobile data used by employees in the operation of regular CalVans business or while performing assigned duties.

CalVans computer system and equipment and all owned, leased, or controlled computers and electronic technology, equipment or devices are the sole property of CalVans. This shall include computers or other electronic technology equipment or devices loaned to CalVans from another public agency, a grantor, or a private agency. CalVans retains the right, at its sole discretion, to select, maintain, replace, upgrade, assign, or authorize or rescind authorization for use of their computers, the computer system, and/or electronic technology and devices.

This Policy applies to all CalVans employees. Any reference in this Policy to "employee(s)" is intended to also include non-employees as described below. Unauthorized use by non-employees is strictly prohibited. The Executive Director may authorize the use of CalVans computer system or other electronic technology or devices by a non-employee who has a legitimate CalVans business purpose for such use, such as; work experience placements,
trainees or interns, vendors, independent contractors, or volunteers. Non-employees must be authorized to use such CalVans systems or equipment and must be advised of their responsibility to follow the standards contained in this Policy and any other applicable CalVans policies, procedures or regulations.

All CalVans employees are hereby put on notice that employee communications on CalVans computer system or other electronic technology or devices are not private, and employees should never have an expectation that their messages, files, documents or computer use is/or will be kept private. Mobile data will be monitored.

Employees are hereby made aware that any file, document or record, including communications through computers or other electronic technology or devices, may be considered to be public record, and therefore subject to disclosure under applicable state and/or federal laws.

CalVans reserves the right to monitor employee usage of the computer system or other electronic technology or devices such as; web tech or e-mails to ensure proper working order, appropriate and authorized use by employees or non-employees, the security of CalVans data, or to retrieve the contents of any employee communications or other transmissions or use of the system.

CalVans reserves the right to access and inspect any or all usage, including, but not limited to, logs, files, images, records, transactions, data, accounts, invoices or statements, including archived or deleted material of present or former employees, without the users' consent for any purpose related to maintaining the security and integrity of the computer system or for any relevant purpose related to CalVans business.

CalVans computer system shall not be used to solicit others for personal or commercial ventures or gain, for religious activities, or for political causes, campaigns or issues.

CalVans strives to maintain a workplace free of harassment. Therefore, CalVans expressly prohibits the use of computers, the computer system, or other electronic technology or devices in ways that are inappropriate, unauthorized, disruptive, illegal, and/or offensive to others. For example, accessing, displaying, transmitting, downloading or printing sexually explicit images, messages, web sites, jokes or cartoons is strictly prohibited. Other such examples of misuse may include, but are not limited to, use of foul or demeaning language, threats, disparaging or insulting comments, personal or ethnic slurs, racial comments, off-color or offensive jokes or images, or anything that may reasonably be construed as harassing, intimidating, offensive, or retaliatory.

The illegal or unauthorized duplication of software and its related documentation is strictly prohibited. CalVans purchases and licenses the use of various computer software for CalVans business purposes, and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, CalVans and its employees do
not have the right to reproduce such software for use on more than one computer. Accordingly, employees may only use software on local area networks or on multiple machines according to the software licensing agreements.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material on CalVans’ computer system or other electronic technology or devices is strictly prohibited. As a general rule, if an employee has not obtained written authorization for its use, it must not be installed or downloaded on a CalVans computer, computer system or other electronic technology or devices.

AUTHORIZATION FOR PERSONAL USE OF COMPUTERS

Personal, non-work related use of CalVans’ computer system or other electronic technology devices may be allowable within reasonable limits as long as it does not interfere or conflict with policies, or the completion of assignments, duties or working hours.

In addition to compliance with this Agency Policy, employees shall be duly notified of and shall comply with CalVans rules and regulations on computer use and use of all other electronic technology or devices such as:

COMPUTER ETIQUETTE AND PROPER USE STANDARDS-All computer and electronic technology users are expected to abide by the generally accepted rules of computer and business etiquette. These include, but are not limited to, the following:

Communications on the computer system or other electronic technology ARE NOT GUARANTEED TO BE PRIVATE and YOU CANNOT HAVE AN EXPECTATION OF PRIVACY.

- Be polite and professional; do not be rude, unprofessional, derogatory or abusive in your messages or communications with others.
- Use appropriate language. Do not swear or use vulgarities or other inappropriate language or symbols
- Do not inappropriately or unnecessarily reveal personal information, such as home addresses or phone numbers or e-mail addresses or passwords of yourself or others.
- Do not use the computer or computer network in such a way that you would disrupt the use of the network by other users.
- Users must never allow others to use their password. Disclosure of passwords or codes to supervisors or department management may be required for operational reasons and employees must comply with such requests.
- Do not attempt to log onto CalVans computer system or network as a system administrator, unless authorized to do so.
- At all times, follow established department procedures for shutting down your computer at the end of the workday and for properly logging on to or logging out of the computer or the network or specific software programs.
EXAMPLES OF PROHIBITED CONDUCT - Below are some examples of prohibited conduct involving the use of CalVans computers, computer system or other electronic technology or devices such as cell phones. These include, but are not limited to, the following:

- Sending an anonymous e-mail or other message, or misrepresenting any circumstances of an employee's true identity.
- Sending or posting a discriminatory, harassing, or threatening message or image.
- Sending or posting a message that defames or slanders an individual or CalVans.
- Sending or posting chain letters, solicitations, or advertisements not related to CalVans business.
- Using the CalVans system or its equipment to engage in any illegal activity, such as drug sales; lotteries; betting, gambling, or gaming; or advocating illegal acts.
- Using the system or equipment to engage in inappropriate, non-work related activity, such as on-line auctions, contests or surveys, "Instant Messaging", or chat rooms.
- Using the system for personal or unauthorized transactions that may incur a cost to CalVans. An employee will be liable for the full costs associated with any unauthorized uses.
- Using or disclosing another employee's code or password without authorization.
- Copying or downloading software or electronic files without permission, including music files, computer "games", screen savers, or "burning" CDs or DVDs.
- Violating copyright law or failure to observe licensing agreements.
- Intentionally transmitting or introducing a computer virus or "worm" into the Agency's system.
- Participating in the accessing, viewing or exchange of pornography or sexually suggestive or obscene material on any CalVans equipment, including CalVans computer system, and any/all electronic devices issued by CalVans.
- Knowingly or recklessly performing an act which may destroy, damage, alter, subvert, erase, disable or interfere with the normal operation of CalVans' computers, computer data or files, terminals, peripherals or the network.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Deliberately or willfully wasting or misusing CalVans computing or technology resources for personal use or gain, including cell phones, fax machines, printers, ink cartridges, toner, paper, or other supplies.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without authorization.
- Using the system for political lobbying or campaigning, personal or financial gain, or fraud.
- Logging on to, accessing, or using any CalVans computer, the computer system, or other electronic technology or devices without authorization.
- Personal use without proper consent from Executive Director.
- Use of cell phone while driving without hands free headset.
- Texting while driving
- All monitoring of employees shall be limited to business purposes only.

**DEFINITIONS**

"Computers" and "computer system" includes, but is not limited to, computers and all computer components, such as computer processing units and contents; hardware and drives; laptop computers; computer screens and keyboards; software programs; networks, cables or wires; switches; printers; scanners; and/or speakers. "Other electronic technology or devices" includes, but is not limited to, electronic mail (e-mail); Internet/Intranet; telephones, including voice mail; cellular phones; facsimile (fax) machines; Agency web page(s); diskettes; security, storage and/or back-up media; video teleconferencing; electronic subscription services; electronic documents; personal data assistants (PDAs); pagers; mobile data terminals (MDT) or other hard-wired or wireless communication devices, including dial-in access to the Agency's computer system from off-site locations.

These rules are not all inclusive. Employees who engage in any type of conduct which may be injurious to the Agency, or which interferes with the efficient operation of the business will be subject to disciplinary action.

**ARTICLE 31 SEXUAL HARRASMENT AND ABUSIVE CONDUCT POLICY**

CalVans is committed to providing a work environment that is free from Unlawful Discrimination, including sexual harassment and abusive conduct, in accordance with applicable state and federal law.

It is the policy of CalVans that sexual harassment is unacceptable conduct in the workplace and that sexual harassment by any employee, supervisor, manager, official or nonemployee, male, female or non-specific, of another person will not be tolerated. Sexual harassment constitutes unlawful sex discrimination and is grounds for disciplinary action up to and including termination.

15010 Sexual harassment is prohibited behavior as defined in Section 15020 below when:

15010.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or;

15010.2 Submission to or rejection of such conduct is used as the basis for employment decisions, or;
15010.3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

15020 Prohibited Behavior in sexual harassment refers to behavior that is not welcome, that is personally offensive, or pervasive that fails to respect the rights of others, that lowers morale and that, therefore, interferes with work effectiveness. The victim defines what is unwelcome.

Behavior that constitutes sexual harassment includes, but is not limited to:

15020.1 Unwanted Sexual Advances include continuing to express sexual interest after being informed or otherwise made aware that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)

15020.2 Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

15020.3 Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to sexual advances. For example, either threatening to withhold or actually withholding support for an appointment, promotion, or change of assignment, or suggesting that a poor performance appraisal will be given.

15020.4 Visual Conduct such as leering, sexual gestures, display of sexually suggestive objects or pictures, cartoons, posters, magazines, or other materials.

15020.5 Verbal Conduct includes making or using derogatory comments, slurs, jokes or epithets or verbal sexual advances or propositions.

15020.6 Verbal or Written abuse is abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.

15020.7 Physical Conduct is any offensive or uninvited touching, brushing against, or impeding or blocking movement.

15030 Prohibited Supervisory Behavior by a CalVans employee shall constitute grounds for disciplinary action:

15030.1 Failing to Take Corrective Action when employees or management employees know, or have reason to know, that an employee in the line of supervision of the official or supervisor is being subjected to sexual harassment on the job by anyone; or,
15030.2 Retaliation against an employee or applicant for employment who complained of sexual harassment, or who testified on behalf of one who made a complaint, or who assisted or participated in any manner on behalf of a complainant in an investigation, proceeding or hearing conducted under this policy.

15040 Department Responsibility is every department’s obligation to assure that the work environment is free from all types of unlawful discrimination, including sexual harassment. Prompt, appropriate action to prevent occurrence of sexual harassment is expected. Department heads, other managers and supervisors are responsible for the on-the-job actions of their employees. Department heads shall ensure that employees, supervisors and managers are aware of the CalVans policy. Supervisory training and employee orientation programs shall include information about CalVans sexual harassment policy.

15050.1 It is the responsibility of each employee to insure strict adherence to the policy.

15050.2 Some people are not aware that their behavior is offensive or potential harassment. Often, simply advising someone of the offensive nature of her/his behavior can resolve the problem. The first course of action should be to inform the harassing party that his or her behavior is unwelcome, offensive, in poor taste or highly inappropriate. If this does not resolve the matter or if an employee feels uncomfortable, threatened, or has difficulty expressing his or her concern, the complaint procedure shall be used.

15060 Complaint Procedures recognize that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a determination based on all facts in the matter. Given the nature of this type of discrimination, CalVans also recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. All CalVans employees shall act responsibly to establish and maintain a pleasant working environment, free of all discrimination, for all. CalVans encourages any employee to raise questions regarding discrimination or affirmative action with the Personnel Department. Any person who believes he or she has been the subject of sexual harassment shall report the alleged act immediately to his or her supervisor, department head or the Personnel Department.

15060.1 Notification of Complaint. A supervisory employee receiving a complaint of sexual harassment shall immediately inform the Department Head and/or the Office Manager. All departments will promptly notify the Office Manager of any sexual harassment complaint received which is not resolved at the departmental level.

15060.2 All complaints will be treated seriously and handled in a timely and confidential manner. In no event will information concerning a complaint be released by CalVans to third parties or to anyone within CalVans who is not involved with the investigation. The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any employee wrongfully charged with sexual harassment.
15060.3 The Office Manager, Director, or designee, will have full authority to investigate all aspects of the complaint. Investigation of a complaint will normally include conferring with the parties involved and any apparent witnesses. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.

15060.4 If the investigation reveals that the complaint is valid, prompt attention and action designed to stop the harassment immediately and to prevent its recurrence will be taken. Disciplinary action up to and including dismissal will be taken upon a finding that CalVans' official or employee has engaged in prohibited sexual harassment as defined herein.

15070 The sexual harassment policy bulletin shall be displayed on all CalVans and department bulletin boards. A copy of the sexual harassment policy bulletin shall be given to all new employees. Annual training will be conducted regarding CalVans policy on sexual harassment and procedures to follow if it occurs. Such training shall be mandatory and ongoing.

SEXUAL HARASSMENT POLICY BULLETIN

It is the policy of CalVans to provide employees a working environment free of unlawful discrimination - including sexual harassment. It is illegal and against CalVans policy for any official or employee of any gender to sexually harass another person. The work environment should be businesslike and assure fair, courteous treatment for employees and the public we serve. Employees or officials committing or condoning acts of sexual harassment may be held personally liable for such acts. All employees, including supervisors and managers, will be trained regarding behavior that constitutes sexual harassment and the importance of reporting incidents promptly to assure that further incidents do not occur. Incidents of sexual harassment must be reported immediately to the supervisor, department head and/or the Office Manager. All complaints will be investigated. Any person who has been found, after appropriate investigation, to have sexually harassed another will be subject to discipline up to and including termination of employment.

CalVans department heads shall convey to their employees strong disapproval of sexual harassment. All supervisory and management personnel shall be informed of their responsibilities regarding this policy. All employees shall be informed regarding behavior that constitutes sexual harassment and the consequences of such actions. This policy bulletin shall be distributed to all employees and posted in all CalVans departments. Employees and other interested persons are urged to request and review the entire Sexual Harassment Policy. Copies are available in each department and from the Office Manager.
ARTICLE 32  MILEAGE REIMBURSEMENT

Employees may be required to use personal vehicles for travel in performance of their duties. In this case, the mileage shall be reimbursed at the rate allowable under I.R.S. regulations as determined and administered by the Senior Accountant/ Auditor.

ARTICLE 33  REPORTING TIME PAY

California’s Reporting Time Pay will apply for an employee required to report to a CalVans facility:

A. Each workday an employee is required to report for work and does report, but is not put to work or is furnished less than half said employee’s usual or scheduled day’s work, the employee shall be paid for half the usual or scheduled day’s work, but in no event for less than two (2) hours nor more than four (4) hours, at the employee’s regular rate of pay, which shall not be less than the minimum wage. An employee may substitute missing hours, up to 8 hours using vacation or comp time.

B. If an employee is required to report for work a second time on any one workday and is furnished less than two (2) hours of work on the second reporting, said employee shall be paid for two (2) hours at the employee’s regular rate of pay, which shall not be less than the minimum wage.

The foregoing reporting time pay provisions are not applicable when:

C. Operations cannot commence or continue due to threats to employees or property; or when recommended by civil authorities; or
   a) Public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system; or
   b) The interruption of work is caused by an Act of God or other cause not within the employer’s control

E. This section shall not apply to an employee on paid standby who is called to perform assigned work at a time other than the employee’s scheduled reporting time.

If the employee is on a paid standby and is called to work, the reporting time pay provisions do not apply.
ARTICLE 34   STANDBY / ON CALL DUTY

Employees of CalVans may be required to serve in a standby or on-call capacity to respond to an unforeseen circumstance or emergency and, if such circumstance arises, to report to work after the end of the employees’ regular shifts and before the beginning of their next scheduled shifts.

The Fair Labor Standards Act (“FLSA”) and the federal regulations provide that “[a]s a general rule the term ‘hours worked’ will include: (a) All time during which an employee is required to be on duty or to be on the employer’s premises or at a prescribed workplace and (b) all time during which an employee is suffered or permitted to work whether or not they are required to do so.” (29 CFR §778.223).

Paid standby is paid at the employee’s hourly rate of pay for the standby time which has been agreed to or is absent a specific agreement. If the employee is on unpaid standby and is called to work, the reporting time requirements kick in and a minimum of 2 hours of pay is required.

Employees shall receive two dollars ($2.00) for each hour of formally assigned standby time. Standby time shall be defined as that time other than the normal duty shift during which an employee is required to remain available for call and ready for duty.

Employees shall be assigned standby for no less than twelve (12) hours.

Required non-exempt employees will carry cell phones after hours and on weekends so they can respond to requests for assistance and emergencies for the CalVans technical and roadside assistance calls which operates on a 24/7/365 basis. Employees are required to respond to a call within 15 minutes or as safely and expeditiously as possible and to be available to go to their respective facility immediately if necessary. A call-out requires the employee to meet at a designated place and use CalVans’ designated transportation to and from the work site. Employees on standby may be assigned a vehicle to take home. Arrangements will be made for the employee’s personal vehicle. Examples of compensable work time include, but are not limited to, meal periods and sleep periods during which times employees are subject to CalVans control. Travel time is considered compensable work hours.

Employees may not use a CalVans vehicle for personal use while on-call.

An employee who calls in sick for the full day forfeits their on-call/ standby pay for the remainder of the pay-period. The exception to this rule is an employee who takes sick leave for pre-programmed medical appointment during regular business hours and is available after hours.

If no CalVans vehicles are in operation in the employees region, no employee in that region may be on-call/ standby and should not answer calls outside of regular business hours. Employees
should strive to have a professional out of office message that directs customers to the CalVans website or to on-duty on-call/standby staff for emergencies.

For the safety of employees and the reassurance of the agency; while on on-call/on standby, or while driving (or as a passenger) in an agency vehicle or while carrying any CalVans property including cell phone or work uniforms, a CalVans employee or contracted employee may not cross an international border.

A violation of this rule may subject an employee to immediate termination.

*Restricted on-call duty*

Employees placed on restricted on-call duty are expected to remain either on the work premises, as deemed necessary, or in a geographic vicinity that permits the employee to respond to an authorized call to work within 15 minutes. Employees on restricted on-call duty will be paid as follows:

1) For time spent waiting for an authorized call to work, employees will be paid their regular hourly rate but no less than minimum wage. Most CalVans employees will be on Unrestricted On-Call duty.

2) For time spent responding to an authorized call to work, including the time spent traveling to and from work, employees will be paid their regular hourly rates, and the employees will be paid for all time spent responding to an authorized call to work, or a minimum of two hours, whichever is greater.

Employees on restricted on-call duty are required to comply with applicable company policies, including the company’s Drug and Alcohol Policy.

*Unrestricted on-call duty*

Employees are not expected to carry a work cell phone when on off-duty hours, unless they are on-call. An employee will share in the on-call/standby duty with other coworkers in the same classification. An employee not on unrestricted on-call/standby duty, wishing to respond to authorized calls with the ability to be at work within 1 hour may accept or decline to respond to a call to work. Employees on unrestricted on-call duty who chose to respond to a call must notify their supervisor and the following will apply:

1) While waiting for authorized calls to work, employees are free to engage in personal activities, and consequently such time is not considered work time.

2) If employees on unrestricted on-call time respond to authorized calls to work, the employees will be paid their regular hourly rates for time spent responding to
authorized calls to work, including the time spent traveling to and from work, or a minimum of two hours, whichever is greater.

Employees on unrestricted on-call duty are required to comply with applicable company policies during the time they are responding to an authorized call to work, including the company’s Drug and Alcohol Policy.

ARTICLE 35  
EMPLOYEE ABSENTEEISM WHILE ON-CALL/STANDBY

The on-call/standby schedule is shared and rotated. The set schedule is as follows:

Starts End of Site Shift Monday (4:00PM, 5:00PM or 7:00 PM) depending on site
End Time: Monday 8:00 AM

If any transit aide is unavailable to work their regular shift due to illness the following procedure will take effect. Transit Aide contacts supervisor regarding their inability to report for work. The supervisor will contact the Transit Aides following a first to last sequence from the current On-Call/Standby Schedule. If the Transit Aides are not available, the supervisor takes over the On-Call/ Standby duties until the regular On-Call/Standby Transit Aide is available to work their regular shift. If the on-call person calls in sick on their first day of their On-Call/Standby, the current On-Call/Standby Transit Aide continues until the On-Call/Standby Transit Aide can resume their shift, starting the same day when they show up for work. Being on limited duty due to an injury keeps the Transit Aide from being or continuing to be on On-Call/Standby until they are released by the doctor. There will be no change to the On-Call/ Standby Schedule with out written approval from the Facilities and Fleet Specialist.

While on-call, a person may not call in sick during business hours and then attempt to complete On-Call/Standby Transit Aide duties. When calling in sick for a complete shift, all on-call pay stops. EXCEPTION-if a person has a medical appointment that is completed during working hours and returns to work before the end of the scheduled hours. The employee will be eligible to resume on-call duties with no delay.

ARTICLE 36  
CALL BACK PAY

a. CalVans will compensate employees for a minimum of two (2) hours at the overtime rate when they are called back for active duty and have previously departed the work site.

b. Minimum call-back shall not apply to work which is by phone, computer, or is otherwise accomplished without requiring the employee to physically travel to the worksite.

c. When an employee is called or otherwise contacted while off-duty to handle work over the phone or by computer, the employee shall be compensated for one-half (1/2) hour
straight time pay (equals 20 minutes at 1.5 overtime rate) or actual time spent on the call, computer or otherwise performing authorized overtime work which does not require the employee to physically travel to the worksite, whichever is greater.

ARTICLE 37 UNIFORM ALLOWANCE

For the term of this Agreement and subject to the conditions described in Article 26, employees in the following classifications shall receive a boot and/or jacket allowance in the amount indicated on the first pay period of January and the first pay period of July:

- Transit Aide I/II/III $200
- Facilities and Fleet Specialist $200

1. Office employees are not required to wear attire, however commensurate with;
   - Creating an attractive business image
   - Promoting our CalVans brand
   - Free advertising
   - Protect workers by improve security readily identifying CalVans staff and
   - Fostering team spirit

Office employee’s can also benefit from an annual allowance of $100 to purchase work attire on the selected website indicated by the CalVans Office Manager.

New employees shall receive their initial allowance in the first full pay period following the date of employment. Employees who voluntarily resign or are terminated with cause by CalVans during the first 180 days must return the attire or shall be required to reimburse CalVans for one-half of their initial allowance. Those who voluntarily terminate during the second 180 days after receiving their initial allowance will be required to reimburse CalVans for one-quarter of the allowance if the uniform attire is not returned.

2. Eligible employees who are on the regular CalVans payroll in paid status shall receive the annual uniform allowance. The uniform allowance shall not be paid for any pay period the employee is in unpaid status the entire pay period.

3. For employees hired on or after January 1, 2013 and designated as “new members” to PARS (Public Agency Retirement System), any uniform allowance will not be subject to PARS pursuant to AB 340/SB197 (Pension Reform Act of 2013).

CalVans shall contract with a uniform laundry service and provide eleven uniform changes. CalVans provides uniforms for applicable employees; however, if the uniforms are not fitted to employee satisfaction, employees can purchase their own uniforms in similar color and style
with approval from the Executive Director. It is agreed an annual allowance of $200 shall be applied towards the purchase of appropriate shoes/boots and a CalVans approved jacket.

ARTICLE 38    DRESS CODE

All CalVans employees need to present a professional appearance in order to promote a positive image to customers. The general public frequently forms its initial impression of professional credibility solely on employee appearance. The appropriateness of attire as seen by the general public has a bearing on how other agencies and departments view employee professionalism and, ultimately, working relationships. This policy applies to all employees.

Due to the nature of the work environment, the work performed and the involvement with the public, we are identified by a uniformed staff. CalVans has developed a uniform policy for applicable employees because of this. Employees are expected to wear uniforms if uniforms are provided.

For employees that are not required to wear uniforms: Employees are expected to wear clothing appropriate to their job and work site. Clothing and appearance should be neat, clean and in good business taste. Clothing should not constitute a safety hazard. The following dress guidelines are to be followed: Business Casual. Business Causal includes but is not limited to, presentable attire that does not include tattered, ripped, dirty or worn out clothing/shoes. No clothing or shoes with holes. Clothing that is NOT ACCEPTABLE include but is not limited to: Halter Tops, Spaghetti Strap/Tube tops, Athletic Wear including Sweatshirts/T-shirts with logos or advertisements excluding official CalVans attire. No flip flops, mini skirts, shorts, low and/or see through tops. No undergarments should be visible.

ARTICLE 39    DISABILITY INSURANCE (S.D.I.)

CalVans participates in the State Disability Insurance program. All employees must participate.

ARTICLE 40    HEALTH/DENTAL/VISION PLAN

Employees who are enrolled in a pretax insurance plan will not be allowed to drop insurance coverage except at open enrollment unless the employee has a qualifying event.

A) Based on 24 pay periods annually, CalVans’ contribution to the Health and Dental/Vision Plan shall be as follows:

<table>
<thead>
<tr>
<th>Health/Dental/Vision Plan Level</th>
<th>CalVans Monthly Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$418.92</td>
</tr>
<tr>
<td>Two-Party</td>
<td>$762.68</td>
</tr>
<tr>
<td>Family</td>
<td>$1147.58</td>
</tr>
</tbody>
</table>
B) Insurance premiums shall be split 50/50 between the employer and employee through the term of this agreement. At the expiration of this contract, absent a successor agreement, the employee is responsible for paying 100 percent of any premium increases.

C) The CalVans Employee Medical Insurance is provided by Kings County for unrepresented CalVans management and employees. CalVans has no control over the plan that the County choses, but does benefit from the rates of the large Kings County workforce.

ARTICLE 41   EMPLOYEE ASSISTANCE PROGRAM

CalVans also provides through Kings County an employee assistance program (EAP) which will provide for assessment, diagnosis, short-term consultation and referral to the most appropriate community resources for employees and dependents. Employees may voluntarily utilize the program or, with just cause, may be involuntarily referred by the Department Head. Kings County Human Resources advises CalVans on plan design and selection of providers.

ARTICLE 42   NEPOTISM POLICY

No person shall be appointed, promoted, transferred, or otherwise placed in a position in any CalVans office in which such person’s relative already holds a position, when such employment would result in a supervisor-subordinate relationship.

For purposes of this policy, the following definitions shall apply:

   a) “Relative” shall be defined as spouse, child, parent, grandparent, grandchild, brother, sister, aunt, uncle, niece, nephew, or first cousin, whether by blood, marriage or adoption.

   b) “Supervisor-subordinate relationship” shall be defined as one in which one person exercises the right to either control, direct, assign, reward, evaluate or discipline another person by virtue of the duties and responsibilities assigned to his or her position.

Department heads and elected officials shall be prohibited from hiring their own relative to a position within their department.

CalVans retains the right to refuse to place employees who are relatives in the same department, division or facility when such placement creates adverse impact on supervision, safety, security or morale, or involves conflicts of interest.

The provisions of this policy apply to all CalVans employment appointments, whether in classified or unclassified service, including extra-help positions.

Any appointment made in violation of the provisions of this policy shall be voidable. If an appointment is voided, the affected employee shall have the right to return to his/her prior CalVans employment status. Upon the adoption and implementation of this policy, the provisions shall be prospective only.
All travel shall be subject to conditions stated herein. Seminars, training or other educational meetings or classes are included in the travel rules set forth in this policy. The Executive Director has the authority to approve any and all expenses that may exceed the maximum reimbursement amount.

ARTICLE 43 SKELLY HEARING

A Skelly Hearing is an opportunity for employee to voice their side during a dispute. Someone else should attend to take notes or record what is said or discussed. The meeting may be recorded if legal counsel is present.

A Declaration of Service must be signed and dated. The 5 day time-line begins at that point.

a. A Server must not engage in conversation while serving.
b. A Server must be at least 18 years old. No other restrictions.
c. When serving inform recipient this an important document with dates that must be acknowledged.
d. All questions regarding Skelly or Appeals Hearing should be referred to the CalVans Office Manager.

Upon being served the employer has 5 working days until 5 p.m. to respond and/or make a request for Skelly Hearing and/or Appeals Hearing.

If Skelly is requested the time frame is generally within a week, dependent if or whether or not counsel has been requested to accompany employee. Time frame (re: termination date) may be extended depending on when legal counsel is able to accompany employee.

1. Administrative Leave w/pay continues until Skelly Hearing and/or Personnel Appeals Hearing. All accruals continue as well.
2. After the 5 days if there is no response then employee is placed on leave without pay (LWOP) status.
3. All accruals stop once LWOP pay is determined.
4. Termination effective after Skelly Hearing (if no Appeals Hearing is requested)
5. Formal termination is effective at end of pay period.
6. Sick Leave is zeroed out according to time in employ.
7. Vacation paid out.
8. Medical coverage carries over generally through month following termination date.
9. Once Skelly Hearing occurs – a formal Skelly Determination Letter is written and mailed. Office Manager will determine proper wording.
Report of Separation must be processed and signed by Executive Director for Involuntary Quit due to a violation of County policies.

The Appeals Hearing process involves judge/arbitrator and anyone ordered to appear who may have testimony. At the conclusion of the Appeals Hearing if/when termination is again determined.

Vacation paid out but considered supplemental income and subject to different tax rate:

- 25% for (FIT) Fed Withholding
- 8% State Withholding (SIT)
- All other applicable taxes must be calculated and deducted as usual
- Medicare is deducted but not Social Security because of PARS.
- CalVans must deduct SDI.

If employee is signed up for medical insurance, the medical enrollment form with permanent separation will be completed. That form triggers notification to the employee that medical insurance will no longer be partially paid by the Agency and the employee will be given the option to apply for COBRA coverage.

PARS: Employee status must be changed at ACES site as permanently separated. CalPERS will notify dismissed employee with options available regarding the retirement funds accumulated.

ARTICLE 44 TRAVEL POLICY

A. Short Duration Travel

One day travel or travel within the home region, of less than 2 hours drive, involving no overnight accommodations shall be authorized by the Executive Director.

Meals may be provided when the Executive Director or his/her designee authorizes the short duration travel which requires the employee to be away from their normal work location at meal time.

The Executive Director or their designee may authorize meals for any presentation guest(s) or during training with prior approval.

Meals may be reimbursed during travel when employees are required to attend a breakfast, lunch or dinner meeting within the County and for the benefit of CalVans. The employee shall sign a written request to explain the reason for the meeting. This document must be approved by the Executive Director and submitted with the claim, event flier and original receipt.

All meals must have a receipt.
A. Extended Duration Travel

In-State extended duration travel which involves reimbursable expenses for overnight accommodations MUST be approved by the Executive Director or their designee. Extended duration travel will be approved only on the basis of one or more of the following guidelines:

1. Conferences or conventions as approved in the annual budget.
2. Meetings or conferences required in the implementation or administration of new or ongoing programs may be approved as necessary.

B. Out of State Travel

1. Out of state travel by any employee on behalf of CalVans is generally discouraged and must have prior approval of the CalVans Board.

C. CalVans – Hosted Affairs

Whenever the Executive Director of CalVans or their designee acts as host for a convention, conference, or meeting that will be of benefit to CalVans or is a necessity due to grant provision, the expenses of the breakfast, lunch or dinner held in conjunction therewith, including meals of duly authorized delegates or representatives thereto, may be paid upon presentation of claims therefore. Receipts are necessary for the meal along with written information about the meeting’s purpose and a list of attendees. If only CalVans employees are in attendance, a sign-in sheet should be provided.

D. Mode of Travel

All travel will be the most economical means as determined by the Executive Director. CalVans authorized automobiles are generally preferred but the use of private automobiles may also be authorized when appropriate. Authorized private vehicle usage shall be reimbursed at the rate established by the then current Federal standard mileage rates.

Other forms of transportation such as trains, buses and airplanes may be used as long as they are approved by the Executive Director and supported by ticket stubs and/or receipts. Reimbursement for airplane fares shall be no greater than the coach rate.

E. Lodging and Meal Expense

1. In all travel, employees are expected to secure overnight accommodations and meals as economically as possible.
2. Allowance for lodging is actual cost, and MUST BE SUPPORTED BY A RECEIPT.
3. Single rates prevail except when the room is occupied by more than one CalVans employee. Any person accompanied by a family member or friend is responsible for the difference, if any, between the single room rate and a double room rate.

4. Since CalVans is a governmental agency, we can qualify for and receive Transient Occupancy Tax Exemption if the hotel/motel will accept it. Hotel/motel Transient Occupancy Tax Waiver Exemption should be used during the hotel/motel registration. When calling the hotel/motel, the employee shall ask for the government or conference rate.

5. Accommodations for the first night’s stay will be covered when a class, convention, or seminar starts at 8 am and you need to travel at least 2 hours to attend the class, seminar or convention. A second night of accommodations will be covered if you are unable to return due to bad weather or another factor, however, approval must be made by the Executive Director.

F. Qualifications for Meals

The CalVans maximum reimbursement for each meal is $13.00 for breakfast, $15.00 for lunch and $26.00 for dinner. Tips are included in the maximum for each meal. Alcohol is not a reimbursable item. ALL MEALS MUST HAVE A RECEIPT.

One-day travel. For travel which does not require an overnight stay, meal expense amounts for partial days of travel will be based on the above amounts.

An employee may not claim an allowance or reimbursement for any meal which is provided as part of the registration or conference expense.

G. Times specified below for meals apply to travel that occurs during the hours of 6 am to 7 pm. The Executive Director or his/her designee should discuss any other exceptions to these standards.

a) Breakfast may be claimed when travel commences at or prior to 7 am on the first day of travel.

b) Lunch may be claimed on the first day of travel that begins at or before 11 am and may be claimed on the last fractional day if the travel terminates at or after 2pm.

C) Dinner may be claimed on the first day of travel that begins at or before 4 pm. Dinner may be claimed on the last day of travel if the trip ends at or after 7pm.

d) For all travel in which breakfast, luncheons and/or dinners are provided; the employee is not entitled to a meal allowance.

e) Complimentary continental breakfasts provided at particular hotels or motels as part of the cost of attendance are NOT considered a meal, and an employee may receive reimbursement for the cost of a breakfast meal notwithstanding the availability of the complimentary breakfast.

H. Miscellaneous Travel Expense
The following items may also be claimed if incurred in the performance of CalVans business and if supported by ticket stub and/or receipts:

a) Registration/conference fees or dues.
b) Hotel/Motel parking. If self parking is available, then valet parking will not be reimbursed
c) Ferry
d) Shuttle buses and taxi fare
e) Airport parking
f) Business telephone calls.
g) Internet service.

I. Receipts are NOT required in order to be reimbursed for:

a) Metered parking.
b) Road or bridge tolls

J. Travel Budget Limitations

a) Travel MUST be approved by the Executive Director.
b) Travel will be reviewed by the department’s budget Analyst annually to ensure appropriate uses and funding levels.

K. Right of Appeal

Damages to employee’s personal vehicles shall be covered by the employee’s insurance. If the employee has a deductible type policy, the employee shall assume this liability while on CalVans business, just as the employee would while driving on personal business. Reimbursement for using your personal vehicle will be at the then current Federal IRS rate.

L. Claim Procedure

1. A signed travel request form must accompany all travel claims, except one-day travel claims.
2. Claims for expenses incurred while traveling on official CalVans business shall be submitted to the accounting department within 90 calendar days after completion of authorize travel.
3. Statement on the claim shall include the purpose of the trip and inclusive dates of travel. All receipts must accompany the claim.
4. All expenditures shall be itemized and all claims shall include a travel request form, itinerary/agenda and the receipts for registration fees and lodging, ferry, parking,
bus and taxi fares when available. Receipts are not required for toll bridges, meter parking or unattended parking lots.
5. If claimant purchases a ticket on a common carrier or aircraft, the receipt shall accompany the claim form.
6. A copy of the travel request MUST be approved by the Executive Director.
7. Out-of-state travel claims shall also be accompanied by appropriate authorization.

ARTICLE 45 BILINGUAL PAY

Bilingual employees assigned to positions involving public contact shall be entitled to Level I Conversational bilingual compensation in the amount of $25.00 per pay period where the use of bilingual skills constitutes at least fifty percent (50%) of their productive time.

Bilingual employees assigned to positions with public contact may be entitled to Level II Advanced bilingual compensation in the amount of $50.00 per pay period where the use of bilingual skills constitutes at least fifty percent (50%) of their productive time including the use of advanced bilingual skills at least 25 percent (25%) of their productive time, and the employee has passed the corresponding CalVans selected bilingual proficiency examination.

Employees receiving Level II Advanced bilingual compensation shall not be entitled to receive Level I Conversational bilingual compensation. Employees that translate for more than one language are not eligible to receive additional bilingual compensation for the additional language(s).

Bilingual pay requires approval by the Office Manager upon request of the Department Head. Where necessary, job audits may be conducted to determine whether the established percentage criteria are being met. For highly specialized or highly technical situations, or where the job knowledge is critical to ensuring that competent and accurate translation is available on an on call or as needed basis and upon request of the Department Head, CalVans Office Manager may waive the percentage requirements.

Bilingual pay shall be terminated if CalVans determines that the percentage or level of bilingual services provided by the employee falls below the established criteria for compensation, or the employee fails to pass a proficiency examination, or the department determines that the employee fails to demonstrate satisfactory performance in providing bilingual services.

Bilingual pay shall be terminated and a new request for bilingual compensation may be submitted if employee is demoted, promoted, transferred or reassigned. The decision of the Executive Director regarding the granting and termination of bilingual payment shall be final and shall not be subject to appeal or grievance procedures.

Employees receiving bilingual pay may be required to use their bilingual ability to assist other departments within CalVans. When a part-time employee is assigned bilingual duties the bilingual pay shall be prorated.
ARTICLE 46  
VEHICLE USE AND SAFETY POLICY

The operation of vehicles is required in many aspects of California Vanpool Authority (CalVans). The purpose of this policy is to ensure that acceptable standards are used to conduct CalVans business.

Responsibilities:

1. Selection of employees who will be required to drive full or part-time shall be done with care and coordinated with management.
2. CalVans will run a DMV record check on any employee or volunteer driving a vehicle on CalVans business.
3. In additional all employees are subject to the Employer Pull Notice.
5. The Management shall be responsible for the maintenance and repair of CalVans vehicles and shall coordinate the maintenance and repair of vehicles with an authorized facility.

Guidelines for Use of Vehicles by Employees:

6. Only CalVans employees may operate CalVans vehicles.
7. All vehicles used for CalVans business shall be operated in a safe and economical manner.
8. CalVans vehicles shall not be used for activities that may damage the vehicles.
9. *Driver's License:* All drivers shall have a valid and appropriate California Driver's license for the vehicle operated.
10. *Motor Vehicle Laws:* All applicable motor vehicle laws shall be adhered to. The driver shall pay fines or penalties levied for violations for which the driver is directly responsible.
11. *Authorized Persons:* No unauthorized person shall be allowed to either operate or ride in CalVans vehicles. Transporting non-employees in CalVans vehicles shall be allowed only when a non-employee is accompanying an employee and with prior approval of Management.
12. This provision does not prevent the transportation of independent contractors or members of the public in CalVans vehicles when such transportation is provided in accordance with a specific CalVans business. All CalVans vehicles shall be equipped with working seat belts. All persons in a CalVans vehicle or in a private vehicle being used on CalVans business must use seat belts and/or restraint systems any time the vehicle is in motion. The driver of the vehicle is responsible for ensuring that all occupants are notified of the requirement of wearing seat belts before the vehicle is put into motion. CalVans equipment and other penalties may be assessed if damage occurs to a CalVans vehicle through negligence or illegal activity. Employees may also be held personally liable when, outside the course and scope of their employment, cause damage to other persons or property while driving a CalVans vehicle.
13. Keys shall not be left in unattended vehicles, even when parked in secured areas.
14. All vehicle collisions or property damage accidents will be reported and investigated.
15. CalVans vehicles shall be used for official use only unless as specified by Management.
16. Vehicles will be operated only when they are in safe operating condition. Each employee driving a CalVans vehicle shall inspect the vehicle to ensure that the vehicle is in sound operating condition. (gauges/head/break/turning signal lights/tires and spare)
17. Any employee performing work which requires the operation of a CalVans vehicle must notify his/her immediate supervisor in those cases where his/her license is expired, suspended or revoked. Failure to report shall be cause for disciplinary action.
18. No employee shall drive a CalVans vehicle unless certified to operate it by the employee’s supervisor.

General Vehicle Policies:

1. CalVans may require that employees or volunteers driving vehicles on CalVans business satisfactorily complete a driver’s awareness class.
2. Hearing and Vision Test: CalVans may require that employees or volunteers driving vehicles on CalVans business satisfactorily complete a yearly hearing and vision test and answer a medical questionnaire.
3. Each driver’s privilege to operate a vehicle on official business extends only as long as the driver operates the vehicle in a safe and efficient manner.
4. A record of "preventable" accidents shall be cause for appropriate disciplinary action.
5. Vehicles shall contain appropriate warning and safety devices as needed.
6. Before using any vehicle, inspect it for damage, inoperable lights, loose hardware, tire condition, or any other issues which could possibly create a hazard.
7. Be sure there are no steering or braking problems.
8. Report all malfunctions to your supervisor.
9. All vehicular accidents involving CalVans vehicles or personal vehicles used on CalVans business, no matter how minor, shall reported by the employee using the vehicle promptly.
10. An investigation may be necessary dependent on the incident.

CalVans Vehicle Operation Policy

It is the policy of California Vanpool Authority to allow only those employees to operate its vehicles that possess current acceptable driving records and have demonstrated the ability to operate a vehicle safely.

CalVans will maintain its fleet in a safe condition and drivers are expected to report all unsafe conditions to CalVans Management immediately.

GENERAL REQUIREMENTS FOR DRIVING CALVANS VEHICLES

1. MVR’s may be obtained and evaluated for all drivers on a periodic basis.
2. Seatbelts must be worn at all times.
3. Hand-Held Cell phone use is prohibited
4. Personal use of Agency vehicles is prohibited

DRIVER RESPONSIBILITIES

Certain employees will be furnished with a company vehicle. All vehicles must be kept clean and orderly at all times. Vehicles must be locked when not in use. It is the vehicle operator’s responsibility to regularly check fluid levels and inspect for deficiencies. Any vehicle in need of repairs must be reported to the Agency at once.

These vehicles, when allowed to be taken home, are done so as an employee benefit and should not be abused. The vehicle is to be used only to travel back and forth from home to the job and not for personal use. Any accident, damage, or fines incurred while not on company business will be the sole responsibility of the employee and could, at the Agency’s discretion, be reason for immediate termination.

Any fines resulting from speeding or any other traffic violation while operation a company vehicle will be the sole responsibility of the employee. Parking citations will be reviewed on a case-by-case basis.

No riders are allowed in company vehicles other than CalVans employees or as specified by Management.

Vehicles involved in an accident while on CalVans business, must do the following:

1. Do not move your vehicle unless, the accident is minor and traffic is heavy, your vehicle is a serious hazard to other vehicles or directed by law enforcement.
2. Remain calm and find out if anyone is injured.
3. Call or designate someone to call Police and Rescue units.
4. Protect the scene, Activate your four way flashers and set out warning flares.
5. Obtain appropriate information from the other driver and any witnesses, such as driver’s license number, insurance policy number, telephone number, etc.
6. Take photos of scene and vehicles involved.
7. Do not discuss the accident with anyone except the CalVans’ Insurance representative and your immediate supervisor.
8. Do not make any statement to anyone or sign anything.
9. Do not admit responsibility or liability for the accident.
10. Only provide the police with: Your name and address; your Driver’s License number; Insurance ID card and Vehicle Registration card.
11. Sign nothing except the Police Accident Report and a citation, if necessary.
12. Complete a CalVans report by the end of the work day and submit to your supervisor.
13. If operable, return the vehicle to the CalVans office.
ARTICLE 47  LAYOFF PRIVILEGES

Within the employee's current department, at their discretion, an employee affected by layoff may displace an employee in the class in which the affected employee previously held permanent status in that department within the previous five years. Employees may only displace other employees with less seniority. Seniority computation for displacement purposes is made on the same basis as for the original layoff.

ARTICLE 48  HOURLY WAGE AND SALARY COMPENSATION

Hourly wage and Salary compensation was determined for the period of 2020 – 2022 and resulted in increases over the course of three years as shown in Appendix A.

The salary range increases for “Year 1” will become effective January 1, 2020 (PP-01).
The salary range increases for “Year 2” will become effective January 1, 2021 (PP-01).
The salary range increases for “Year 3” will become effective January 1, 2022 (PP-01).

In the third year of the agreement, management will review wages and compensation with the understanding that the focus is on avoiding salary inequities and identifying disparities in general wage assignments.

ARTICLE 49  TERM

Except where otherwise specifically stated herein, this agreement shall be effective the first full pay period following ratification and approval of the CalVans Board through December 31, 2022.

ARTICLE 50  TRAINING NOTICE

Employees shall receive 48 working hours' advance notice of any mandatory training or meeting within a CalVans region scheduled to take place outside of the regularly scheduled work time and 5 working days' advance notice of any mandatory training outside of an employees main CalVans location scheduled to take place outside of the regularly scheduled work time. If an employee receives less than the specified advance notice, the training shall no longer be mandatory. However, the employee may elect to attend and still receive compensation in the same manner as if attendance had been mandatory.

ARTICLE 51  TERM LIFE INSURANCE

CalVans provides at CalVans expense benefit group term life insurance policy through the Hartford Life Insurance company covering each fulltime CalVans employees. Life Insurance
Amounts and Accidental Death and Dismemberment Amounts have Age Reduction. For a complete breakdown please review your plan summary.

- $50,000 Department Head
- $40,000 Other Management Employees
- $10,000 General employees

The life insurance coverage will terminate upon the employee's date of separation from CalVans employment, whether through voluntary resignation, layoff, termination or retirement.

ARTICLE 52 RETIREMENT

The California Vanpool Authority ("CalVans") approved the Public Agency Retirement System (PARS) 401(a) Defined Benefit Plan ("Plan") for eligible employees that were hired on or after December 26, 2011. For more information please review your Defined Benefit Plan Summary.

Employee Contributions: Effective August 31, 2018, you will contribute 9.4% of your compensation to this Plan. Deductions will be made each pay period on a pre-tax basis and may change in the future.

Employer Contributions: CalVans will make additional contributions to fund the benefits available under this Plan.

Eligibility for a Retirement Benefit: Upon meeting all of the following requirements, you are eligible to receive a Defined Benefit Plan Benefit:

a) Is a full-time employee of CalVans on or after December 26, 2011;
b) Is at least fifty-two (52) years of age;
c) Has completed at least five (5) years of full-time service with CalVans;
d) Has terminated employment with CalVans; and
e) Has applied for benefits under this Plan.

ARTICLE 53 RETIREE HEALTH BENEFIT:

a) Employees hired after December 26, 2011
b) Who have 5 years of CalVans continuous service immediately prior to retirement
c) Are age 52 or older, and retire in good standing at the time of their separation from CalVans employment will receive a percentage of the dollar value of accrued sick leave (at time of retirement) put into an “account” to be used toward CalVans health insurance premiums, at a rate not to exceed the family option per month until the employee, and/or spouse if covered, is eligible for Medicare or the money runs out, whichever is occurs first.
d) When an employee and/or spouse, if covered, reach Medicare eligibility the remaining money may be used for Medicare supplemental premiums until the money runs out.

e) The retiree health benefit percentage shall be as follows:

<table>
<thead>
<tr>
<th>Service Hours</th>
<th>Percent of compensation (based on hours)</th>
<th>Retiree Health Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>20,801 - 31,200</td>
<td>25%</td>
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<tr>
<td>31,201 - 41,600</td>
<td>35%</td>
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<tr>
<td>41,601 and over</td>
<td>45%</td>
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</table>

f) To qualify for the retiree health benefit the employee and any dependents to be covered must be enrolled in CalVans’ existing health benefit plan at the time of the employee’s retirement from CalVans service. Retiree health benefit payments may be used toward coverage for the employee’s dependents only as long as the dependent(s) is eligible for coverage under the plan, has not reached Medicare eligibility and, in the case of children, only to the age permitted under the plan contract as dependent children. If the employee dies after retirement (or while still employed in good standing) prior to Medicare eligibility and there is money remaining in the account, the employee’s covered dependent(s) may continue to use the account toward CalVans health insurance premiums or Medicare supplemental insurance premiums, if eligible as stated above. Any unused balance in the account remains the property of CalVans.

g) Employees hired prior to December 26, 2011, who separate in good standing shall be allowed a one time irrevocable election to decide whether to receive the retiree health benefit option (if eligible) or cash as follows:

<table>
<thead>
<tr>
<th>Service Hours</th>
<th>Percent of Compensation (based on hrs)</th>
<th>Percent of Compensation (based on hrs)</th>
<th>Retiree Health Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,401 - 41,600</td>
<td>25%</td>
<td>O</td>
<td>R</td>
</tr>
<tr>
<td>41,601 and over</td>
<td>30%</td>
<td>40%</td>
<td>50%</td>
</tr>
</tbody>
</table>

Taxes will be paid by the employee on full cash distribution, or the portion of the deposit into the account that could have been taken in cash. Additionally, the cash benefit is taxable in the year the cash is received. Any unused balance in the account remains the property of CalVans.

h) Retiree health benefit option:
To qualify for the retiree health benefit (non-cash) employees must have 5 years of CalVans continuous service immediately prior to retirement, are age 52 or older, and retire in good standing at the time of separation from CalVans employment.

A percentage of the dollar value of accrued sick leave (at time of retirement) will be put into an “account” to be used toward CalVans health insurance premiums. The employee and any dependents to be covered must be enrolled in CalVans’ existing health benefit plan at the time of the employee’s retirement in good standing from CalVans service.

Employees electing to utilize the retiree health benefit option must submit their election in writing to CalVans Accounting Department no later than 14 days after the effective date of retirement. If the employee elects the retiree health benefit option, CalVans will pay up to the family option per month toward the employee’s health insurance premium until the employee, and/or spouse if covered, is eligible for Medicare or the money runs out, whichever occurs first.

Retiree health benefit payments may be used toward coverage for the employee’s dependents only as long as the dependent(s) is eligible for coverage under the plan; has not reached Medicare eligibility and, in the case of children, only to the age permitted under the plan contract as dependent children. When an employee and/or spouse, if covered, reach Medicare eligibility the remaining money may be used for Medicare supplemental premiums until the money runs out.

If the retiree dies prior to Medicare eligibility and there is money remaining in the account, the employee’s dependent(s) may continue to use the account, if eligible as stated above. In the event of death of an eligible employee (while still employed in good standing), the qualifying eligible dependent(s) shall make a determination of either cash or the retiree health benefit option within 30 days of the death of the employee.

1) **Cash benefit option:**

Employees who fail to elect the retiree health benefit will be cashed out, if eligible. If the employee elects the cash option, the employee will receive the benefit if the employee separates in good standing as a result of resignation, layoff, retirement or death.

**ARTICLE 54 DIRECT DEPOSIT OF PAYROLL CHECKS**

Effective January 1, 2020, all employees shall be subject to mandatory participation in the direct deposit of their CalVans payroll checks. Prior to the commencement of employment, any such employee shall complete a direct deposit sign-up/authorization form for the direct deposit of the payroll check.
ARTICLE 55        USE OF CALVANS MAIL AND EMAIL SYSTEMS

No employee has the right to utilize CalVans inter-office mail and email systems to conduct private employment business or for political endorsements for elected offices. Should this occur, CalVans reserves the right to revoke the use of those systems.

ARTICLE 56        PROFESSIONAL LICENSES

CalVans will pay for the professional license fees for members who use their education directly or as required for the advancement of CalVans interests.

IN WITNESS WHEREOF, the CalVans Board and CalVans management hereto have caused their duly authorized representatives to execute this Memorandum of Understanding the day, month and year first above written.

CalVans Board Chairperson        CalVans Executive Director
Joe Neves                        Georgina Cardenas

December 12th, 2019
CALVANS
EMPLOYEE CENSUS

<table>
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<tr>
<th>Title</th>
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<th>MAX POSITONS</th>
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<tr>
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<tr>
<td>Facilities and Fleet Specialist</td>
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TOTAL NUMBER OF POSITIONS 43

Extra help/ Temporary Agency

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### Projected increase in Salaries to Meet Federal Minimum Wage Requirement-SB3:

**Effective 1/1/2020**

#### ANNUAL

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<tr>
<td>Senior Accountant-Auditor</td>
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<tr>
<td>Executive Director</td>
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<td>6%</td>
</tr>
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**2020 Total Annual Increase in Salaries** $294,480
Increase in Retirement contributions $30,626
Increase in Medicare contributions $2,700
Annual Cost of COLA $329,376

**2021 Total Annual Increase in Salaries** $121,644
Increase in Retirement contributions $12,651
Increase in Medicare contributions $1,764
Annual Cost of COLA $136,059

**2022 Total Annual Increase in Salaries** $133,984
Increase in Retirement contributions $12,894
Increase in Medicare contributions $1,798
Annual Cost of COLA $138,676

**2020-2022 Total Annual Increase in Salaries** $540,108
Increase in Retirement contributions $56,171
Increase in Medicare contributions $7,832
Annual Cost of COLA $604,111
Senior Accountant Auditor

Class Code: D08

KINGS COUNTY
Established Date: Sep 1, 2003

SALARY RANGE

$40.51 - $49.44 Hourly
$3240.92 - $3,955.38 Biweekly
$7,022.00 - $8,570.00 Monthly
$84,264.00 - $102,840.00 Annually

DEFINITION:
Under direction, to perform the most difficult and specialized technical accounting and auditing duties in the CalVans Accounting Department; to provide project management, supervision and training of professional and sub-professional accounting and auditing personnel, as assigned; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS
Senior Accountant-Auditor is the advanced experienced classification in the Accountant classification series in the CalVans Accounting Department. Reporting to the Executive Director, incumbents are expected to handle the most difficult and specialized technical accounting and/or auditing duties in the Office, and are expected to provide oversight of assigned programs or projects, and may be assigned first level or lead supervision of lower level staff to ensure compliance with professional accounting standards and timely completion of all accounting, purchasing, payroll, tax, and auditing reporting and legal requirements. Senior Accountant-Auditor is distinguished from Accountant-Auditor by the level of advanced experience required in county governmental accounting and/or auditing, the ability to handle the most difficult or complex assignments with minimal supervision, and the assignment of supervisory or lead responsibilities.

EXAMPLE OF DUTIES:
Performs the full range of professional level accounting and auditing duties, which may include any or all of the following, as assigned: conducts internal audits of fiscal operations of CalVans departments and special funding; prepares or assists in the preparation of budget controls for CalVans funds; assists in the planning, development and preparation of the CalVans Cost Plan; prepares and maintains general and special ledgers and other accounting records; coordinates and participates in the classification and distribution of income and expenditures to the proper accounts; prepares and analyzes financial summaries, statements and reports; makes recommendations for improvements in accounting systems; assists in preparation of the CalVans budget and related financial reports; oversees and coordinates the maintenance of records and the production of periodic and special accounting reports and financial statements through automated and manual procedures; assists with the projection of cash flow and forecasting and monitoring of fund expenditures and balances; analyzes
new and proposed legislation and prepares recommendations, and implements necessary changes as assigned and authorized; participates in and may be responsible for the training and instruction of staff; may review the work of lower level staff for quality control and training purposes. (Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

MINIMUM QUALIFICATIONS:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to graduation from college with a four-year degree in accounting, finance, economics, business administration, or a closely related field. Possession of a Certificate in Public Accounting is considered to have met the education qualification.

Experience: Two years of experience equivalent to an Accountant-Auditor with CalVans; OR four years of professional level accounting and/or auditing experience, preferably in a California governmental agency.

License: Possession of a valid California driver's license issued by the Department of Motor Vehicles.

Knowledge of: Principles and practices of modern financial practices, laws and regulations governing the fiscal operations of a county; principles and practices of governmental accounting, auditing, budget formulation and control, and complex financial systems development and operations; business computers and the use and application of automated financial management systems; effective methods and techniques of work organization, simplification and financial controls; statistical and computer graphic presentations used in technical reports, verbal presentations, and related administrative processes.

Ability to: Apply knowledge of accounting and finance; analyze and interpret financial records, statements and reports to identify fiscal conditions and recommend appropriate budgetary changes; analyze complex problems, evaluate alternatives and make sound recommendations based on findings; exercise sound judgment within general policy; assist in the preparation of large and complex budgets; prepare clear, concise and accurate technical reports; understand and implement verbal and written instructions; prepare clear and concise correspondence, presentations and reports; communicate effectively both verbally and in writing; work cooperatively with those contacted in the course of work; operate a business computer and software programs associated with the CalVans Office; organize and interpret data; prepare mathematical calculations quickly and accurately; represent the department effectively and professionally; provide technical assistance to department staff, members of the CalVans Board, CalVans Administrative staff, CalVans Department Heads and managers, and representatives of other agencies; follow safe work practices as directed and trained.

SUPPLEMENTAL INFORMATION:

Overtime Status: Exempt
Medical Group: C
Probationary Period: One Year
### Instructions for Completion

Under the Americans with Disabilities Act, it is necessary to identify the essential functions of each position. In addition, in order to properly classify and compensate a position in the County’s employment system, additional information is needed such as qualification requirements, supervision given and received, specialized assignments, and physical and environmental factors affecting the position. Fully completing this questionnaire will greatly assist the Human Resources Office in establishing relevant, accurate and meaningful job specifications and in the development of effective recruitment and selection plans. A questionnaire must be completed for every County position and for every newly established County classification. Updates may be required if significant changes in the classification occur over time.

Department Head review is required.

Forward the completed and signed original copy of the questionnaire to Human Resources, ext 2510.

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**Current or Proposed Job Title:** Transit Aide I

**Status:**
- [x] Full-time
- [ ] Part-time  40 hrs/week

**Department:** CalVans

**Division/Unit:**

**Primary location where work is or will be performed?** Varies

**Assignments:**
- [x] Regular M-F day time hours
- [ ] Weekends
- [ ] Holidays
- [ ] Evenings or Graveyard
- [ ] Mandatory or Frequent Overtime
- [ ] On-Call/Call-Back
- [ ] Rotating Schedule or Shift
- [ ] First Responder Assignment(s)

---

**Organizational Outline:**

Using the chart below, please fill in the job classification titles of the positions which currently report to the supervisor of this position. (Attach a printed chart with the same information if preferred.)

<table>
<thead>
<tr>
<th>Immediate Supervisor’s Name</th>
<th>Transit Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Transit Aide II</td>
</tr>
</tbody>
</table>

---

**Purpose of Position:**

Briefly describe what you consider the major purpose or objectives of this position. Simply stated, in two or three sentences describe why this job exists.

The job exists to provide support for the vanpool operation and is the entry level position of this classification. The position involves oversight and support. The Transit Aide I is responsible for cleaning, making minor vehicles repairs and delivering the vans as needed.

---

**Changes in Duties or Responsibilities:**

If this is an existing classification, please describe any significant changes in duties or responsibilities that have taken place in the last year which may indicate revisions to the current job specification are necessary.

- Provide support, coordination and training of Transit Aides.
- Facilitate the repair and movement of vehicles for service and repair.
- Coordinate the equipping of new vehicles with required labeling and equipment.
- Establish and “On-Call” list for region.
- Assist in the ongoing training of Transit Aides.
- Supervise and make recommendation on Transit Aide assigned to region.

---

**Essential Duties and Responsibilities:**

List the essential duties or responsibilities to be performed by an incumbent in this position.

- A duty is essential:
  - If it is the major focus of the job; the job exists to perform this duty,
- If removing the duty would fundamentally change the job, or,
- If the duty requires highly specialized knowledge, expertise or ability.
- Place the duties in order of their importance to the job (#1 being the most important duty or responsibility).
- Similar job duties can be grouped and a composite percentage given, but each essential duty must still be described within the grouping.
- Try to begin each statement with an action word, such as “Repairs” or “Supervises” or “Cleans”.

After listing the essential duties and responsibilities, INDICATE THE PERCENT OF WORKING TIME ROUGHLY DEVOTED TO EACH.

THE GRAND TOTAL OF THESE PERCENTAGES MUST NOT EXCEED 100%.

<table>
<thead>
<tr>
<th>Order of Importance</th>
<th>% of Time</th>
<th>Essential Duties or Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>30%</td>
<td>Greets clients at front counter; answers telephone and directs calls or takes messages; completes initial client in-take form and schedules appointments, either in-person or over the telephone.</td>
</tr>
<tr>
<td>#1</td>
<td>70</td>
<td>Coordination and assist Transit Aides in assigned tasks.</td>
</tr>
<tr>
<td>#2</td>
<td>10</td>
<td>Paperwork-filing out various daily reports and forms.</td>
</tr>
<tr>
<td>#3</td>
<td>5</td>
<td>Coordinate with Service Writer on vans needing repairs at outside repair facilities.</td>
</tr>
<tr>
<td>#4</td>
<td>10</td>
<td>Receiveds direction from Transit Aide III and Facilities, Fleet Specialists and Transit Coordinator.</td>
</tr>
<tr>
<td>#5</td>
<td>5</td>
<td>Coordinate with Fleet Specialist on vans needing repairs at outside repair facilities.</td>
</tr>
<tr>
<td>#6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#7</td>
<td></td>
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<tr>
<td>#8</td>
<td></td>
<td></td>
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<tr>
<td>#9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SUPERVISION RECEIVED

List the hierarchy of supervision in the box to the right.

Beginning with this position, list all job classifications ABOVE this position with supervisory or management authority.

Supervisor/Manager
Supervisor/Manager
Supervisor/Manager
Immediate Supervisor

This position

Executive Director
Transit Coordinator
Transit Aide III
Transit Aide I

Transit Clerk

SUPERVISION GIVEN

1. List below the job classifications and total number of personnel this position currently or will directly supervise:

<table>
<thead>
<tr>
<th>Job Classification</th>
<th>Number</th>
<th>Job Classification</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transite Aide I</td>
<td>Varies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

("Directly supervises" means has authority over; approves time off; rates employee performance, etc.)

2. What proportion of time is or will be spent in supervisory duties, including planning/reviewing the work of others? 75%

FUNCTIONAL SUPERVISION OR LEAD WORKER ASSIGNMENT

Describe any projects, programs or employees over whom this position is assigned responsibility for functional supervision. (Functional supervision means directing the work of individual employees or leading a team of employees but not having direct authority over employee performance or work schedules.)

Project/Assignment:                    Job Classification(s) Provided Functional or Lead Supervision:

☐ Not Applicable

☐ Not Applicable

In general, how frequently are work assignments given? (Check one)

☐ Immediate Supervision: Oral and written instructions given by supervisor usually daily. Work is subject to close review and check.

☑ General Supervision: Work assignments are given at frequent intervals; routine assignments are performed independently following established standard practices and subject to periodic checks.

☑ Direction: Plans and arrangements regular work assignments to accomplish assigned objectives. Uses a wide range of procedures following standard practices and precedent.

☐ General Direction: Works independently from broad institutional and department policies and general objectives. Supervisor is consulted periodically for clarification or interpretation of policy directives.

☐ Administrative Direction: Works from overall policies, goals and objectives. Virtually self-supervising with direct accountability for final decisions and results.
CONTACTS WITH OTHERS

Describe the contacts this position is required to have with others, both within and outside the Department. Indicate the frequency of communication.

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Frequency</th>
<th>Frequency of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Kings County department employees</td>
<td>2</td>
<td>1. Often</td>
</tr>
<tr>
<td>County Department Heads or Managers</td>
<td>1</td>
<td>2. Some</td>
</tr>
<tr>
<td>Clients/Customers Seeking Services</td>
<td>2</td>
<td>3. Seldom</td>
</tr>
<tr>
<td>General public (check all that apply)</td>
<td>2</td>
<td>4. Rarely</td>
</tr>
<tr>
<td>Front Counter/Reception Desk</td>
<td>2</td>
<td>5. Never</td>
</tr>
<tr>
<td>Phones</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Home/school visits</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Unplanned encounters</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>By appointment</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Group or Classroom Presentations</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Boards, Commissions, Governing Bodies</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>State or Federal Agency Representatives</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Other (describe) When picking up or dropping off a van</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

DECISION MAKING  What is the extent of judgment used to carry out job duties? (Check one)

- Performs repetitive tasks that require detailed instructions and little or no choice as to procedures.
- Performs routine tasks with specific procedures but has limited discretion to interpret or modify instructions.
- Compiles information independently; selects and applies alternative procedures within established regulations or procedures.
- Analyzes a variety of information with limited discretion in the application of methods.
- Interprets and applies broad discretion and may serve as technical authority in application of methods.
- Directs programs involving large and complex issues within County government.

COMMENTS:

INDEPENDENCE  What is the extent of supervision or direction received and work assignments reviewed? (Check one)

- Close supervision with detailed instructions and work reviewed on an on-going basis.
- Immediate supervision with review at regular intervals. Questions referred to supervisor.
- General supervision where deadlines are established and where work is reviewed by results obtained.
- General direction where objectives are defined and work is reviewed on the basis of meeting objectives.
- Administrative direction where assignments are based on broadly defined functional objectives; directly accountable for results.
- Strategic direction from a department head; broadly defined duties and authority; accountable for goals met.

COMMENTS:
MINIMUM REQUIREMENTS - EDUCATION

What is the minimum level of formal education and/or specialized knowledge required to meet the requirements of this position? (Check one)

☐ Less than high school graduation acceptable, or specialized experience/training a better predictor of job success.
☐ High school diploma or GED equivalency required.
☐ Some college or vocational training in a specific course of study (specify: ______)  
☐ Bachelor’s degree from a 4-year college; preferably in a field of study closely related to job duties but not required.
☐ Bachelor’s degree from a 4-year college in a specific major (specify: ______)  
☐ Master’s degree; preferably in a field of study closely related to job duties but not required.
☐ Master’s degree in a specific major (specify: ______)  
☐ Doctorate degree (specify: ______)

Does this position require the possession of registration, licensure or certification?  ☐ YES  ☐ NO
If yes, list required registration/license/certificate. (BE SPECIFIC. Spell any acronyms. Indicate if California registration/license/certificate is required.)

MINIMUM REQUIREMENTS - EXPERIENCE

What is the minimum level of experience necessary to perform this job?  (Check one)

☐ No prior experience in job duties necessary; training will be provided on-the-job.
☒ Some experience necessary as described below:

<table>
<thead>
<tr>
<th>TYPE OF EXPERIENCE</th>
<th>MINIMUM</th>
<th>Required</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>General labor duties, preferably for public agency or school district.</td>
<td>2 Years</td>
<td>☒ Months</td>
<td>☐ ☐</td>
</tr>
<tr>
<td></td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

SPECIAL KNOWLEDGE, SKILLS OR ABILITIES

What specialized work skills, knowledge or abilities not described above are required to enter the job? (i.e. welding, CAD, academy training, etc.) PLEASE BE SPECIFIC. Include any special knowledge of laws, codes or regulations that a candidate for hire must possess at entry to the job.

<table>
<thead>
<tr>
<th>TYPING/KEYBOARDING CERTIFICATE: (Check one)</th>
<th>Certificate Required</th>
<th>______ net words/minute</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Ability to type and use a computer keyboard with speed and accuracy at a level sufficient to perform the duties of the position. Testing may be required at Department level.</td>
<td>☐ ☐</td>
<td>☒</td>
</tr>
</tbody>
</table>
BUDGET AUTHORITY  Is this position responsible for developing, controlling and implementing a department, division or program budget?  ☐ No  ☑ Yes (If Yes, describe)

Does this position have signature authority for purchase approvals?  ☐ Yes  ☑ No

IMPACT  What is the level of effect this position has on end results for an activity, program or department?  (Check one)

☐ Activities impact outcome of assigned tasks. Errors are detected by immediate supervisor.
☐ Activities impact end results of related assignments. Errors detected in succeeding operations.
☑ Activities impact unit or program within a department. Errors may not be readily apparent.
☐ Activities impact the direction or operation of the department. Errors not readily apparent.
☐ Activities impact the direction of more than one department. Errors could result in significant costs, fines, or public discredit.
☐ Activities impact County-wide policies or long-range plans. Multiple departments could be affected by decisions or errors.

COMMENTS:

COMPUTER SKILLS  What is the nature of work performed utilizing a business computer?

[Note: This section for non-IT Department classifications only.]

(Check all that apply)

☐ No computer skills required, or training will be provided for someone with minimal or no computer experience.
☐ Basic data entry of information on standardized forms or spreadsheets; little or no word processing required.
☑ Majority of work is preparation of original documents in word processing (i.e. letters, manuals, transcripts, reports, graphs, tables, newsletters, flyers, forms, etc.).  *(Microsoft Word or other word processing software)*
☐ Majority of work is done through the use of spreadsheets for financial or budget recordkeeping, reporting, calculating, analysis or presentation.  *(Excel, FMS, or other spreadsheet or financial software)*
☐ Majority of work is done through the use of data base software to enter, sort, track and/or maintain records, applications, personal identifiers, etc.  *(Access, PeopleSoft, or other data base-type software)*
☐ Requires use of highly specialized or program-specific computer software or applications, as listed below:  

(Check one)

☐ Approximately 75% or more of work time is spent using a computer.
☐ Approximately 50%-75% of work time is spent using a computer.
☑ Approximately 25%-50% of work time is spent using a computer.
☐ Less than 25% of work time is spent using a computer.

OTHER OFFICE EQUIPMENT REQUIREMENTS  (Check all that apply)

☐ 10-Key by touch
☐ Keyboarding/Typing
☑ Calculator
☐ Multi-line central telephone bank
☐ Public Address System
☑ Two-way radio
☐ Recording Device(s)
☐ Transcription Machine
☐ Testing Machine
☐ Scanner
☐ Laptop computer
☐ Projectors, screens

Other (list):  
Telematics equipment used for communicating with vehicles

(Add additional page(s) if necessary.)
### WORK ENVIRONMENT

Under what physical conditions is this job **primarily** performed?

- [ ] Routine or standard office environment with controlled lighting and temperature.
- [ ] Public-access environment with little or no control of entry or waiting areas.
- [ ] Severely controlled access or lock-down facility. Public entry is heavily restricted. Employee ID is mandatory.
- [ ] Outdoor environment requiring *occasional* exposure to weather extremes, fumes, noise or uneven terrain.
- [ ] Outdoor environment requiring *constant or regular* exposure to weather extremes, fumes, odors, loud noise or uneven terrain.
- [ ] Other/Job Specific physical conditions (describe/give examples):

### UNIQUE OR SPECIALIZED REQUIREMENTS

What is the nature of unique or specialized requirements? (Check all that apply)

- [ ] Home or school visits of clients or the public required, either planned or unplanned.
- [ ] Attendance required at evening meetings.
- [ ] Transport clients, the public, equipment, inmates, work crews or animals in County vehicles.
- [ ] Required to carry and respond to radio transmitter, pager, cell phone or walkie-talkie.
- [ ] Required to complete continuing education courses to maintain registration, licensure or certification.
- [ ] Designated “First-Responder” in local, state or national emergency.
- [ ] Fingerprinting required.
- [ ] Frequently speak to the general public as a County representative (i.e. in front of groups, classes, the media, planned presentations, etc.).
- [ ] Frequently required to deal with angry or confrontational clients or members of the public.
- [ ] Difficult, unpleasant or unsanitary working environment, such as unkept homes, animal pens, families/children in crisis, morgue, chemical spills, exposure to large quantities of human or animal fluids or waste, etc.
- [ ] Drives vehicle requiring hazardous placards.

**OTHER (Be Specific):**
**ESSENTIAL FUNCTION ANALYSIS**

Check one box for each numbered item. "Essential" (E) means a basic, key, or critical job activity which if removed would fundamentally change the nature or purpose of the job. "Non-Essential" (N-E) means a job activity which is supplementary to the essential duties. While this activity may be a logical extension of other duties, it is not a fundamental part of the why the job exists. (N/A=not applicable)

<table>
<thead>
<tr>
<th>#</th>
<th>Physical Requirements</th>
<th>E</th>
<th>N-E</th>
<th>N/A</th>
<th>Explanation/Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Heavy lifting (45 pounds and over)</td>
<td></td>
<td></td>
<td></td>
<td>Replacing van tire</td>
</tr>
<tr>
<td>2</td>
<td>Moderate lifting (15-44 pounds)</td>
<td></td>
<td></td>
<td></td>
<td>Moving equipment</td>
</tr>
<tr>
<td>3</td>
<td>Light lifting (10-14 pounds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Little or no lifting (0-9 pounds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Heavy carrying (45 pounds and over)</td>
<td></td>
<td></td>
<td></td>
<td>Picking up and moving tool boxes and parts</td>
</tr>
<tr>
<td>6</td>
<td>Moderate carrying (15-44 pounds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Light carrying (under 15 pounds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Pulling hand over hand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Pushing carts, equipment, heavy or moderately heavy objects</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Reaching above shoulder more than occasionally</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Typing/computer keyboarding on a routine basis</td>
<td></td>
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<tr>
<td>12</td>
<td>Extended sitting without ability to alternate positions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Running</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Walking for extended periods</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Standing for extended periods</td>
<td></td>
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</tr>
<tr>
<td>16</td>
<td>Crawling (i.e. in attics; to trace a leak)</td>
<td></td>
<td></td>
<td></td>
<td>To perform repairs under van</td>
</tr>
<tr>
<td>17</td>
<td>Kneeling on one or both knees for extended periods</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Climbing, legs only (i.e. stairs, step stools)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Climbing, use of legs and arms (i.e. ladders)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>20</td>
<td>Operation of forklift</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Operation of car, truck, electric/gas cart, other on- or off-road vehicles (specify in example section)</td>
<td></td>
<td></td>
<td></td>
<td>Routine movement of 15-passenger vans</td>
</tr>
<tr>
<td>22</td>
<td>Routine visual ability (reading; watching; driving; viewing computer screens)</td>
<td></td>
<td></td>
<td></td>
<td>Ability to read color documents and signs</td>
</tr>
<tr>
<td>23</td>
<td>Acute visual requirements (microscope, high speed driving)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Ability to distinguish colors (specify in example section)</td>
<td></td>
<td></td>
<td></td>
<td>Information used by Aide is in color.</td>
</tr>
<tr>
<td>25</td>
<td>Routine hearing ability (office setting; phone; interview room; whispers at close range; converse at 15 ft)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Acute hearing ability (use of stethoscope; radio transmission with static)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Operation of special equipment (specify on page 11)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Other: (Add additional pages as needed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ESSENTIAL FUNCTION ANALYSIS

Check one box for each numbered item. "Essential" (E) means a basic, key, or critical job activity which if removed would fundamentally change the nature or purpose of the job. "Non-Essential" (N-E) means a job activity which is supplementary to the essential duties. While this activity may be a logical extension of other duties, it is not a fundamental part of the why the job exists. (N/A=not applicable)

<table>
<thead>
<tr>
<th>#</th>
<th>Environmental Factors</th>
<th>E</th>
<th>N-E</th>
<th>N/A</th>
<th>Explanation/Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work outdoors predominantly</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Heat or cold extremes (other than seasonal changes)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Frequent exposure to loud noises (sirens; heavy equipment; machinery)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Vibration tools (jack hammer; pneumatic tools)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Dust, fumes, smoke or gases</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Silica, asbestos, etc.</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Solvents (degreasing agents)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Grease and oils</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Acid/caustic solutions</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Pesticides (work with or apply)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Other chemicals: (specify in example section)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Human blood, body fluids or tissue; human wastes</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Animal blood, body fluids or tissue; animal wastes</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Cleaning supplies/abrasives</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Explosives; combustibles</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Biological agents (i.e. bacteria, viruses, bloodborne pathogens)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Biomedical waste (i.e. syringes, needles, bandages, etc.)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Radiant energy (i.e. heating units, ovens, dryers)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Electrical energy (circuit boards, power lines, wiring, etc.)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Slippery or uneven walking surfaces</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Work with/around machinery with moving parts</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Work on ladders or scaffolding</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Work below ground level</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Work at heights (roofs, attics, ledges)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Work with sharp instruments (specify in example section)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Wear a respirator/SCBA</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Wear PPE (i.e. hearing protection, gloves, hardhat, boots, etc.)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Work alone on a regular or assigned basis</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Other: (Add additional pages as needed)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Language Skills (Check appropriate level):

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Ability to read a limited number of 2 to 3 syllable words and to recognize similarities and differences between words and between series of numbers. Ability to write and speak simple sentences.</td>
</tr>
<tr>
<td>Level 2</td>
<td>Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write basic correspondence. Ability to effectively communicate information in one-on-one and small group situations to customers, coworkers, and/or supervisors.</td>
</tr>
<tr>
<td>Level 3</td>
<td>Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees or customers.</td>
</tr>
<tr>
<td>Level 4</td>
<td>Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively communicate information and respond to questions or complaints from groups of managers, clients, customers, and the general public.</td>
</tr>
<tr>
<td>Level 5</td>
<td>Ability to read, analyze, and interpret common scientific or technical journals, financial reports, or legal documents. Ability to respond or resolve non-routine inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to effectively present information to top administration, public groups, board or commissions.</td>
</tr>
<tr>
<td>Level 6</td>
<td>Ability to read, analyze, and interpret complex or detailed information or documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports or articles using original or innovative techniques or style. Ability to make effective and persuasive presentations on controversial or complex topics to groups, state or federal agencies or regulatory bodies, boards or commissions, or the media.</td>
</tr>
</tbody>
</table>

### Mathematical Skills (Check appropriate level):

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.</td>
</tr>
<tr>
<td>Level 2</td>
<td>Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.</td>
</tr>
<tr>
<td>Level 3</td>
<td>Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.</td>
</tr>
<tr>
<td>Level 4</td>
<td>Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.</td>
</tr>
<tr>
<td>Level 5</td>
<td>Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.</td>
</tr>
<tr>
<td>Level 6</td>
<td>Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.</td>
</tr>
</tbody>
</table>

### HANDLING CASH (Check all that apply):

- Receives cash or other types of payment from clients/the public. Completes receipts.
- Makes change.
- Reconciles cash drawer.
- Completes deposit.
- First-level responsibility for accuracy of cash drawer receipts/deposits. Resolves discrepancies.
- Other (describe) _______
### EQUIPMENT, TOOLS, ELECTRONIC OR COMMUNICATION DEVICES

List the items an employee uses or will use to perform the essential or primary functions.

<table>
<thead>
<tr>
<th>Drills</th>
<th>Jacks</th>
<th>Power Washer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>Hand tools</td>
<td>Copier/Scanner</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DRIVING REQUIREMENTS

- ☒ Driving is an essential duty of this position.
- □ Driving is non-essential but possession of a valid driver's license is preferred.
- □ Driving is not required or can be assigned to others.

California Driver's License Requirements:

- ☐ Class A commercial license
- ☐ Class B commercial license
- ☒ Class C passenger vehicle
- □ Other _____

If essential, when is possession of the license required? (check one)

- ☒ Upon application to County employment to meet the minimum requirements.
- □ Proof of California license must be provided at the time of appointment.
- □ Appropriate license must be obtained within ☐ Six Months of Hire ☐ 12 Months of Hire □ Other _____

Does the license requirement include periodic medical examinations?  □ No  ☑ Yes _____

For recruitment purposes, is an applicant required to attach a DMV print-out to the application?  □ No  ☑ Yes

### Travel Requirements

Describe job requirements involving travel, both in-county or out-of-county.

#### In-County

- □ Assignments will involve frequent or continuous travel to outlying sites, substations, or other locations as needed to complete regular job duties.
- □ Depending on assignment, incumbent(s) may be assigned to an outlying site as his/her primary work location.
- ☒ In-county travel is sporadic or infrequent. Essential duties are primarily performed in the department.

#### Out-of-County

- □ Depending on assignment, incumbent(s) may travel frequently out-of-county (i.e. several times per month).
- ☒ Out-of-county travel is sporadic or infrequent requiring pre-approval (i.e. conferences, regional/state meetings).
- □ Very little or no travel will be required out-of-county.

#### Out-of-State Travel

- ☒ Incumbent(s) may be required to travel out-of-state as needed to complete job duties.
- □ No travel will be required out-of-state.

Include below any other information regarding travel requirements:
List or explain any other information about this classification which has not been covered.

<table>
<thead>
<tr>
<th>Attach any additional documentation regarding this position (such as grant or funding requirements, state/federal laws or regulations which apply to this position, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information attached.</td>
</tr>
</tbody>
</table>

### Completed By:

| Name (please print) | Georgina Cardenas |
| Title | Executive Director |
| Date Completed: | 12/06/19 |
| Telephone Number or Extension | 559-852-2696 |

### Department Review

Please sign below indicating that you have reviewed the above information and that is accurately describes the job requirements of this current or proposed position.

| Supervisor/Manager: | ________________________________ |
| Date: | ________________________________ |

| Department Head: | ________________________________ |
| Date: | ________________________________ |

### Human Resources Review

| Name: | ________________________________ |
| Title: | ________________________________ |
| Date: | ________________________________ |

| Safety Officer Review: | ________________________________ |
| Date: | ________________________________ |
Instructions for Completion: Under the Americans with Disabilities Act, it is necessary to identify the essential functions of each position. In addition, in order to properly classify and compensate a position in the County’s employment system, additional information is needed such as qualification requirements, supervision given and received, specialized assignments, and physical and environmental factors affecting the position. Fully completing this questionnaire will greatly assist the Human Resources Office in establishing relevant, accurate and meaningful job specifications and in the development of effective recruitment and selection plans. A questionnaire must be completed for every County position and for every newly established County classification. Updates may be required if significant changes in the classification occur over time.

Department Head review is required.
Forward the completed and signed original copy of the questionnaire to Human Resources, ext 2510.

<table>
<thead>
<tr>
<th>Current or Proposed Job Title:</th>
<th>Transit Aide II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments:</td>
<td>Regular M-F day time hours</td>
</tr>
<tr>
<td></td>
<td>Weekends</td>
</tr>
<tr>
<td></td>
<td>Holidays</td>
</tr>
<tr>
<td></td>
<td>Evenings or Graveyard</td>
</tr>
<tr>
<td></td>
<td>Mandatory or Frequent Overtime</td>
</tr>
<tr>
<td></td>
<td>On-Call/Call-Back</td>
</tr>
<tr>
<td></td>
<td>Rotating Schedule or Shift</td>
</tr>
<tr>
<td></td>
<td>First Responder Assignment(s)</td>
</tr>
<tr>
<td>Status:</td>
<td>Full-time</td>
</tr>
<tr>
<td></td>
<td>Part-time 40 hrs/week</td>
</tr>
<tr>
<td>Department: CalVans</td>
<td></td>
</tr>
<tr>
<td>Division/Unit:</td>
<td></td>
</tr>
<tr>
<td>Primary location where work is or will be performed?</td>
<td>Varies</td>
</tr>
</tbody>
</table>

Organizational Outline: Using the chart below, please fill in the job classification titles of the positions which currently report to the supervisor of this position. (Attach a printed chart with the same information if preferred.)

<table>
<thead>
<tr>
<th>Immediate Supervisor’s Name</th>
<th>Transit Coordinator</th>
<th>Transit Aide II</th>
<th>Transit Aide I</th>
</tr>
</thead>
</table>

Purpose of Position: Briefly describe what you consider the major purpose or objectives of this position. Simply stated, in two or three sentences describe why this job exists.

The job exists to provide support for the vanpool operation. The position involves the oversight and support Transit Aide I who are responsible for cleaning, repairing and delivering the vans as needed.

Changes in Duties or Responsibilities: If this is an existing classification, please describe any significant changes in duties or responsibilities that have taken place in the last year which may indicate revisions to the current job specification are necessary.

Provide support, coordination and training of Transit Aides.
Facilitate the repair and movement of vehicles for service and repair.
Coordinate the equipping of new vehicles with required labeling and equipment.
Establish and “On-Call” list for region.
Assist in the ongoing training of Transit Aides.
Supervise and make recommendation on Transit Aide assigned to region.

Essential Duties and Responsibilities:
List the essential duties or responsibilities to be performed by an incumbent in this position.

- A duty is essential:
  - If it is the major focus of the job; the job exists to perform this duty,
  - If removing the duty would fundamentally change the job, or,
If the duty requires highly specialized knowledge, expertise or ability.

- Place the duties in order of their importance to the job (#1 being the most important duty or responsibility).
- Similar job duties can be grouped and a composite percentage given, but each essential duty must still be described within the grouping.
- Try to begin each statement with an action word, such as “Repairs” or “Supervises” or “Cleans”.

After listing the essential duties and responsibilities, INDICATE THE PERCENT OF WORKING TIME ROUGHLY DEVOTED TO EACH.

THE GRAND TOTAL OF THESE PERCENTAGES MUST NOT EXCEED 100%.

<table>
<thead>
<tr>
<th>Order of Importance</th>
<th>% of Time</th>
<th>Essential Duties or Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>30%</td>
<td>Greet clients at front counter; answers telephone and directs calls or takes messages; completes initial client intake form and schedules appointments, either in-person or over the telephone.</td>
</tr>
<tr>
<td>#1</td>
<td>70%</td>
<td>Coordination and assist Transit Aides in assigned tasks.</td>
</tr>
<tr>
<td>#2</td>
<td>10%</td>
<td>Paperwork-filing out various daily reports and forms.</td>
</tr>
<tr>
<td>#3</td>
<td>5%</td>
<td>Coordinate with Service Writer on vans needing repairs at outside repair facilities.</td>
</tr>
<tr>
<td>#4</td>
<td>10%</td>
<td>Train and oversee work of Transit Aides</td>
</tr>
<tr>
<td>#5</td>
<td>5%</td>
<td>Coordinate with Service Writer on vans needing repairs at outside repair facilities.</td>
</tr>
<tr>
<td>#6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SUPERVISION RECEIVED

List the hierarchy of supervision in the box to the right.

Beginning with this position, list all job classifications ABOVE this position with supervisory or management authority.

<table>
<thead>
<tr>
<th>Immediate Supervisor</th>
<th>Supervisor/Manager</th>
<th>Supervisor/Manager</th>
<th>Supervisor/Manager</th>
<th>Executive Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Aide II</td>
<td>Transit Coordinator</td>
<td>Transit Aide III / Facilities and Fleet Specialist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This position

In general, how frequently are work assignments given? (Check one)

☐ Immediate Supervision: Oral and written instructions given by supervisor usually daily. Work is subject to close review and check.

☐ General Supervision: Work assignments are given at frequent intervals; routine assignments are performed independently following established standard practices and subject to periodic checks.

☒ Direction: Plans and arranges regular work assignments to accomplish assigned objectives. Uses a wide range of procedures following standard practices and precedent.

☐ General Direction: Works independently from broad institutional and department policies and general objectives. Supervisor is consulted periodically for clarification or interpretation of policy directives.

☐ Administrative Direction: Works from overall policies, goals and objectives. Virtually self-supervising with direct accountability for final decisions and results.

SUPERVISION GIVEN

1. List below the job classifications and total number of personnel this position currently or will directly supervise:

<table>
<thead>
<tr>
<th>Job Classification</th>
<th>Number</th>
<th>Job Classification</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transite Aide I</td>
<td>Varies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

("Directly supervises" means has authority over; approves time off; rates employee performance, etc.)

2. What proportion of time is or will be spent in supervisory duties, including planning/reviewing the work of others? 75%

FUNCTIONAL SUPERVISION OR LEAD WORKER ASSIGNMENT

Describe any projects, programs or employees over whom this position is assigned responsibility for functional supervision. (Functional supervision means directing the work of individual employees or leading a team of employees but not having direct authority over employee performance or work schedules.)

Project/Assignment: Job Classification(s) Provided Functional or Lead Supervision:
CONTACTS WITH OTHERS

Describe the contacts this position is required to have with others, both within and outside the Department. Indicate the frequency of communication.

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Frequency</th>
<th>Frequency of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Kings County department employees</td>
<td>2</td>
<td>1. Often: Daily</td>
</tr>
<tr>
<td>County Department Heads or Managers</td>
<td>1</td>
<td>2. Some: At least twice per week</td>
</tr>
<tr>
<td>Clients/Customers Seeking Services</td>
<td>1</td>
<td>3. Seldom: Once per month or less</td>
</tr>
<tr>
<td>General public (check all that apply)</td>
<td></td>
<td>4. Rarely: No more than once per year</td>
</tr>
<tr>
<td>□ Front Counter/Reception Desk</td>
<td>2</td>
<td>5. Never: Never</td>
</tr>
<tr>
<td>□ Phones</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>□ Home/school visits</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>□ Unplanned encounters</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>□ By appointment</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>□ Group or Classroom Presentations</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>□ Boards, Commissions, Governing Bodies</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>□ State or Federal Agency Representatives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Other (describe) When picking up or droping off a van</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DECISION MAKING  What is the extent of judgment used to carry out job duties? (Check one)

- ☐ Performs repetitive tasks that require detailed instructions and little or no choice as to procedures.
- ☐ Performs routine tasks with specific procedures but has limited discretion to interpret or modify instructions.
- ☐ Compiles information independently; selects and applies alternative procedures within established regulations or procedures.
- ☐ Analyzes a variety of information with limited discretion in the application of methods.
- ☒ Interprets and applies broad discretion and may serve as technical authority in application of methods.
- ☐ Directs programs involving large and complex issues within County government.

COMMENTS:

INDEPENDENCE  What is the extent of supervision or direction received and work assignments reviewed? (Check one)

- ☐ Close supervision with detailed instructions and work reviewed on an on-going basis.
- ☐ Immediate supervision with review at regular intervals. Questions referred to supervisor.
- ☐ General supervision where deadlines are established and where work is reviewed by results obtained.
- ☒ General direction where objectives are defined and work is reviewed on the basis of meeting objectives.
- ☐ Administrative direction where assignments are based on broadly defined functional objectives; directly accountable for results.
- ☐ Strategic direction from a department head; broadly defined duties and authority; accountable for goals met.

COMMENTS:
MINIMUM REQUIREMENTS - EDUCATION

What is the minimum level of formal education and/or specialized knowledge required to meet the requirements of this position? (Check one)

☐ Less than high school graduation acceptable, or specialized experience/training a better predictor of job success.
☐ High school diploma or GED equivalency required.
☐ Some college or vocational training in a specific course of study (specify: _____)
☐ Associate’s degree from college in a course of study (specify: _____)
☐ Bachelor’s degree from a 4-year college; preferably in a field of study closely related to job duties but not required.
☐ Bachelor’s degree from a 4-year college in a specific major (specify: _____)
☐ Master’s degree; preferably in a field of study closely related to job duties but not required.
☐ Master’s degree in a specific major (specify: _____)
☐ Doctorate degree (specify: _____)

Does this position require the possession of registration, licensure or certification? ☐ YES ☐ NO
If yes, list required registration/license/certificate. (BE SPECIFIC. Spell any acronyms. Indicate if California registration/license/certificate is required.)

MINIMUM REQUIREMENTS - EXPERIENCE

What is the minimum level of experience necessary to perform this job? (Check one)

☐ No prior experience in job duties necessary; training will be provided on-the-job.
☒ Some experience necessary as described below:

<table>
<thead>
<tr>
<th>TYPE OF EXPERIENCE</th>
<th>MINIMUM</th>
<th>Required</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>General labor duties, preferably for public agency or school district.</td>
<td>☒ 2</td>
<td>Years</td>
<td>☒ Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>______</td>
<td>___</td>
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<tr>
<td></td>
<td></td>
<td>______</td>
<td>___</td>
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<tr>
<td></td>
<td></td>
<td>______</td>
<td>___</td>
</tr>
</tbody>
</table>

SPECIAL KNOWLEDGE, SKILLS OR ABILITIES

What specialized work skills, knowledge or abilities not described above are required to enter the job? (i.e. welding, CAD, academy training, etc.) PLEASE BE SPECIFIC. Include any special knowledge of laws, codes or regulations that a candidate for hire must possess at entry to the job.

<table>
<thead>
<tr>
<th>TYPING/KEYBOARDING CERTIFICATE:</th>
<th>(Check one)</th>
<th>Certificate Required</th>
<th>net words/minute</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Ability to type and use a computer keyboard with speed and accuracy at a level sufficient to perform the duties of the position. Testing may be required at Department level.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BUDGET AUTHORITY  Is this position responsible for developing, controlling and implementing a department, division or program budget? ☐ No ☑ Yes (If Yes, describe)

Does this position have signature authority for purchase approvals? ☐ Yes ☑ No

IMPACT  What is the level of effect this position has on end results for an activity, program or department? (Check one)
☐ Activities impact outcome of assigned tasks. Errors are detected by immediate supervisor.
☐ Activities impact end results of related assignments. Errors detected in succeeding operations.
☒ Activities impact unit or program within a department. Errors may not be readily apparent.
☐ Activities impact the direction or operation of the department. Errors not readily apparent.
☐ Activities impact the direction of more than one department. Errors could result in significant costs, fines, or public discredit.
☐ Activities impact County-wide policies or long-range plans. Multiple departments could be affected by decisions or errors.

COMMENTS:

COMPUTER SKILLS  What is the nature of work performed utilizing a business computer?  
[Note: This section for non-IT Department classifications only.]

(Check all that apply)
☐ No computer skills required, or training will be provided for someone with minimal or no computer experience.
☐ Basic data entry of information on standardized forms or spreadsheets; little or no word processing required.
☒ Majority of work is preparation of original documents in word processing (i.e. letters, manuals, transcripts, reports, graphs, tables, newsletters, flyers, forms, etc.). (Microsoft Word or other word processing software)
☐ Majority of work is done through the use of spreadsheets for financial or budget recordkeeping, reporting, calculating, analysis or presentation. (Excel, FMS, or other spreadsheet or financial software)
☐ Majority of work is done through the use of data base software to enter, sort, track and/or maintain records, applications, personal identifiers, etc. (Access, PeopleSoft, or other data base-type software)
☐ Requires use of highly specialized or program-specific computer software or applications, as listed below:

(Check one)
☐ Approximately 75% or more of work time is spent using a computer.
☐ Approximately 50%-75% of work time is spent using a computer.
☒ Approximately 25%-50% of work time is spent using a computer.
☐ Less than 25% of work time is spent using a computer.

OTHER OFFICE EQUIPMENT REQUIREMENTS  (Check all that apply)

☐ 10-Key by touch
☒ Keyboarding/Typing
☐ Calculator
☐ Multi-line central telephone bank
☐ Public Address System
☒ Two-way radio
☐ Recording Device(s)
☐ Transcription Device(s)
☐ Testing Machine
☐ Scanner
☐ Laptop computer
☐ Projectors, screens
Other (list): Mobile Data Terminal used for communicating with vehicles

(Add additional page(s) if necessary.)
WORK ENVIRONMENT  Under what physical conditions is this job *primarily* performed?

- Routine or standard office environment with controlled lighting and temperature.
- Public-access environment with little or no control of entry or waiting areas.
- Severely controlled access or lock-down facility. Public entry is heavily restricted. Employee ID is mandatory.
- Outdoor environment requiring *occasional* exposure to weather extremes, fumes, noise or uneven terrain.
- Outdoor environment requiring *constant or regular* exposure to weather extremes, fumes, odors, loud noise or uneven terrain.
- Other/Job Specific physical conditions (describe/give examples):

UNIQUE OR SPECIALIZED REQUIREMENTS  What is the nature of unique or specialized requirements? (Check all that apply)

- Home or school visits of clients or the public required, either planned or unplanned.
- Attendance required at evening meetings.
- Transport clients, the public, equipment, inmates, work crews or animals in County vehicles.
- Required to carry and respond to radio transmitter, pager, cell phone or walkie-talkie.
- Required to complete continuing education courses to maintain registration, licensure or certification.
- Designated “First-Responder” in local, state or national emergency.
- Fingerprinting required.
- Frequently speak to the general public as a County representative (i.e. in front of groups, classes, the media, planned presentations, etc.).
- Frequently required to deal with angry or confrontational clients or members of the public.
- Difficult, unpleasant or unsanitary working environment, such as unkept homes, animal pens, families/children in crisis, morgue, chemical spills, exposure to large quantities of human or animal fluids or waste, etc.
- Drives vehicle requiring hazardous placards.

OTHER (Be Specific):
# Physical Requirements | E | N-E | N/A | Explanation/Example(s)
--- | --- | --- | --- | ---
1. Heavy Lifting (45 pounds and over) | ☒ | | | Replacing van tire
2. Moderate lifting (15-44 pounds) | | ☒ | | Moving equipment
3. Light lifting (10-14 pounds) | | ☒ | | 
4. Little or no lifting (0-9 pounds) | | ☒ | | 
5. Heavy carrying (45 pounds and over) | ☒ | | | Picking up and moving tool boxes and parts
6. Moderate carrying (15-44 pounds) | | ☒ | | 
7. Light carrying (under 15 pounds) | | ☒ | | 
8. Pulling hand over hand | | ☒ | | 
9. Pushing carts, equipment, heavy or moderately heavy objects | | ☒ | | 
10. Reaching above shoulder more than occasionally | | ☒ | | 
11. Typing/computer keyboarding on a routine basis | | ☒ | | 
12. Extended sitting without ability to alternate positions | | ☒ | | 
13. Running | | ☒ | | 
14. Walking for extended periods | | ☒ | | 
15. Standing for extended periods | | ☒ | | 
16. Crawling (i.e. in attics; to trace a leak) | ☒ | | | To perform repairs under van
17. Kneeling on one or both knees for extended periods | | ☒ | | 
18. Climbing, legs only (i.e. stairs, step stools) | | ☒ | | 
19. Climbing, use of legs and arms (i.e. ladders) | | ☒ | | 
20. Operation of forklift | | ☒ | | 
21. Operation of car, truck, electric/gas cart, other on- or off-road vehicles (specify in example section) | ☒ | | | Routine movement of 15-passenger vans
22. Routine visual ability (reading; watching; driving; viewing computer screens) | ☒ | | | Ability to read color documents and signs
23. Acute visual requirements (microscope, high speed driving) | | ☒ | | 
24. Ability to distinguish colors (specify in example section) | ☒ | | | Information used by Aide is in color.
25. Routine hearing ability (office setting; phone; interview room; whispers at close range; converse at 15 ft) | | ☒ | | 
26. Acute hearing ability (use of stethoscope; radio transmission with static) | | ☒ | | 
27. Operation of special equipment (specify on page 11) | | ☒ | | 
28. Other: (Add additional pages as needed) | | ☒ | |
## ESSENTIAL FUNCTION ANALYSIS

Check one box for each numbered item. **"Essential" (E)** means a basic, key, or critical job activity which if removed would fundamentally change the nature or purpose of the job. **"Non-Essential" (N-E)** means a job activity which is supplementary to the essential duties. While this activity may be a logical extension of other duties, it is not a fundamental part of the why the job exists. (N/A=not applicable)

<table>
<thead>
<tr>
<th>#</th>
<th>Environmental Factors</th>
<th>E</th>
<th>N-E</th>
<th>N/A</th>
<th>Explanation/Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work outdoors predominantly</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Heat or cold extremes (other than seasonal changes)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Frequent exposure to loud noises (sirens; heavy equipment; machinery)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Vibration tools (jack hammer; pneumatic tools)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Dust, fumes, smoke or gases</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Silica, asbestos, etc.</td>
<td></td>
<td>☒</td>
<td></td>
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<tr>
<td>7</td>
<td>Solvents (degreasing agents)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Grease and oils</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Acid/caustic solutions</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Pesticides (work with or apply)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Other chemicals: (specify in example section)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Human blood, body fluids or tissue; human wastes</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Animal blood, body fluids or tissue; animal wastes</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Cleaning supplies/abrasives</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Explosives; combustibles</td>
<td></td>
<td>☒</td>
<td></td>
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</tr>
<tr>
<td>16</td>
<td>Biological agents (i.e. bacteria, viruses, bloodborne pathogens)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Biomedical waste (i.e. syringes, needles, bandages, etc.)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Radiant energy (i.e. heating units, ovens, dryers)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Electrical energy (circuits boards, power lines, wiring, etc.)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Slippery or uneven walking surfaces</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Work with/around machinery with moving parts</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Work on ladders or scaffolding</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Work below ground level</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Work at heights (roofs, attics, ledges)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Work with sharp instruments (specify in example section)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Wear a respirator/SCBA</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Wear PPE (i.e. hearing protection, gloves, hardhat, boots, etc.)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Work alone on a regular or assigned basis</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Other: (Add additional pages as needed)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Language Skills (Check appropriate level):

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Ability to read a limited number of 2 to 3 syllable words and to recognize similarities and differences between words and between series of numbers. Ability to write and speak simple sentences.</td>
</tr>
<tr>
<td>Level 2</td>
<td>Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write basic correspondence. Ability to effectively communicate information in one-on-one and small group situations to customers, coworkers, and/or supervisors.</td>
</tr>
<tr>
<td>Level 3</td>
<td>Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees or customers.</td>
</tr>
<tr>
<td>Level 4</td>
<td>Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively communicate information and respond to questions or complaints from groups of managers, clients, customers, and the general public.</td>
</tr>
<tr>
<td>Level 5</td>
<td>Ability to read, analyze, and interpret common scientific or technical journals, financial reports, or legal documents. Ability to respond or resolve non-routine inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to effectively present information to top administration, public groups, board or commissions.</td>
</tr>
<tr>
<td>Level 6</td>
<td>Ability to read, analyze, and interpret complex or detailed information or documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports or articles using original or innovative techniques or style. Ability to make effective and persuasive presentations on controversial or complex topics to groups, state or federal agencies or regulatory bodies, boards or commissions, or the media.</td>
</tr>
</tbody>
</table>

### Mathematical Skills (Check appropriate level):

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.</td>
</tr>
<tr>
<td>Level 2</td>
<td>Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.</td>
</tr>
<tr>
<td>Level 3</td>
<td>Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.</td>
</tr>
<tr>
<td>Level 4</td>
<td>Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.</td>
</tr>
<tr>
<td>Level 5</td>
<td>Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.</td>
</tr>
<tr>
<td>Level 6</td>
<td>Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.</td>
</tr>
</tbody>
</table>

### HANDLING CASH (Check all that apply):

- ☒ Receives cash or other types of payment from clients/the public. Completes receipts.
- ☐ Makes change.
- ☒ Reconciles cash drawer.
- ☐ Completes deposit.
- ☒ First-level responsibility for accuracy of cash drawer receipts/deposits. Resolves discrepancies.
- ☐ Other (describe) ______
EQUIPMENT, TOOLS, ELECTRONIC OR COMMUNICATION DEVICES
List the items an employee uses or will use to perform the essential or primary functions.

- Drills
- Jacks
- Power Washer
- Computer
- Hand tools
- Copier/Scanner
- Telematics

DRIVING REQUIREMENTS
- Driving is an essential duty of this position.
- Driving is non-essential but possession of a valid driver’s license is preferred.
- Driving is not required or can be assigned to others.

California Driver’s License Requirements:
- [ ] Class A commercial license
- [ ] Class B commercial license
- [x] Class C passenger vehicle
- [ ] Other ______

If essential, when is possession of the license required? (check one)
- [x] Upon application to County employment to meet the minimum requirements.
- [ ] Proof of California license must be provided at the time of appointment.
- [ ] Appropriate license must be obtained within [ ] Six Months of Hire [ ] 12 Months of Hire [ ] Other ______

Does the license requirement include periodic medical examinations?  [ ] No  [x] Yes ______

For recruitment purposes, is an applicant required to attach a DMV print-out to the application?  [ ] No  [x] Yes

Travel Requirements  Describe job requirements involving travel, both in-county or out-of-county.

In-County
- [ ] Assignments will involve frequent or continuous travel to outlying sites, substations, or other locations as needed to complete regular job duties.
- [ ] Depending on assignment, incumbent(s) may be assigned to an outlying site as his/her primary work location.
- [x] In-county travel is sporadic or infrequent. Essential duties are primarily performed in the department.

Out-of-County
- [x] Depending on assignment, incumbent(s) may travel frequently out-of-county (i.e. several times per month).
- [ ] Out-of-county travel is sporadic or infrequent requiring pre-approval (i.e. conferences, regional/state meetings).
- [ ] Very little or no travel will be required out-of-county.

Out-of-State Travel
- [x] Incumbent(s) may be required to travel out-of-state as needed to complete job duties.
- [ ] No travel will be required out-of-state.

Include below any other information regarding travel requirements:
List or explain any other information about this classification which has not been covered.

Attach any additional documentation regarding this position (such as grant or funding requirements, state/federal laws or regulations which apply to this position, etc.). □ Information attached.

Completed By:

Name (please print) Georgina Cardenas
Date Completed: 12/06/19
Title Executive Director
Telephone Number or Extension 559-852-2696

Department Review
Please sign below indicating that you have reviewed the above information and that is accurately describes the job requirements of this current or proposed position.

Supervisor/Manager: ____________________________________________ Date: ________________________________

Department Head: ______________________________________________ Date __________________________________

Human Resources Review

Name ____________________________________________ Title ____________________________ Date _____________

Safety Officer Review __________________________________________ Date _________________________
**Instructions for Completion:** Under the Americans with Disabilities Act, it is necessary to identify the essential functions of each position. In addition, in order to properly classify and compensate a position in the County’s employment system, additional information is needed such as qualification requirements, supervision given and received, specialized assignments, and physical and environmental factors affecting the position. Fully completing this questionnaire will greatly assist the Human Resources Office in establishing relevant, accurate and meaningful job specifications and in the development of effective recruitment and selection plans. A questionnaire must be completed for every County position and for every newly established County classification. Updates may be required if significant changes in the classification occur over time.

Department Head review is required.
Forward the completed and signed original copy of the questionnaire to Human Resources, ext 2510.

**Current or Proposed Job Title:** Transit Aide III

**Status:**
- ☑ Full-time
- ☐ Part-time 40 hrs/week

**Department:** CalVans

**Assignment:**
- ☑ Regular M-F day time hours
- ☑ Weekends
- ☑ Holidays
- ☑ Evenings or graveyard
- ☐ Mandatory or Frequent Overtime
- ☑ On-Call/Call-Back
- ☑ Rotating Schedule or Shift
- ☐ First Responder Assignment(s)

**Organizational Outline:** Using the chart below, please fill in the job classification titles of the positions which currently report to the supervisor of this position. (Attach a printed chart with the same information if preferred.)

<table>
<thead>
<tr>
<th>Immediate Supervisor’s Name</th>
<th>Transit Coordinator</th>
<th>Transit Aide II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Position:** Briefly describe what you consider the major purpose or objectives of this position. Simply stated, in two or three sentences describe why this job exists.

The job exists to provide support for the vanpool operation. The position involves the oversight and support Transit Aide I who are responsible for cleaning, repairing and delivering the vans as needed.

**Changes in Duties or Responsibilities:** If this is an existing classification, please describe any significant changes in duties or responsibilities that have taken place in the last year which may indicate revisions to the current job specification are necessary.

Provide support, coordination and training of Transit Aides.
Facilitate the repair and movement of vehicles for service and repair.
Coordinate the equipping of new vehicles with required labeling and equipment.
Establish and “On-Call” list for region.
Assist in the ongoing training of Transit Aides.
Supervise and make recommendation on Transit Aide assigned to region.

**Essential Duties and Responsibilities:** List the essential duties or responsibilities to be performed by an incumbent in this position.

- A duty is essential:
  - ■ If it is the major focus of the job; the job exists to perform this duty,
  - ■ If removing the duty would fundamentally change the job, or,
Position Analysis Questionnaire

- If the duty requires highly specialized knowledge, expertise or ability.
- Place the duties in order of their importance to the job (#1 being the most important duty or responsibility).
- Similar job duties can be grouped and a composite percentage given, but each essential duty must still be described within the grouping.
- Try to begin each statement with an action word, such as “Repairs” or “Supervises” or “Cleans”.

After listing the essential duties and responsibilities, INDICATE THE PERCENT OF WORKING TIME ROUGHLY DEVOTED TO EACH. THE GRAND TOTAL OF THESE PERCENTAGES MUST NOT EXCEED 100%.

<table>
<thead>
<tr>
<th>Order of Importance (1 = Most Important)</th>
<th>% of Time</th>
<th>Essential Duties or Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>30%</td>
<td>Greets clients at front counter; answers telephone and directs calls or takes messages; completes initial client in-take form and schedules appointments, either in-person or over the telephone.</td>
</tr>
<tr>
<td>#1</td>
<td>70</td>
<td>Coordination and assist Transit Aides in assigned tasks.</td>
</tr>
<tr>
<td>#2</td>
<td>10</td>
<td>Paperwork-filing out various daily reports and forms.</td>
</tr>
<tr>
<td>#3</td>
<td>5</td>
<td>Coordinate with Service Writer on vans needing repairs at outside repair facilities.</td>
</tr>
<tr>
<td>#4</td>
<td>10</td>
<td>Train and oversee work of Transit Aides</td>
</tr>
<tr>
<td>#5</td>
<td>5</td>
<td>Coordinate with Service Writer on vans needing repairs at outside repair facilities.</td>
</tr>
<tr>
<td>#6</td>
<td></td>
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</tr>
<tr>
<td>#7</td>
<td></td>
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<tr>
<td>#8</td>
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<td></td>
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<tr>
<td>#9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3 Position Analysis Questionnaire

### SUPERVISION RECEIVED

List the hierarchy of supervision in the box to the right.

*Beginning with this position, list all job classifications ABOVE this position with supervisory or management authority.*

<table>
<thead>
<tr>
<th>Supervisor/Manager</th>
<th>Executive Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor/Manager</td>
<td></td>
</tr>
<tr>
<td>Supervisor/Manager</td>
<td></td>
</tr>
<tr>
<td>Immediate Supervisor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transit Coordinator</td>
</tr>
<tr>
<td></td>
<td>Transit Aide III</td>
</tr>
<tr>
<td></td>
<td>Transit Aide II</td>
</tr>
<tr>
<td></td>
<td>Transit Aide I</td>
</tr>
</tbody>
</table>

This position

---

In general, how frequently are work assignments given? *(Check one)*

- **Immediate Supervision**: Oral and written instructions given by supervisor usually daily. Work is subject to close review and check.
- **General Supervision**: Work assignments are given at frequent intervals; routine assignments are performed independently following established standard practices and subject to periodic checks.
- **Direction**: Plans and arranges regular work assignments to accomplish assigned objectives. Uses a wide range of procedures following standard practices and precedent.
- **General Direction**: Works independently from broad institutional and department policies and general objectives. Supervisor is consulted periodically for clarification or interpretation of policy directives.
- **Administrative Direction**: Works from overall policies, goals and objectives. Virtually self-supervising with direct accountability for final decisions and results.

- [x] **Not Applicable**

### SUPERVISION GIVEN

1. List below the job classifications and total number of personnel this position currently or will **directly supervise**:

<table>
<thead>
<tr>
<th>Job Classification</th>
<th>Number</th>
<th>Job Classification</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Aide I</td>
<td>Varies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

("Directly supervises" means has authority over; approves time off; rates employee performance, etc.)

2. What proportion of time is or will be spent in supervisory duties, including planning/reviewing the work of others? **75%**

- [x] **Not Applicable**

### FUNCTIONAL SUPERVISION OR LEAD WORKER ASSIGNMENT

Describe any projects, programs or employees over whom this position is assigned responsibility for functional supervision. *(Functional supervision means directing the work of individual employees or leading a team of employees but not having direct authority over employee performance or work schedules.)*

**Project/Assignment:**

**Job Classification(s) Provided Functional or Lead Supervision:**

(Add additional page(s) if necessary.)
## CONTACTS WITH OTHERS

Describe the contacts this position is required to have with others, both within and outside the Department. Indicate the frequency of communication.

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Frequency</th>
<th>Frequency of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Kings County department employees</td>
<td>2</td>
<td>Often: Daily</td>
</tr>
<tr>
<td>County Department Heads or Managers</td>
<td>1</td>
<td>Some: At least twice per week</td>
</tr>
<tr>
<td>Clients/Customers Seeking Services</td>
<td>2</td>
<td>Seldom: Once per month or less</td>
</tr>
<tr>
<td>General public (check all that apply)</td>
<td></td>
<td>Rarely: No more than once per year</td>
</tr>
<tr>
<td>□ Front Counter/Reception Desk</td>
<td>2</td>
<td>Never:</td>
</tr>
<tr>
<td>□ Phones</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>□ Home/school visits</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>□ Unplanned encounters</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>□ By appointment</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>□ Group or Classroom Presentations</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>□ Boards, Commissions, Governing Bodies</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>□ State or Federal Agency Representatives</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>□ Other (describe) When picking up or dropping off a van</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## DECISION MAKING

What is the extent of judgment used to carry out job duties? (Check one)

- ☑ Performs repetitive tasks that require detailed instructions and little or no choice as to procedures.
- ☒ Performs routine tasks with specific procedures but has limited discretion to interpret or modify instructions.
- ☑ Compiles information independently; selects and applies alternative procedures within established regulations or procedures.
- ☐ Analyzes a variety of information with limited discretion in the application of methods.
- ☐ Interprets and applies broad discretion and may serve as technical authority in application of methods.
- ☑ Directs programs involving large and complex issues within County government.

COMMENTS:

## INDEPENDENCE

What is the extent of supervision or direction received and work assignments reviewed? (Check one)

- ☑ Close supervision with detailed instructions and work reviewed on an on-going basis.
- ☐ Immediate supervision with review at regular intervals. Questions referred to supervisor.
- ☑ General supervision where deadlines are established and where work is reviewed by results obtained.
- ☐ General direction where objectives are defined and work is reviewed on the basis of meeting objectives.
- ☑ Administrative direction where assignments are based on broadly defined functional objectives; directly accountable for results.
- ☐ Strategic direction from a department head; broadly defined duties and authority; accountable for goals met.

COMMENTS:
MINIMUM REQUIREMENTS - EDUCATION

What is the minimum level of formal education and/or specialized knowledge required to meet the requirements of this position? (Check one)

☐ Less than high school graduation acceptable, or specialized experience/training a better predictor of job success.
☐ High school diploma or GED equivalency required.
☐ Some college or vocational training in a specific course of study (specify: _____)
☐ Associate’s degree from college in a course of study (specify: _____)
☐ Bachelor’s degree from a 4-year college; preferably in a field of study closely related to job duties but not required.
☐ Bachelor’s degree from a 4-year college in a specific major (specify: _____)
☐ Master’s degree; preferably in a field of study closely related to job duties but not required.
☐ Master’s degree in a specific major (specify: _____)
☐ Doctorate degree (specify: _____)

Does this position require the possession of registration, licensure or certification? ☐ YES ☐ NO
If yes, list required registration/license/certificate. (BE SPECIFIC. Spell any acronyms. Indicate if California registration/license/certificate is required.)

MINIMUM REQUIREMENTS - EXPERIENCE

What is the minimum level of experience necessary to perform this job? (Check one)

☐ No prior experience in job duties necessary; training will be provided on-the-job.
☒ Some experience necessary as described below:

<table>
<thead>
<tr>
<th>TYPE OF EXPERIENCE</th>
<th>MINIMUM</th>
<th>Required</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>General labor duties, preferably for public agency or school district.</td>
<td>2 Years</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL KNOWLEDGE, SKILLS OR ABILITIES

What specialized work skills, knowledge or abilities not described above are required to enter the job? (i.e. welding, CAD, academy training, etc.) PLEASE BE SPECIFIC. Include any special knowledge of laws, codes or regulations that a candidate for hire must possess at entry to the job.

TYING/KEYBOARDING CERTIFICATE: (Check one) ☐ Certificate Required _______ net words/minute
☒ Ability to type and use a computer keyboard with speed and accuracy at a level sufficient to perform the duties of the position. Testing may be required at Department level.
### BUDGET AUTHORITY

Is this position responsible for developing, controlling and implementing a department, division or program budget?  
- ☐ No  ☑ Yes (If Yes, describe)

Does this position have signature authority for purchase approvals?  
- ☐ Yes  ☑ No

### IMPACT

What is the level of effect this position has on end results for an activity, program or department?  (Check one)

- ☐ Activities impact outcome of assigned tasks. Errors are detected by immediate supervisor.
- ☐ Activities impact end results of related assignments. Errors detected in succeeding operations.
- ☑ Activities impact unit or program within a department. Errors may not be readily apparent.
- ☐ Activities impact the direction or operation of the department. Errors not readily apparent.
- ☐ Activities impact the direction of more than one department. Errors could result in significant costs, fines, or public discredit.
- ☑ Activities impact County-wide policies or long-range plans. Multiple departments could be affected by decisions or errors.

**COMMENTS:**

### COMPUTER SKILLS

What is the nature of work performed utilizing a business computer?  

[Note: This section for non-IT Department classifications only.]

(Check all that apply)

- ☐ No computer skills required, or training will be provided for someone with minimal or no computer experience.
- ☑ Basic data entry of information on standardized forms or spreadsheets; little or no word processing required.  
  - *(Microsoft Word or other word processing software)*
- ☐ Majority of work is preparation of original documents in word processing (i.e. letters, manuals, transcripts, reports, graphs, tables, newsletters, flyers, forms, etc.).  
  - *(Microsoft Word or other word processing software)*
- ☐ Majority of work is done through the use of spreadsheets for financial or budget recordkeeping, reporting, calculating, analysis or presentation.  
  - *(Excel, FMS, or other spreadsheet or financial software)*
- ☐ Majority of work is done through the use of data base software to enter, sort, track and/or maintain records, applications, personal identifiers, etc.  
  - *(Access, PeopleSoft, or other data base-type software)*
- ☑ Requires use of highly specialized or program-specific computer software or applications, as listed below:

(Check one)

- ☐ Approximately 75% or more of work time is spent using a computer.
- ☐ Approximately 50%-75% of work time is spent using a computer.
- ☑ Approximately 25%-50% of work time is spent using a computer.
- ☐ Less than 25% of work time is spent using a computer.

### OTHER OFFICE EQUIPMENT REQUIREMENTS

(Check all that apply)

- ☑ 10-Key by touch  
- ☑ Keyboarding/Typing  
- ☐ Calculator  
- ☐ Multi-line central telephone bank  
- ☐ Public Address System  
- ☑ Two-way radio  
- ☐ Recording Device(s)  
- ☐ Transcription Machine  
- ☐ Testing Machine  
- ☐ Scanner  
- ☑ Laptop computer  
- ☐ Projectors, screens  
- ☑ Mobile Data Terminal used for communicating with vehicles
### WORK ENVIRONMENT
Under what physical conditions is this job *primarily* performed?

- [x] Routine or standard office environment with controlled lighting and temperature.
- [ ] Public-access environment with little or no control of entry or waiting areas.
- [ ] Severely controlled access or lock-down facility. Public entry is heavily restricted. Employee ID is mandatory.
- [ ] Outdoor environment requiring *occasional* exposure to weather extremes, fumes, noise or uneven terrain.
- [ ] Outdoor environment requiring *constant or regular* exposure to weather extremes, fumes, odors, loud noise or uneven terrain.
- [ ] Other/Job Specific physical conditions (describe/give examples):

### UNIQUE OR SPECIALIZED REQUIREMENTS
What is the nature of unique or specialized requirements? *(Check all that apply)*

- [ ] Home or school visits of clients or the public required, either planned or unplanned.
- [ ] Attendance required at evening meetings.
- [ ] Transport clients, the public, equipment, inmates, work crews or animals in County vehicles.
- [x] Required to carry and respond to radio transmitter, pager, cell phone or walkie-talkie.
- [ ] Required to complete continuing education courses to maintain registration, licensure or certification.
- [ ] Designated “First-Responder” in local, state or national emergency.
- [ ] Fingerprinting required.
- [ ] Frequently speak to the general public as a County representative (i.e. in front of groups, classes, the media, planned presentations, etc.).
- [ ] Frequently required to deal with angry or confrontational clients or members of the public.
- [ ] Difficult, unpleasant or unsanitary working environment, such as unkept homes, animal pens, families/children in crisis, morgue, chemical spills, exposure to large quantities of human or animal fluids or waste, etc.
- [ ] Drives vehicle requiring hazardous placards.

**OTHER (Be Specific):**
**ESSENTIAL FUNCTION ANALYSIS**

Check one box for each numbered item. "Essential" (E) means a basic, key, or critical job activity which if removed would fundamentally change the nature or purpose of the job. "Non-Essential" (N-E) means a job activity which is supplementary to the essential duties. While this activity may be a logical extension of other duties, it is not a fundamental part of the why the job exists. (N/A=not applicable)

<table>
<thead>
<tr>
<th>#</th>
<th>Physical Requirements</th>
<th>E</th>
<th>N-E</th>
<th>N/A</th>
<th>Explanation/Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Heavy Lifting (45 pounds and over)</td>
<td></td>
<td></td>
<td></td>
<td>Replacing van tire</td>
</tr>
<tr>
<td>2</td>
<td>Moderate lifting (15-44 pounds)</td>
<td></td>
<td></td>
<td></td>
<td>Moving equipment</td>
</tr>
<tr>
<td>3</td>
<td>Light lifting (10-14 pounds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Little or no lifting (0-9 pounds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Heavy carrying (45 pounds and over)</td>
<td>X</td>
<td></td>
<td></td>
<td>Picking up and moving tool boxes and parts</td>
</tr>
<tr>
<td>6</td>
<td>Moderate carrying (15-44 pounds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Light carrying (under 15 pounds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Pulling hand over hand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Pushing carts, equipment, heavy or moderately heavy objects</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Reaching above shoulder more than occasionally</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11</td>
<td>Typing/computer keyboarding on a routine basis</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12</td>
<td>Extended sitting without ability to alternate positions</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Running</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>14</td>
<td>Walking for extended periods</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>15</td>
<td>Standing for extended periods</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>16</td>
<td>Crawling (i.e. in attics; to trace a leak)</td>
<td>X</td>
<td></td>
<td></td>
<td>To perform repairs under van</td>
</tr>
<tr>
<td>17</td>
<td>Kneeling on one or both knees for extended periods</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Climbing, legs only (i.e. stairs, step stools)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Climbing, use of legs and arms (i.e. ladders)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Operation of forklift</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Operation of car, truck, electric/gas cart, other on-or off-road vehicles (specify in example section)</td>
<td>X</td>
<td></td>
<td></td>
<td>Routine movement of 15-passenger vans</td>
</tr>
<tr>
<td>22</td>
<td>Routine visual ability (reading; watching; driving; viewing computer screens)</td>
<td>X</td>
<td></td>
<td></td>
<td>Ability to read color documents and signs</td>
</tr>
<tr>
<td>23</td>
<td>Acute visual requirements (microscope, high speed driving)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Ability to distinguish colors (specify in example section)</td>
<td>X</td>
<td></td>
<td></td>
<td>Information used by Aide is in color.</td>
</tr>
<tr>
<td>25</td>
<td>Routine hearing ability (office setting; phone; interview room; whispers at close range; converse at 15 ft)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Acute hearing ability (use of stethoscope; radio transmission with static)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Operation of special equipment (specify on page 11)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Other: (Add additional pages as needed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ESSENTIAL FUNCTION ANALYSIS

Check one box for each numbered item. "Essential" (E) means a basic, key, or critical job activity which if removed would fundamentally change the nature or purpose of the job. "Non-Essential" (N-E) means a job activity which is supplementary to the essential duties. While this activity may be a logical extension of other duties, it is not a fundamental part of the why the job exists. (N/A=not applicable)

<table>
<thead>
<tr>
<th>#</th>
<th>Environmental Factors</th>
<th>E</th>
<th>N-E</th>
<th>N/A</th>
<th>Explanation/Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work outdoors predominantly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Heat or cold extremes (other than seasonal changes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Frequent exposure to loud noises (sirens; heavy equipment; machinery)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Vibration tools (jack hammer; pneumatic tools)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Dust, fumes, smoke or gases</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>Silica, asbestos, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Solvents (degreasing agents)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Grease and oils</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Acid/caustic solutions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Pesticides (work with or apply)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Other chemicals: (specify in example section)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Human blood, body fluids or tissue; human wastes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Animal blood, body fluids or tissue; animal wastes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Cleaning supplies/abrasives</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Explosives; combustibles</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Biological agents (i.e. bacteria, viruses, bloodborne pathogens)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Biomedical waste (i.e. syringes, needles, bandages, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Radiant energy (i.e. heating units, ovens, dryers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Electrical energy (circuit boards, power lines, wiring, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Slippery or uneven walking surfaces</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Work with/around machinery with moving parts</td>
<td></td>
<td></td>
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<tr>
<td>22</td>
<td>Work on ladders or scaffolding</td>
<td></td>
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<tr>
<td>23</td>
<td>Work below ground level</td>
<td></td>
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<tr>
<td>24</td>
<td>Work at heights (roofs, attics, ledges)</td>
<td></td>
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<tr>
<td>25</td>
<td>Work with sharp instruments (specify in example section)</td>
<td></td>
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<tr>
<td>26</td>
<td>Wear a respirator/SCBA</td>
<td></td>
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<tr>
<td>27</td>
<td>Wear PPE (i.e. hearing protection, gloves, hardhat, boots, etc.)</td>
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<tr>
<td>28</td>
<td>Work alone on a regular or assigned basis</td>
<td></td>
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<tr>
<td>29</td>
<td>Other: (Add additional pages as needed)</td>
<td></td>
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</tbody>
</table>
### Language Skills (Check appropriate level):

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td>Ability to read a limited number of 2 to 3 syllable words and to recognize similarities and differences between words and between series of numbers. Ability to write and speak simple sentences.</td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
<td>Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write basic correspondence. Ability to effectively communicate information in one-on-one and small group situations to customers, coworkers, and/or supervisors.</td>
</tr>
<tr>
<td><strong>Level 3</strong></td>
<td>Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees or customers.</td>
</tr>
<tr>
<td><strong>Level 4</strong></td>
<td>Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively communicate information and respond to questions or complaints from groups of managers, clients, customers, and the general public.</td>
</tr>
<tr>
<td><strong>Level 5</strong></td>
<td>Ability to read, analyze, and interpret common scientific or technical journals, financial reports, or legal documents. Ability to respond or resolve non-routine inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to effectively present information to top administration, public groups, board or commissions.</td>
</tr>
<tr>
<td><strong>Level 6</strong></td>
<td>Ability to read, analyze, and interpret complex or detailed information or documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports or articles using original or innovative techniques or style. Ability to make effective and persuasive presentations on controversial or complex topics to groups, state or federal agencies or regulatory bodies, boards or commissions, or the media.</td>
</tr>
</tbody>
</table>

### Mathematical Skills (Check appropriate level):

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td>Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.</td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
<td>Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.</td>
</tr>
<tr>
<td><strong>Level 3</strong></td>
<td>Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.</td>
</tr>
<tr>
<td><strong>Level 4</strong></td>
<td>Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.</td>
</tr>
<tr>
<td><strong>Level 5</strong></td>
<td>Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.</td>
</tr>
<tr>
<td><strong>Level 6</strong></td>
<td>Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.</td>
</tr>
</tbody>
</table>

### HANDLING CASH (Check all that apply):

- Receives cash or other types of payment from clients/the public. Completes receipts.
- Makes change.
- Reconciles cash drawer.
- Completes deposit.
- First-level responsibility for accuracy of cash drawer receipts/deposits. Resolves discrepancies.
- Other (describe) _____
### EQUIPMENT, TOOLS, ELECTRONIC OR COMMUNICATION DEVICES
List the items an employee uses or will use to perform the essential or primary functions.

<table>
<thead>
<tr>
<th>Drills</th>
<th>Jacks</th>
<th>Power Washer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>Hand tools</td>
<td>Copier/Scanner</td>
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<tr>
<td>Mobile Data Terminals</td>
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### DRIVING REQUIREMENTS
- **Drives is an essential duty of this position.**
- **Driving is non-essential but possession of a valid driver's license is preferred.**
- **Driving is not required or can be assigned to others.**

California Driver's License Requirements:
- [ ] Class A commercial license
- [ ] Class B commercial license
- [x] Class C passenger vehicle
- [ ] Other ______

If essential, when is possession of the license required? (check one)
- [x] Upon application to County employment to meet the minimum requirements.
- [ ] Proof of California license must be provided at the time of appointment.
- [ ] Appropriate license must be obtained within [ ] Six Months of Hire [ ] 12 Months of Hire [ ] Other ______

Does the license requirement include periodic medical examinations?  [ ] No  [ ] Yes ______

For recruitment purposes, is an applicant required to attach a DMV print-out to the application?  [ ] No  [ ] Yes

### Travel Requirements
Describe job requirements involving travel, both in-county or out-of-county.

**In-County**
- [ ] Assignments will involve frequent or continuous travel to outlying sites, substations, or other locations as needed to complete regular job duties.
- [ ] Depending on assignment, incumbent(s) may be assigned to an outlying site as his/her primary work location.
- [x] In-county travel is sporadic or infrequent. Essential duties are primarily performed in the department.

**Out-of-County**
- [ ] Depending on assignment, incumbent(s) may travel frequently out-of-county (i.e. several times per month).
- [x] Out-of-county travel is sporadic or infrequent requiring pre-approval (i.e. conferences, regional/state meetings).
- [ ] Very little or no travel will be required out-of-county.

**Out-of-State Travel**
- [x] Incumbent(s) may be required to travel out-of-state as needed to complete job duties.
- [ ] No travel will be required out-of-state.

Include below any other information regarding travel requirements:
List or explain any other information about this classification which has not been covered.

| Attach any additional documentation regarding this position (such as grant or funding requirements, state/federal laws or regulations which apply to this position, etc.). | ☐ Information attached. |

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**Completed By:**

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Georgina Cardenas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Completed:</td>
<td>12/06/19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Executive Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number or Extension</td>
<td>559-852-2696</td>
</tr>
</tbody>
</table>

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**Department Review**

Please sign below indicating that you have reviewed the above information and that is accurately describes the job requirements of this current or proposed position.

<table>
<thead>
<tr>
<th>Supervisor/Manager:</th>
<th>Date:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Department Head:</th>
<th>Date:</th>
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**Human Resources Review**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<table>
<thead>
<tr>
<th>Safety Officer Review</th>
<th>Date</th>
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