



AGENDA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, FEBRUARY 7, 2024 – 10:00 AM
GCTD ADMINISTRATIVE FACILITY
1901 AUTO CENTER DRIVE
OXNARD, CA 93036-7966
www.GoldCoastTransit.org

The meeting will be IN PERSON.
Hybrid / Remote Participation for the Public is available via ZOOM Webinar
<https://us02web.zoom.us/j/87114560048>

CALL TO ORDER

ROLL CALL

Chair – Mike Johnson, City of Ventura
Vice Chair – Martha McQueen-Legohn, City of Port Hueneme
Director – Rachel Lang, City of Ojai
Director – Bryan MacDonald, City of Oxnard
Director – Matt LaVere, County of Ventura

CEREMONIAL CALENDAR

- **Pledge of Allegiance**
- **Employee Recognition –**

Francisco Ortiz, Operator 20 years
Salina Martinez, Operator 10 years
Wilson Munoz, Operator 10 years

GENERAL PUBLIC COMMENT PERIOD

The GCTD Board of Directors will consider public comments for business matters that are not on the agenda. Each speaker is limited to three (3) minutes. The presiding officer shall enforce the time limit. Such matters cannot be discussed by the Board at the time of presentation but may be referred to the general manager/secretary for administrative action or public report at a later meeting or scheduled on a subsequent agenda for consideration. This rule shall not prohibit a member of the Board, at this time, from briefly responding to a public statement, question, or proposed initiative, as provided in Government Code Section 54954.2. Speakers are requested to complete a green speaker form from the Clerk of the Board and file it with the Clerk before speaking. Public members may participate in the Board Meeting either In Person at 1901 Auto Center Drive, Oxnard, CA, or by emailing or mailing their public comments to the Clerk of the Board before 9:00 AM on the morning of the meeting. In addition, members may participate in the meeting by logging into Zoom [HERE](#).

GOLD COAST TRANSIT DISTRICT

Gold Coast Transit District
Board of Directors Meeting
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BOARD OF DIRECTORS' REPORTS

AGENDA REVIEW - Any changes to the agenda may be made at this time.

CONSENT AGENDA

1. [Consider Approval of Minutes of January 3, 2024, Board of Directors Meeting](#)
2. [Consider Approval of Expenditures for January 2024](#)
3. [Consider Approval of Budget / Actual Financial Report for December 2023](#)
4. [Consider Approval of Updated Job Descriptions \(Multiple\)– Alex Zaretsky, Director of Human Resources](#)
5. [Report of Contracts Awarded – Tanya Hawk](#)

GENERAL MANAGER'S REPORT

6. [General Manager's Report – Vanessa Rauschenberger, General Manager](#)

FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS

The GCTD Board of Directors will consider public comment on any item appearing on the agenda at the time that agenda item has been called by the presiding officer and after the staff report has been given. Each speaker is limited to five (5) minutes of comment total on all agenda items. Speakers are requested to complete a green speaker form, available from the Clerk of the Board or on the speaker's podium, and file it with the Clerk before speaking.

7. [Adopt Resolution 24-02 Adopting the Updated Gold Coast Transit District Equal Employment Opportunity \(EEO\) Program and Report – Maylee Murillo, Human Resources Coordinator & Alex Zaretsky, Director of Human Resources](#)

INFORMATIONAL ITEMS

8. [Fixed-Route & Flexible Services Update – 2nd Quarter FY 2024 – Austin Novstrup, Planning Manager, Margaret Heath-Schoep, Paratransit & Special Projects Manager](#)
9. [Update on GO Now Microtransit Demonstration Project –Robert Lucio, Mobility Management Coordinator](#)
10. [Operations & Maintenance Annual Report – Chiharu Endo-Lee, Operations Manager & Jim Beck, Director of Operations & Maintenance](#)
11. [Future Agenda Items – Vanessa Rauschenberger, General Manager](#)

CLOSED SESSION

NONE

Gold Coast Transit District
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The next regular meeting of the GCTD Board of Directors will be held on **MARCH 7, 2024, at 10:00 AM at 1901 Auto Center Drive, Oxnard, CA 93036**. Copies of administrative reports relating to the Board agenda are available online at www.GoldCoastTransit.org or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA, 93036-7966.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING, PLEASE CONTACT THE CLERK OF THE BOARD AT (805) 483-3959, Ext. 160, OR E-MAIL adelgado@gctd.org OR THROUGH THE CALIFORNIA RELAY SERVICE AT 711. NOTIFICATION 72 HOURS PRIOR TO THE MEETING WILL ENABLE GCTD TO MAKE REASONABLE ACCOMMODATIONS TO ENSURE ACCESSIBILITY TO THE MEETING.



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 3, 2024 – 10:00 am
THIS MEETING WAS HELD IN PERSON & VIA ZOOM (HYBRID)**

Call to Order

Chair Johnson called the Regular Board of Directors of Gold Coast Transit District meeting to order at 10:01 a.m. at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California.

Roll Call

Chair – Mike Johnson, City of Ventura
Vice Chair – Martha McQueen-Legohn, City of Port Hueneme
Director – Matt LaVere, County of Ventura
Director – Rachel Lang, City of Ojai
Director – Brian MacDonald, City of Oxnard

Staff Present

Vanessa Rauschenberger, General Manager
Christine Feng, CFO/Assistant General Manager
Alex Zaretsky, Director of Human Resources
Cynthia Torres Duque, Director of Planning & Marketing
Marlena Kohler, Purchasing Manager & DBE Officer
Austin Novstrup, Planning Manager
Margaret Heath-Schoep, Paratransit & Special Projects Manager
Robert Lucio, Mobility Management Coordinator
Monica Gonzalez, Transit Planner
Andrea Meza, Communications
Veronica Navarro, Accounting Analyst
Maylee Murillo, Clerk of the Board
Matt De La Rosa, IT Technician

Ceremonial Calendar

Chair Johnson led the pledge of allegiance.

Employee Recognition – 10 Years

- Liza Sanchez, Operator – 15 years
- Victor Rubio, Maintenance Supervisor – 10 years
- Aaron Mora, Service Worker – 5 years

Board members thanked and congratulated employees on their recognition.

General Public Comment

NONE

GOLD COAST TRANSIT DISTRICT

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA
1901 AUTO CENTER DRIVE, OXNARD, CA 93036-7966 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG

Board of Directors Reports

NONE

Consent Agenda

1. [Consider Approval of Minutes of December 6, 2023, Board of Directors Meeting](#)
2. [Consider Approval of Expenditures for December 2023](#)
3. [Consider Approval of Budget / Actual Financial Report for November 2023](#)
4. [Approval of Job Descriptions Fleet Manager, Facilities Manager and Controller– Alex Zaretsky, Director of Human Resources](#)
5. [Report of Contracts Awarded – Marlena Kohler, Procurement Manager/DBE Officer](#)

Director LaVere moved to approve Consent Agenda Items 1 through 5. Director Lang seconded the motion.

The motion passed unanimously.

GENERAL MANAGER'S REPORT

6. [General Manager's Report – Vanessa Rauschenberger, General Manager](#)

Ms. Rauschenberger thanked former Chair LaVere and welcomed new Chair Johnson and Vice-Chair McQueen-Legohn and stated she was looking forward to working with them and having a great year ahead. Ms. Rauschenberger shared the outcome of the Hall of Fame Recognition event that took place in December. She thanked staff and recognized Andrea Meza, Communications and Marketing Manager, for coordinating the event for employees and their families to recognize employees who have been with GCTD for over 20 years and operated safely for over a million miles.

Vanessa expressed thanks to the City of Oxnard who's staff has worked with GCTD planning staff to install new bus benches and lighting. Vanessa noted that the benches were funded by an AARP grant awarded last year to GCTD for amenities at 10 senior-serving bus stops in Oxnard, including bus stop seats and solar lighting. The project, part of AARP's Community Challenge program, demonstrates coordinated efforts to improve transit experiences for seniors.

Vanessa noted that on January 7th, a service change will take effect, that aims to improve on-time performance and efficiency. Minor schedule adjustments will be made to most routes, and Route 7 will operate slightly less frequently. Route 10 will discontinue a late evening trip, and improved booster services will be implemented.

FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS

The Gold Coast Transit District Board of Directors will consider public comment on any item appearing on the agenda when the presiding officer has called the agenda item and after the staff report has been given. Each speaker is limited to three (3) minutes of comment on all agenda items. Public members must submit their request by email to the Clerk of the Board before 9 am on the day of the Board Meeting.

7. [Consider Approval of Annual Update to Personnel Rules – Ana Perez, Human Resources Generalist & Alex Zaretsky, Human Resources Director](#)

Ms. Perez stated that GCTD's personnel rules are regularly updated based on changes in California employment law and organizational strategic goals. The last update was approved by the Board of Directors on March 1, 2023. The updated Employee Handbook is now more user-friendly, and staff have provided copies to union representatives.

Director McDonald asked if employees were provided with the updated manual. Ms. Perez stated information is in Paycom for all employees to review, and paper copies can be issued.

Chair Johnson asked if employees were provided a summary of the changes. Ms. Perez stated that a summary is provided for all employees with a cover letter.

Director LaVere commended GCTD staff for being compliant with the new laws in the early year to ensure the policies and procedures stay in compliance.

Director LaVere moved to approve the Approval of Annual Update to Personnel Rules. Director Lang seconded the motion.

The motion passed unanimously.

8. [Consider Approval of Resolution 2024-01 Allowing Municipal Agency Use of Compressed Natural Gas \(CNG\) Fuel Station –Marlena Kohler, Procurement Manager & DBE Officer](#)

Ms. Kohler stated that GCTD has been working to develop a policy to allowing municipal fleets to use Compressed Natural Gas (CNG) fuel at GCTD's facility. The City of Oxnard is interested in using the facility as a backup fueling location. Staff recommends the Board approve Resolution 2024-01, which establishes a policy for fueling municipal vehicles at the facility, ensuring incidental use without interfering with transit operations. GCTD has received a letter of approval from the FTA to allow this incidental use of the facility.

The proposed policy allows the GCTD's CNG fuel stations to be used as an alternative fueling station for municipal fleet vehicles due to its accessibility, efficiency, and proximity to key service areas. The facility offers fast fueling and an advanced monitoring system, with fuel usage tracked and billed monthly. The proposed pricing structure will be tied to SoCal Gas public CNG fuel costs for the Oxnard Base Station, ensuring transparency and consistency in financial planning.

Director McDonald stated that the City of Oxnard does not have a high-speed fueling system for its CNG vehicles. McDonald stated he brought this to GCTD's attention in the past and is grateful for the huge benefit it will bring to the City of Oxnard.

Director LaVere asked for staff to also share this opportunity with other municipal agencies.

Director McDonald moved to approve the Approval of Resolution 2024-01 Allowing Municipal Agency Use of Compressed Natural Gas (CNG) Fuel Station. Vice Chair McQueen-Legohn seconded.

The motion passed unanimously.

9. [Consider Options for Utilization of Facility for Demand Response Services– Margaret Heath-Schoep, Paratransit & Special Projects Manager](#)

Ms. Schoep stated that GCTD is nearing the end of its base contract with MV Transportation, Inc. for GO ACCESS demand response services and is exploring options for fiscal savings and streamlined operations, including better utilization of the facility at 1901 Auto Center Drive.

Margaret provided a summary of the options staff had considered, and provided a summary of the discussion that took place with the Ad Hoc Committee in December 2023. The Ad Hoc Committee recommended that staff bring forward two options that would enable utilization of the 1901 Auto Center Drive facility for combined operations: Option D) Issue RFP for a contractor to operate on-site at GCTD's facility or Option E) Transition Demand Response Service to be on site and directly operated.

Director LaVere asked if issuing an RFP first would give us more variety of options to consider.

Ms. Raushcenberger stated that either option is do-able, however each path would take about 6-12 months to complete and added that if a contract were awarded it would likely need to be long enough to achieve competitive pricing. If after going through an RFP process a contract was not awarded, the timeframe to transition services would then take 6-12 months to complete.

Vice Chair McQueen-Legohn stated she felt after hearing from staff that Option E was possible due to the GCTD staff willingness and capacity to make the transition work.

Director McDonald stated he thought Option E would enable better utilization of the facility and confident staff can make it work.

Director Lang asked if in the future, GCTD could operate other paratransit services as a revenue stream. Ms. Rauchenberger stated that yes, that could be an option in the future for us to consider.

Chair Johnson thanked staff for bringing forward options to the Ad Hoc Committee for consideration, and thanked MV Transportation staff for being good partners for many years.

Director MacDonald moved to recommend staff proceed with Option E and being the transition planning to directly operate the paratransit service at the GCTD facility. Director LaVere seconded the motion.

The motion passed unanimously.

INFORMATIONAL ITEMS

10. [Receive Update on Fiscal Year 2024 Mid-Year Budget / Actual – Christine Feng, Chief Financial Officer / Assistant General Manager](#)

The report was filed and received.

11. [Receive Update on Transit Supportive State Legislative Priorities – Vanessa Rauschenberger, General Manager](#)

The report was filed and received.

12. [Future Agenda Items – Vanessa Rauschenberger, General Manager](#)

The report was filed and received.

CLOSED SESSION - NONE

There being no further business, Vice-Chair Johnson adjourned the Board of Directors meeting at 11:13 AM.

Minutes recorded by Angie Delgado, Clerk of the Board of Directors

Vanessa Rauschenberger
Secretary of the Board of Directors

Chair Mike Johnson
Board of Directors

Unless otherwise determined by the Board of Directors, the GCTD Board of Directors' next meeting will be **March 6, 2024, at 10:00 AM**. Copies of administrative reports relating to the Board agenda are available online at www.gctd.org or from the Clerk of the Board, Angelica Delgado, at Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.



Item #2

DATE February 7, 2024
TO GCTD Board of Directors
FROM Paloma Villa, Accounting Specialist *PV*
Marlena Kohler, Procurement Manager & DBE Officer
SUBJECT Consider the Approval of Expenditures for the Month of January 2024

Attached is a list of expenditures for the month of January 2024 from the various GCTD Accounts.

If any member of the Board wishes to review a particular item, please contact me to have the necessary documentation on hand for the meeting.

Attachments:

Accounts Payable Disbursement List – January 2024

GENERAL MANAGER'S CONCURRENCE

A handwritten signature in black ink, reading 'Vanessa Rauschenberger', is written over a horizontal line.

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

Vendor	Date	Amount	Type Of Goods
FLUID NETWORKS	04-Jan-24	\$ 55.80	SERVICES
IRON MOUNTAIN, INC.	04-Jan-24	\$ 394.35	SHREDING SERVICES
PUBLIC RISK INNOVATION SOLUTIONS & MANAG	04-Jan-24	\$ 324,828.08	WORKER'S COMP/EAP PROVIDER
RAMON PADILLA	04-Jan-24	\$ 10.00	EMPLOYEE REIMBURSEMENT
UnCOMPLICATE HR INC	04-Jan-24	\$ 7,200.00	HR CONSULTANT
CALIFORNIA PUBLIC EMPLOYEES RET. SYSTEM	09-Jan-24	\$ 254,903.80	HEALTH INSURANCE
AFFORDABLE TABLES AND CHAIRS	11-Jan-24	\$ 720.00	RENTAL FEES
AGRITEC INTERNATIONAL LTD.	11-Jan-24	\$ 14.90	HAZ MAT DISPOSAL SERVICES
AIRGAS USA, LLC	11-Jan-24	\$ 116.31	MAINTENANCE SUPPLIES
AMERICAN MADE CLEAN INC	11-Jan-24	\$ 495.00	SERVICES
AMERICAN MOVING PARTS	11-Jan-24	\$ 1,306.06	BRAKE SHOES
ARAMARK UNIFORM & CAREER APPAREL GROUP	11-Jan-24	\$ 552.90	UNIFORMS
B&B SERVICE	11-Jan-24	\$ 226.50	DIRECT MAIL FOR MARKETING
BRIAN BYRNE	11-Jan-24	\$ 196.70	EXPENSE REIMBURSEMENT
CALIFORNIA HOSE, INC	11-Jan-24	\$ 213.37	PARTS
CALIFORNIA SOCIETY OF MUNICIPAL FINANCE	11-Jan-24	\$ 150.00	HR RECRUITMENT SERVICES
CALTIP	11-Jan-24	\$ 278,639.47	LIABILITY INSURANCE
CASEY PRINTING INC.	11-Jan-24	\$ 16,803.74	PRINTING SERVICES
CENTER FOR TRANSPORTATION AND THE ENVIRO	11-Jan-24	\$ 9,000.00	MEMBERSHIP DUES
CHRISTOPHER SINANAN	11-Jan-24	\$ 165.02	EMPLOYEE REIMBURSEMENT
CITI CARDS	11-Jan-24	\$ 117.20	OFFICE SUPPLIES
CITY OF OXNARD	11-Jan-24	\$ 3,623.98	UTILITIES/TRASH
COASTAL OCCUPATIONAL MEDICAL GROUP	11-Jan-24	\$ 1,935.00	PHYSICALS/DRUG SCREENS
CUMMINS PACIFIC LLC	11-Jan-24	\$ 10,116.04	PARTS
DANIELS TIRE SERVICE	11-Jan-24	\$ 6,321.93	TIRES/SERVICES
DCH (OXNARD) INC	11-Jan-24	\$ 17.92	REPAIRS/SUPPLIES
ESTRELLA, ARNOLD	11-Jan-24	\$ 19.00	REFUND GO ACCESS e-balance
FEDERAL EXPRESS CORP.	11-Jan-24	\$ 27.64	MAIL SERVICES
FIRST CALL AUTO PARTS	11-Jan-24	\$ 425.86	PARTS
FLOYD SKEREN MANUKIAN LANGEVIN LLP	11-Jan-24	\$ 792.00	LEGAL SERVICES
FORTRESS ARMORED SERVICES COMPANY	11-Jan-24	\$ 1,346.75	ARMORED CAR SERVICES
FROG ENVIRONMENTAL, INC.	11-Jan-24	\$ 1,313.00	ENVIRONMENTAL ASSESSMENT
FRONTIER COMMUNICATIONS	11-Jan-24	\$ 1,105.56	INTERNET PRVDER - PTSIT CNTOR
GILLIG LLC	11-Jan-24	\$ 8,147.43	PARTS
GO GRAPHICS	11-Jan-24	\$ 503.92	PRINTING SERVICES
GRAINGER	11-Jan-24	\$ 141.82	MISC. PARTS/SUPPLIES
GREG'S PETROLEUM SERVICE, INC	11-Jan-24	\$ 3,542.56	OIL SUPPLIER
IML SECURITY SUPPLY	11-Jan-24	\$ 930.81	MAINTENANCE SUPPLIES
INTERSTATE BATTERIES	11-Jan-24	\$ 418.83	BATTERIES
KIMBALL MIDWEST	11-Jan-24	\$ 27.62	PARTS
LIGHTGABLER	11-Jan-24	\$ 1,125.00	LEGAL SERVICES
LIGHTHOUSE SERVICES, LLC	11-Jan-24	\$ 1,612.50	
LOS ANGELES TRUCK CENTERS, LLC	11-Jan-24	\$ 3,747.08	PARTS/SERVICE
LYNETTE COVERLY	11-Jan-24	\$ 1,800.00	PROFESSIONAL SERVICES
MACVALLEY OIL COMPANY	11-Jan-24	\$ 511.69	FUEL
MUNCIE RECLAMATION AND SUPPLY COMPANY	11-Jan-24	\$ 79.09	PARTS
MV TRANSPORTATION, INC.	11-Jan-24	\$ 422,836.53	GCT ACCESS SERVICE
N/S CORPORATION	11-Jan-24	\$ 2,521.63	BUS WASH
NATURAL GREEN LANDSCAPE INC.	11-Jan-24	\$ 4,480.00	LANDSCAPING SERVICES
PARKHOUSE TIRE, INC.	11-Jan-24	\$ 7,151.97	TIRES
PLATINUM TOW AND TRANSPORT INC.	11-Jan-24	\$ 820.00	TOWING SERVICES
PLEXUS GLOBAL	11-Jan-24	\$ 80.25	BACKGROUND & DRUG SCREENING
R.M. CURTIS - WELDING	11-Jan-24	\$ 220.00	WELDING SERVICES
RAYNE WATER CONDITIONING	11-Jan-24	\$ 230.30	WATER COOLER BREAK ROOM

RUBBER NECK SIGNS	11-Jan-24	\$	919.34	SERVICES
SAFEGUARD BUSINESS SYSTEMS, INC.	11-Jan-24	\$	563.27	SUPPLIES
SUPERIOR PRINTING & GRAPHICS, INC	11-Jan-24	\$	2,095.42	PRINTING SERVICES
SUPERIOR SANITARY SUPPLIES	11-Jan-24	\$	3,141.52	SUPPLIES
SWRCB STORM WATER SECTION	11-Jan-24	\$	1,818.00	ANNUAL FILING FEE
THE AFTERMARKET PARTS COMPANY, LLC	11-Jan-24	\$	3,593.01	PARTS/BUSES
TOLAR MANUFACTURING COMPANY, INC.	11-Jan-24	\$	16,297.43	BUS STOP ECO SEAT
TRANSPORTATION MANAGEMENT & DESIGN INC	11-Jan-24	\$	10,442.99	SHORT RANGE TRANSIT PLAN
TST PRIVATE SECURITY	11-Jan-24	\$	6,543.83	SECURITY SERVICES
UNITED TRANSMISSION EXCHANGE	11-Jan-24	\$	5,775.58	TRANSMISSION REBUILDER
VALLEY POWER SYSTEMS, INC.	11-Jan-24	\$	2,550.10	REPAIR PARTS/SERVICE
VENTURA CHAMBER/COMMERCE	11-Jan-24	\$	1,665.00	MEMBERSHIP
VENTURA COUNTY AUTO SUPPLY	11-Jan-24	\$	415.73	PARTS
VERIZON	11-Jan-24	\$	1,650.74	PHONE SRVC - CSC
VOYAGER	11-Jan-24	\$	485.76	CNG FUEL FOR ACCESS
WEST VENTURA COUNTY BUSINESS ALLIANCE	11-Jan-24	\$	875.00	MEMBERSHIP
WEX HEALTH, INC.	11-Jan-24	\$	262.50	FSA ADMINISTRATION FEE
CALPERS FISCAL SERVICES DIV.	12-Jan-24	\$	124,972.00	UNFDED ACCRD LIAB CLASSIC
CAL PERS	13-Jan-24	\$	97,185.54	PENSION CONTRIBUTIONS
EMPOWER RETIREMENT	13-Jan-24	\$	1,447.08	DEFERRED COMPENSATION CONT.
MISSIONSQUARE RETIREMENT	13-Jan-24	\$	3,553.02	DEFERRED COMPENSATION CONT.
SERVICE EMPLOYEES INT'L UNION LOCAL #721	13-Jan-24	\$	4,882.70	P/R DEDUCTION
USCM/WEST	13-Jan-24	\$	8,396.00	P/R DEDUCTION
WEX HEALTH, INC.	13-Jan-24	\$	24,469.68	FSA ADMINISTRATION FEE
AMERICAN MOVING PARTS	25-Jan-24	\$	1,327.58	BRAKE SHOES
ARAMARK UNIFORM & CAREER APPAREL GROUP	25-Jan-24	\$	365.67	UNIFORMS
BECNEL UNIFORMS	25-Jan-24	\$	518.39	UNIFORMS
BENEFIT COORDINATORS CORP.	25-Jan-24	\$	10,559.70	DENTAL PREMIUMS
CALIFORNIA HOSE, INC	25-Jan-24	\$	65.15	PARTS
CALTIP	25-Jan-24	\$	3,906.28	LIABILITY INSURANCE
CANON FINANCIAL SERVICES INC	25-Jan-24	\$	904.05	PRINTING SERVICES
CCI OFFICE TECHNOLOGIES	25-Jan-24	\$	2,628.42	FOLDING MACHING
CENTRAL COURIER LLC	25-Jan-24	\$	1,750.26	DELIVERY SRVC BUS BOOKS
CHIHARU ENDO	25-Jan-24	\$	99.56	EXP REIMBURSEMENT
CHRISTINE FENG	25-Jan-24	\$	425.00	JOB POSTING FOR CONTROLLER
CHRISTINE FENG	25-Jan-24	\$	1,092.20	TRAVEL REIMBURSEMENT
CITY OF OXNARD	25-Jan-24	\$	1,961.47	MONTHLY RENT OTC
COMPUWAVE, INC.	25-Jan-24	\$	1,592.78	LAPTOPS
CUMMINS PACIFIC LLC	25-Jan-24	\$	3,491.89	PARTS
DANIELS TIRE SERVICE	25-Jan-24	\$	793.62	TIRES/SERVICES
FLOYD SKEREN MANUKIAN LANGEVIN LLP	25-Jan-24	\$	240.00	LEGAL SERVICES
FRONTIER COMMUNICATIONS	25-Jan-24	\$	550.33	INTERNET PRVDER - PTSIT CNTOR
GIBBS INTERNATL TRUCKS	25-Jan-24	\$	1,750.16	REPAIR PARTS/SERVICE
GILBERT PINON	25-Jan-24	\$	31.51	EXPENSE REIMBURSEMENT
GILLIG LLC	25-Jan-24	\$	916.87	PARTS
GRAINGER	25-Jan-24	\$	337.47	MISC. PARTS/SUPPLIES
LIFT-U-INC.	25-Jan-24	\$	1,630.10	WHEEL CHAIR PARTS
LIGHTGABLER	25-Jan-24	\$	415.00	LEGAL SERVICES
LOS ANGELES TRUCK CENTERS, LLC	25-Jan-24	\$	7,245.83	PARTS/SERVICE
LOWE'S	25-Jan-24	\$	425.59	SUPPLIES
MARY MARGARET SCHOEP	25-Jan-24	\$	203.51	EXPENSE REIMBURSEMENT
MATTHEW DE LA ROSA	25-Jan-24	\$	138.00	TUITION AND BOOK REIMBURSEMENT
MUNCIE RECLAMATION AND SUPPLY COMPANY	25-Jan-24	\$	188.48	PARTS
PARKHOUSE TIRE, INC.	25-Jan-24	\$	10,129.86	TIRES
PLATINUM TOW AND TRANSPORT INC.	25-Jan-24	\$	1,170.00	TOWING SERVICES

RINGLEADER, INC	25-Jan-24	\$	376.42	TELEPHONE/LONG DISTANCE SRVC
ROMAINE ELECTRIC CORPORATION	25-Jan-24	\$	2,474.30	BUS PARTS
SAFETY VISION	25-Jan-24	\$	1,349.98	BUS SECURITY CAMERA
STAPLES ADVANTAGE	25-Jan-24	\$	95.00	OFFICE SUPPLIES
SUPERIOR PRINTING & GRAPHICS, INC	25-Jan-24	\$	784.42	PRINTING SERVICES
SUPERIOR SANITARY SUPPLIES	25-Jan-24	\$	2,115.21	SUPPLIES
TEAMSTERS LOCAL 186	25-Jan-24	\$	1,287.00	PAYROLL DEDUCTION
THE AFTERMARKET PARTS COMPANY, LLC	25-Jan-24	\$	3,346.22	PARTS/BUSES
THE DETAIL SHOP INC	25-Jan-24	\$	109.24	SUPPLIES
THE GAS COMPANY	25-Jan-24	\$	31,066.45	NATURAL GAS
U.S. BANK	25-Jan-24	\$	11,936.45	CALCARD PAYMENT
VENTURA COUNTY AUTO SUPPLY	25-Jan-24	\$	113.40	PARTS
VENTURA COUNTY TRANSPORTATION COMMISSION	25-Jan-24	\$	1,515.00	SMARTCARD SLS

TOTAL \$ 1,821,507.97



Item #3

DATE February 7, 2024
TO GCTD Board of Directors
FROM Christine Feng, Assistant General Manager/ CFO
SUBJECT **Consider Approval of Financial Activities Summary (Actual vs. Budget) for the Month Ending December 31, 2023**

Attached is a copy of GCTD's December Financial Activities Summary report for the Board's approval.

Attachment

GENERAL MANAGER'S CONCURRENCE

A handwritten signature in black ink, reading 'Vanessa Rauschenberger', is written over a horizontal line.

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

GOLD COAST TRANSIT DISTRICT
Financial activities summary (Actual v.s. Budget)
December 2023

	<u>December 2023</u> <u>Actual</u>	<u>December 2023</u> <u>Budget</u>	<u>Variance</u> <u>Over (Under)</u> <u>Budget</u>	<u>YTD actual</u>	<u>Annual Budget</u>	<u>Percentage of</u> <u>Annual</u> <u>Budget</u>
Revenues:						
Passenger Fares	\$ 364,838.79	\$ 260,338.76	40%	\$ 1,948,906.79	\$ 2,837,905.00	68.67%
Non- Operating Revenues	37,665.63	24,154.17	56%	186,990.06	576,010.00	32.46%
State Assistance	94,740.00	193,500.00 *	-51%	94,740.00	2,322,000.00	4.08%
Local Assistance	1,781,864.25	1,781,864.25	0%	10,691,185.50	21,382,371.00	50.00%
Federal Assistance	-	837,762.01	-100%	2,964,466.00	10,053,144.00	29.49%
Total Revenues	<u>\$ 2,279,108.67</u>	<u>\$ 3,097,619.19</u>	<u>-26%</u>	<u>\$ 15,886,288.35</u>	<u>\$ 37,171,430.00</u>	<u>42.74%</u>
*Federal Operating Assistances for December eligible expenses have yet to be drawn down.						
Expenses:						
Salary/Wage	\$ 1,325,799.15	\$ 1,028,939.83	29%	\$ 5,661,150.28	\$ 12,347,278.00	45.85%
Fringe Benefits	1,098,431.96	766,471.88	43%	4,842,206.95	\$ 9,197,663.00	52.65%
Services	466,834.10	499,627.15	-7%	3,040,335.50	\$ 5,927,526.00	51.29%
Materials and Supplies	249,725.98	304,793.06	-18%	1,329,450.04	\$ 3,657,517.00	36.35%
Utilities	32,658.85	27,560.75	18%	224,504.77	\$ 330,729.00	67.88%
Casualty and Liability	-	132,650.33	-100%	730,357.88	\$ 1,591,804.00	45.88%
Miscellaneous	34,461.37	59,916.85	-42%	167,106.18	\$ 719,001.00	23.24%
Debt Service	-	115,401.00	-100%	-	\$ 1,384,812.00	0.00%
Members Contribution	167,925.00	167,925.00	0%	1,007,550.00	\$ 2,015,100.00	50.00%
Total Expenses	<u>\$ 3,375,836.41</u>	<u>\$ 3,103,285.85</u>	<u>8.8%</u>	<u>\$ 17,002,661.60</u>	<u>\$ 37,171,430.00</u>	<u>45.74%</u>
 Surplus or (Deficit)	 <u>\$ (1,096,727.74)</u>					



DATE February 7, 2024
TO GCTD Board of Directors
FROM Alexander Zaretsky, Director of Human Resources
SUBJECT Consider Approval of Updated Job Descriptions (Multiple)

Item #4

SUMMARY

Job descriptions across GCTD periodically require updating to reflect current roles and responsibilities and to ensure appropriate backup and cross-training are in place. Over the last several months, GCTD staff have been working to conduct a review of all job descriptions for Administrative non-represented staff. Job description updates have input from employees and senior management, with the assistance of GCTD's consultant, *UnCOMPLICATE HR Inc.* Additionally, a more modern job description template has been applied to job descriptions.

The updates align with the District's Strategic Plan Goal to cultivate a positive and inclusive work culture that helps prioritize employee engagement for high performance, learning, and development by having clear and concise job descriptions for the employee and management.

For this item, it is recommended that the Board Consider Approval of the updated job descriptions for the following non-represented positions. Additional job description updated will be brought to the Board as they are ready to be implemented.

Job Description

Director of Human Resources
Director of Planning & Marketing
Planning Manager
Planner I
Planner II
Communications & Marketing Manager

RECOMMENDATION

It is recommended that the Board of Directors approve the updated job descriptions. All positions being updated above are included in the current budget for FY 2024 and will not result in changes to agency headcount.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Attached Job Descriptions

GOLD COAST TRANSIT DISTRICT

JOB DESCRIPTION

Job Title: Director of Human Resources	
Department: Human Resources	Reports To: General Manager
FLSA: Exempt	Represented: None
Salary Grade: Class 7	Revised: [Publish Date]

JOB SUMMARY

The Director of Human Resources plans, organizes, administers, coordinates and directs the Human Resources Department functions including recruitment; employee insurance and benefit programs; drug and alcohol program; risk and safety; and conducts research and analysis. This position is responsible for comprehensive delivery of all Human Resources activities by planning, evaluating, developing, implementing, HR programs and activities in compliance with established guidelines and regulations. This position serves as an essential member of GCTD's management team, and serves as GCTD's Equal Employment Opportunity (EEO) Officer.

SUPERVISORY RESPONSIBILITIES

Overall responsibility for assigned Department including supervision of assigned staff, performance management and other personnel processes, including, but not limited to, hiring, setting departmental and individual goals and objectives, providing guidance, training, direction, corrective action, and separations.

ESSENTIAL FUNCTIONS

- Plan, organize, manage, and implement human resources activities, including: labor relations, recruitment, onboarding, benefits, employee terminations, records, training, benefits, health & wellness programs, leave management, employee recognition, policies & procedures, FTA-compliant drug and alcohol program, risk-management, safety, claims administration, workers' compensation
- Serves as Chief Safety Officer reporting to the General Manager and District's Safety Management System (SMS) subject matter expert, coordinating with key staff to facilitate safety related activities designed to limit GCTD's exposure to losses
- Evaluate specific GCTD program needs to determine the need to utilize consultant services; prepare scopes of work and coordinate consultant selection with the Procurement staff; manage consultant/contractor projects
- Manage and monitor Key Performance Indicators (KPIs) for Human Resources and appropriately address opportunities and concerns to advance strategic goals.
- Oversee agency compliance with applicable federal and state regulations, e.g., Occupational Safety, Americans with Disabilities, Negligence, and Labor Law
- Maintain and utilize knowledge of pertinent regulations of the Equal Employment Opportunity Commission (EEOC), California Civil Rights Department under the Fair Employment and Housing Act (FEHA), Department of Justice (DOJ), and Americans with Disabilities Act (ADA) and Public Employee Relations Board (PERB)
- As part of the Management Team assist with developing and implementing strategic goals for the District and participate in strategic planning efforts

- Lead the organization in collaboration with other Directors to support overall goals and objectives and continual improvement of processes and services.
- Evaluate performance of staff and approve salary increases; respond to grievances; recommend and administer discipline; interview applicants and recommend/approve appointment of staff.
- Advise the General Manager on all matters pertaining to GCTD's Human Resources and assigned functions. Provides complex administrative support.
- Implement innovative organizational strategies, programs, and systems to attract, develop, engage, and retain a highly engaged and competent workforce.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in Human Resources, talent management, and actively apply this knowledge to implement and communicate changes to management.
- Lead internal and external employee engagement activities, supporting managers in continuously improving employee recruitment and retention.
- Work closely with the Management team and supervisors, assisting, advising, coaching, and counseling on personnel needs and issues as well as manage grievance and disciplinary hearing processes.
- Maintain all labor contracts and personnel rules, policies and procedures, and serve as member of the negotiating team for labor contracts.
- Effectively lead and respond to employee-related litigation issues that may arise.
- Ensure the development and maintenance of personnel files and adequate employee-related documentation (e.g. investigations, disciplinary action) to provide complete and accurate historical records.
- Oversee, conduct and/or coordinate personnel recruitment and selection processes; Ensure the successful delivery of an onboarding program for employees
- Serve as GCTD's Equal Employment Officer in compliance with FTA regulations
- Prepare and present professional written reports related to Human Resources and labor issues to the Board of Directors. Participate in various labor/management committees regarding safety, training, and operation issues.
- Advise the General Manager in the development of compensation plans and work with the Chief Financial Officer to integrate them into the budget planning process
- Work with Department managers to support continual improvement employee performance using performance management processes
- Identify and implement HR solutions that are aligned with the GCTD's commitment to equity, inclusiveness, equal opportunity, and modern public sector practices.
- May be designated to act as General Manager in their absence.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed to perform this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Human Resources Management, Public Administration, Business Management, Industrial Relations, or Organizational Psychology , or related field is required.
- Master's or Advanced Degree in Human Resources Management, Law or Legal Studies, Organizational Management, or related field are preferred.
- Additional certifications such as SHRM-HR certification are desired.
- Minimum of six (6) years of progressively responsible in human resources, employee services or related field
- Minimum of four (4) years of supervisory experience and leading teams
- Minimum of three (3) years of working in the Public Transit sector preferred
- Additional work experience or education may substitute requirements on a year-by-year basis.

LICENSES & CERTIFICATIONS

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by state law, and insurability by GCTD carrier for those driving GCTD vehicles.

ADDITIONAL COMPETENCIES

- Proficient in Microsoft Office Suite and HR information system solutions
- Demonstrate strong verbal and written communication skills, as well as highly developed customer service skills, professional presentation skills, and the ability to perform detailed research and analysis of transit data.
- Exceptional interpersonal skills, a strong cross-functional team player with the ability to lead and maintain a diverse team atmosphere.
- Effective negotiation and highly skilled business acumen, independent judgment, high emotional intelligence (EQ), problem-solving skills to draw conclusions and take appropriate actions under high pressure.
- Maintain a high level of integrity, objectivity, confidentiality, and professionalism.
- Ability to perform in a high-demand, dynamic environment and appropriately manage established deadlines and/or expectations.
- Knowledge of methods and practices used in administrative investigation, problem resolution, mediation, and reporting.
- Knowledge of development and implementation of organizational employee engagement and development programs.
- Collaborate with General Counsel and other consultants, as required.
- Ability to understand, interpret and explain laws, regulations, and policies governing program operations, and develop and implement procedures.
- Occasionally travel for company business using reliable transportation.
- Willing to work non-traditional hours and days to meet the needs of this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hear, see, sit, stand, keyboard/type, conduct repetitive motions, use dexterity of hands and fingers to operate office equipment, and occasionally balance, bend stoop climb up and down stairs, alternate standing/sitting, climb ladders/steps, kneel, reach at, below, or above shoulder level, squat, and lift/carry up to 40 pounds.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and may interact with the general public. The noise level in the work environment is usually low to moderate.

Note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of GCTD.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Date

Board Approved Date: Board Approved Date

Received By:

Incumbent

Date

JOB DESCRIPTION

Job Title: Director of Planning and Marketing

Department: Planning & Marketing

Reports To: General Manager

FLSA: Exempt

Represented: None

Salary Grade: Class 7

Revised: [Publish Date]

JOB SUMMARY

The position will lead a dynamic team in developing and implementing strategic transit plans, fostering collaboration with stakeholders, and ensuring the delivery of reliable, customer-focused public transportation solutions. This role requires an experienced leader with expertise in transportation planning, strong communication skills and a strategic mindset. This position is responsible for oversight of a team of staff working in areas of fixed route & demand response planning, communications, and customer service. This position serves as an essential member of GCTD's management team.

SUPERVISORY RESPONSIBILITIES

Overall responsibility for assigned Department including supervision of assigned staff, performance management and other personnel processes, including, but not limited to, hiring, setting departmental and individual goals and objectives, providing guidance, training, direction, corrective action, and separations.

ESSENTIAL FUNCTIONS

- As part of the Management Team assist with developing future strategic goals for the District and participate in short- and long-term strategic planning
- Oversee implementation of public relations campaigns and communications on behalf of the district, including development of overall communications strategy to increase positive public awareness of GCTD
- Provide direction in the implementation of plans, projects, and initiatives in support of delivering high-quality fixed-route and paratransit services
- Oversee planning teams conducting complex technical work including the development of run cuts, schedules, route maps, analysis reports, and service plans
- Direct the completion of transit studies including the development of short - and long-term range plans, including capital and strategic plans
- Manage and monitor Key Performance Indicators (KPIs) for Planning and Marketing and appropriately address opportunities to advance GCTD strategic goals
- Lead the organization in collaboration with other Directors to support overall goals and objectives and continual improvement of processes and services
- Evaluate performance of staff and approve salary increases; respond to grievances; recommend and, in consultation with the Director of Human Resources, administer discipline; interview applicants and recommend/approve appointment of staff
- Advise the General Manager on all matters pertaining to Planning and Marketing
- Oversee management of paratransit and flexible services, including senior and disabled services; ensure all documentation is kept current as required

- Identify grant opportunities, work with staff to develop federal and state grant applications for operational, service improvement, and capital funding needs; coordinate review and reporting with appropriate federal and state representatives
- Work with staff to develop and submit federal and state planning reports, i.e., annual Transportation Improvement Plan (TIP) and triennial Title VI update.
- Demonstrate a strong understanding of issues facing local jurisdictions and develop strategies to maximize opportunities for implementing transit services
- Represent GCTD in meetings with representatives of local, regional, and state business organizations, special interest groups and governmental agencies
- Make consistent contact with various stakeholders including City departments, outside agencies and organizations, civic and community groups, and the general public for the purpose of establishing effective community relations
- Oversee development of annual service options as input to the annual budget
- Participate in the development of major and minor capital facility projects, reviewing design and construction plans; provide support for facility projects
- Prepare and review correspondence to community stakeholders
- Develop and foster positive rapport with staff across all levels of the organization
- Monitor program expenditures, revenues, and budget status
- Draft, Prepare, Review and Finalize administrative reports and presentation items for consideration by the Technical Advisory Committee (TAC) and Board of Directors
- Evaluate specific GCTD program needs to determine the need to utilize consultant services; prepare scopes of work and coordinate consultant selection with the Procurement staff; manage consultant/contractor projects
- Develop and implement planning, marketing, and administrative policy
- May be designated to act as General Manager in their absence
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed to perform this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Urban Planning, Transportation Planning, Marketing, Communications, Public Administration or related field is required.
- Master's Degree in Planning or Public Administration, or related field preferred.
- Minimum of six (6) years of progressively responsible experience in transportation planning, marketing/communications, public relations or related field
- Minimum of four (4) years of supervisory experience and leading teams
- Minimum of three (3) years of working in the Public Transportation sector preferred
- Additional work experience or education may substitute requirements on a year-by-year basis.

LICENSES & CERTIFICATIONS

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by state law, and insurability by GCTD carrier for those driving GCTD vehicles.

ADDITIONAL COMPETENCIES

- Excellent Proficiency in Microsoft Office Suite and related business software
- Knowledge of principles and practices of transportation planning, modern transit system operation principles, including quality service concepts.
- Knowledge of public relations, marketing, public relations best practices
- Ability to gain knowledge of state and federal grant programs and processes
- Ability to gain knowledge of scheduling and run-cutting principles and practices, including the use of computerized scheduling software applications
- Demonstrate strong verbal and written communication skills, as well as highly developed customer service skills, professional presentation skills, and the ability to perform detailed research and analysis of transit data.
- Ability to make independent judgements, and problem-solving skills to draw conclusions and take appropriate actions under high pressure
- Demonstrate ability to lead, train, mentor and develop staff to achieve goals
- Exceptional interpersonal skills, a strong cross-functional team player with the ability to lead and foster a diverse team atmosphere
- Maintain a high level of integrity, objectivity, confidentiality, and professionalism.
- Ability to perform in a high demand, dynamic environment and appropriately manage established deadlines and/or expectations
- Knowledge of technical language and concepts applicable to transportation planning, marketing, sales, public relations/information, transportation operations and support activities as needed for preparation and evaluation of proposals, administrative reports, policies, and other official documents
- Demonstrate knowledge of statistical analysis, data collection & survey methods
- Display understanding of community outreach and public engagement
- Occasionally travel for company business using reliable transportation
- Maintain and utilize current working knowledge of GCTD policies and procedures, local government roles and responsibilities related to infrastructure, zoning, environmental review requirements, census requirements, and applicable federal, state and local laws, rules and regulations related to transit.
- Ability to be on-call during emergencies to serve as Public Information Officer
- Willing to work non-traditional hours and days to meet the needs of this position

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hear, see, sit, stand, keyboard/type, use dexterity of hands and fingers to operate office equipment and occasionally balance, bend, climb up and down stairs, alternate standing/sitting, reach at, below, or above shoulder level, and carry/lift up to 40 pounds.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, and dust. The noise level in the work environment is usually low to moderate.

Note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of GCTD.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Date

Board Approved Date: Board Approved Date
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JOB DESCRIPTION

Job Title: Planning Manager	
Department: Planning & Marketing	Reports To: Director of Planning & Marketing
FLSA: Exempt	Represented: None
Salary Grade: Class 5	Revised: [Publish Date]

JOB SUMMARY

This position is responsible for managing fixed-route transit service planning and service development. This position performs technical, professional, and analytical work as well as oversight of day-to-day activities related to transit service planning and interagency coordination.

SUPERVISORY RESPONSIBILITIES

Responsible for managing assigned teams and supervision of assigned staff, performance management and other personnel processes, including, but not limited to, hiring, setting individual goals and objectives, providing guidance, training, direction, corrective action, and separations.

ESSENTIAL FUNCTIONS

- Act as lead project manager for on-board transit technology systems such as APCs, stop annunciators, and other technology as applicable; stay up-to-date on applicable transit technology, including researching and evaluating new technologies; make recommendations on the utilization of new technologies, and coordinates with IT staff to ensure databases and systems function appropriately
- Update Strategic and Short-Range Transit Plan and other major planning studies, including developing tasks, soliciting, and merging input from jurisdictions and the public, including developing cost estimates for service alternatives, and identifying potential funding/grant opportunities
- Collaborate with the Communications and Marketing Manager to determine target audiences for public outreach-based service changes and develop strategies to promote services to existing and choice riders
- Evaluate performance of assigned staff and recommend salary increases; recommend responses to grievances; recommend and, in consultation with supervisor and the Director of Human Resources, administer discipline; interview applicants and recommend appointment of staff; oversee scheduling process
- Assist the Director in implementing department goals and objectives
- Attend and serve on committees as requested; oversee and provide staff assistance to the Technical Advisory Committee, presents to the GCTD Board of Directors, other GCTD committees, public meetings, conferences, and other events, solicit and respond to feedback with tact
- Represent GCTD on countywide and regional committees and projects
- Oversee preparation of quarterly and annual service performance reports for the GCTD Technical Advisory Committee, Board of Directors, and the public, including but not limited to, preparing reports for National Transit Database (NTD) and American Public Transportation Association (APTA)

- Coordinate with Operations and Finance departments to make policy decisions for fixed route services, including implementation of fare programs; support interagency fare coordination
- Ensure successful project management by facilitating continual progress on priority projects, interdepartmental collaboration, and deciding time, place, and sequence of operations within GCTD organizational framework
- Regularly analyze operating data, identify issues and opportunities while recommending appropriate solutions within GCTD policies and procedures
- Direct data collection efforts, conduct analysis of alternatives, prepare written reports and proposals, and present recommendations to management staff
- Conduct interagency review of transportation plans, and review and comment on proposed land use developments or road projects to promote the incorporation of transit considerations and facilities
- Communicate with staff from other transit agencies to support interagency coordination and improve the connectivity of schedules to support seamless travel for transit riders in our service area
- Interact with bus operators, transit supervisors and other agency staff to receive and give feedback on various scheduling issues. Research complaints, problems and prepare applicable responses and recommendations for management
- Assist with all on- and off-site transit facility planning as needed
- Ensure management staff is properly informed on priority projects progress, system performance trends, through reporting and regular communication
- Participate in joint labor management meetings and prepare information to assist in labor negotiations
- Maintain and utilize current working knowledge of GCTD policies and procedures, local government roles and responsibilities related to infrastructure, zoning, Census requirements, and applicable federal, state and local laws, rules and regulations related to transit
- Occasional evening and weekend work required
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed to perform this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Urban Studies, City & Regional Planning, Transportation Planning, Statistics, Environmental Science, or related field is required
- Master's Degree in Transportation Planning or a related field preferred
- Minimum of five (5) years experience in public transit / planning or a related field
- Minimum of (2) years of demonstrated experience in public transit, with demonstrated experience in federal grants management strongly preferred.
- Two (2) years of supervisory experience preferred.
- Additional work experience or education may substitute requirements on a year-by-year basis.

LICENSES & CERTIFICATIONS

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by state law, and insurability by GCTD carrier for those driving GCTD vehicles.

ADDITIONAL COMPETENCIES

- Proficient in Microsoft Office Suite, Adobe Acrobat Pro, GIS, scheduling software systems and related business software
- Demonstrated knowledge of modern transit system operating principles and practices including quality service concepts
- Effective verbal and written communication skills to generate positive interactions with all socio-economic backgrounds and successfully present information
- Demonstrated knowledge of basic supervisory principles and staff development
- Capable interpersonal skills, a strong cross-functional team player with the ability to lead and maintain a diverse team atmosphere with a focus on customer service
- Strong business acumen, tact, independent judgement, and problem-solving skills to draw conclusions and take appropriate actions under high pressure.
- Ability to perform in a high demand, dynamic environment and appropriately manage established deadlines and/or expectations
- Knowledge of transit customer service information and transit marketing practices
- Knowledge of pedestrian and bicycle facility design as it relates to accessibility
- Occasionally travel for company business using reliable transportation
- Maintain regular attendance and punctuality
- Willing to work non-traditional hours and days to meet the needs of this position

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hear, see sit, stand, keyboard/type, conduct repetitive motions, use dexterity of hands and fingers to operate office equipment, and occasionally balance, bend stoop climb up and down stairs, alternate standing/sitting, climb ladders/steps, kneel, reach at, below, or above shoulder level, squat, and lift/carry up to 40 pounds.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually low to moderate.

Note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of GCTD.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Date

Board Approved Date: Board Approved Date
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JOB DESCRIPTION

Job Title: Transit Planner I	
Department: Planning & Marketing	Reports To: Planning Manager
FLSA: Exempt	Represented: None
Salary Grade: Class 3	Revised: [Publish Date]

JOB SUMMARY

This position utilizes knowledge of modern transit system operating principles and practices to effectively perform technical, professional and analytical work as well as day-to-day activities related to transit service planning and scheduling.

SUPERVISORY RESPONSIBILITIES

None.

ESSENTIAL FUNCTIONS

- Assist with developing plans for fixed-route transit service, including evaluating system performance, and making recommendations for change as needed to ensure service meets District goals and objectives
- Apply knowledge of databases to track, maintain and update inventory of bus stops, geo-coordinates, amenities, and use reasoning skills to identify and correct data as needed
- Conduct interagency review of transportation plans; review and comment on proposed land use developments or road projects to promote the incorporation of pro-transit policies and measures
- Coordinate printing and review of schedule data for passenger information panels posted at bus stops, conduct field work as needed to ensure information is correctly displayed, and conduct field assessments at bus stops
- Collect and summarize feedback from bus operators and passengers and make appropriate recommendations
- Assist with coordination of public outreach events, including set up, speaking with members of the public, working with internal staff and transit guides to disseminate information to the public
- Maintain the district's database files pertaining to monthly and annual ridership, revenue hours, revenue miles, and route performance
- Read and analyze demographic and geographic data, apply spatial data analysis skills to graphically display ridership and demographic trends
- Collect and record ridership data using appropriate software and prepares and presents ridership reports as required
- Monitor and evaluates on-time performance data, propose schedule adjustments
- Initiate and perform research and document findings, make written recommendations including maps and graphics to display concepts
- Research complaints, problems and prepare responses for management, including composing correspondence

- Provide support for Demand Response operations, including preparing reports, researching federal compliance, analyzing ridership and performance data and other duties as required
- Analyze, interpret, develop, and apply rules, policies and procedures
- Apply vehicle blocking and run cutting principles to create operator duties and develop operator work runs that adhere to district policies and bargaining agreements
- Create and refine fixed route bus schedules within budget constraints by utilizing and leveraging available transit technology solutions
- Provide excellent customer service to diverse client communities
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed to perform this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Urban Studies/Planning, Transportation Planning, Statistics, Environmental Science, or related field is required
- Master's Degree in Transportation Planning or a related field preferred
- Minimum of two (2) years experience in public transit, planning or a related field
- Demonstrated experience with mapping, data analysis, transportation planning and/or scheduling preferred
- Additional work experience or education may substitute requirements on a year-by-year basis.

LICENSES & CERTIFICATIONS

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by state law, and insurability by agency carrier for those driving agency vehicles.

ADDITIONAL COMPETENCIES

- Proficient in Microsoft Office Suite, Adobe Creative Suite, Google Earth, GIS, and related business software
- Effective verbal and written communication skills to successfully impart information at all organizational levels and to the public and present information
- Capable interpersonal skills, a strong cross-functional team player with the ability to operate independently
- Strong attention to detail and problem-solving skills, with the ability to exercise discernment and solid judgement
- Maintains a high level of integrity, objectivity, confidentiality, and professionalism

- Ability to perform in a high demand, dynamic environment and appropriately manage established deadlines and/or expectations
- Skilled in mathematics, data collection, analytical, spreadsheet, and report writing
- Ability to analyze operating data, identify issues and recommend appropriate solutions
- Occasionally travel for company business using reliable transportation.
- Maintain regular attendance and punctuality
- Willing to work non-traditional hours and days to meet the needs of this position

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hear, see sit, stand, keyboard/type, conduct repetitive motions, use dexterity of hands and fingers to operate office equipment, and occasionally balance, bend stoop climb up and down stairs, alternate standing/sitting, climb ladders/steps, kneel, reach at, below, or above shoulder level, squat, and lift/carry up to 40 pounds.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, dust, excessive noise, moving machinery, chemicals; commercial products (oil, cleaning solvents, etc.), and powered industrial fork/reach/bucket lift, and interaction with the general public. The noise level in the work environment is usually moderate to high.

Note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of GCTD.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Date

Board Approved Date: Board Approved Date

DRAFT

JOB DESCRIPTION

Job Title: Transit Planner II	
Department: Planning & Marketing	Reports To: Planning Manager
FLSA: Exempt	Represented: None
Salary Grade: Class 4	Revised: [Publish Date]

JOB SUMMARY

This position is responsible for assisting the Planning Manager with a variety of public transit service planning and service development. This position utilizes knowledge of modern transit system operating principles and practices to effectively manage the transit planning and system development activities of a regional public transit system.

SUPERVISORY RESPONSIBILITIES

May be assigned duties that support the Manager with supervision of staff, interns, which may include, but not limited to, setting goals, providing guidance, training, providing input on employee development.

ESSENTIAL FUNCTIONS

- Develop and plan public transit service, including evaluating system performance, and making recommendations for change as needed to ensure service meets District goals and objectives
- Analyze performance data, evaluate service, and propose schedule and route adjustments as needed to ensure high quality and efficient service.
- Assist with implementation of service changes, including creation of schedules, run cuts, and work packages utilizing scheduling software system
- Manage grant program tasks including preparation of reports, preparing applications for operational and capital funding, use mandated federal and/or state procedures to track progress, prepare status updates, meet with management regularly, update Federal Transportation Improvement Program, and follow up with internal staff to track spending of funds
- Review all existing and proposed bus stop requests, meet with internal staff to evaluate bus stop issues, work with jurisdictions to ensure bus stops are pedestrian and bicycle accessible, as well as compliant with the Americans with Disabilities Act; work with cities to implement work, update and manage bus stop inventory
- Manage passenger information at bus stops and coordinate replacement of on-site information at bus stops, including managing graphics vendor workflow, reviewing all printed panels, working with internal staff to ensure all passenger information posted at bus stops is accurate
- Generate, analyze, and interpret applicable transit system reports to meet National Transit Database (NTD), federal, and state reporting requirements and regulations
- Assist with the review of all printed and digital schedules including the Bus Book and other passenger information systems
- Conduct interagency review of transportation plans; review and comment on proposed land use developments or road projects to promote the incorporation of transit consideration and facilities

- Provide staff assistance to the GCTD Technical Advisory Committee by preparing agendas, meeting summaries, and staff reports on service planning and changes
- Attend and serve on committees as requested; Represents the district while presenting to the Board of Directors, Technical Advisory Committee, Joint Labor Management and at other public meetings
- Solicit and respond to feedback from the public and community groups. Research complaints, problems and prepares responses for management, including composing correspondence
- Communicate with staff from other transit agencies to support interagency coordination and improve the connectivity of schedules to support seamless travel for transit riders in our service area
- Analyze, interpret, develop, and apply rules, policies, and procedures
- Apply vehicle blocking and run cutting principles to create operator duties and develops operator work runs that adhere to policies and bargaining agreements
- Assist with preparing information related to planning to assist in labor negotiations
- Create and refine fixed route bus schedules within budget constraints by utilizing and leveraging available transit technology solutions
- Ensure compliance with applicable Federal, State, and local, transit regulations
- Maintain and utilize working knowledge of local government roles and responsibilities related to infrastructure, zoning, and census requirements
- Ensure excellent customer service is provided to diverse client communities
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed to perform this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Urban Studies, City & Regional Planning, Transportation Planning, Statistics, Environmental Science, or related field is required
- Master's Degree in Transportation Planning or a related field preferred
- Minimum of four (4) years experience in public transit / planning or a related field
- Two (2) years of demonstrated experience in areas such as federal/state grants management, transit scheduling systems, mapping, data analysis, and pedestrian and bicycle facility design is strongly preferred.
- Some supervisory experience is preferred.
- Additional work experience or education may substitute requirements on a year-by-year basis.

LICENSES & CERTIFICATIONS

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by state law, and insurability by agency carrier for those driving agency vehicles.

ADDITIONAL COMPETENCIES

- Proficient in Microsoft Office Suite, Adobe Creative Suite, Google Earth, GIS, and related business software
- Recommend transportation system improvements or projects based on economic, population or traffic projections
- Identify regional or local transportation planning challenges and priorities
- Analyze information related to transportation, such as environmental impact to projects and long-range planning needs
- Effective verbal and written communication skills to successfully impart information at all organizational levels and to the public and present information
- Capable interpersonal skills, a strong cross-functional team player with the ability to operate independently
- Strong attention to detail , and problem-solving skills with the ability to exercise discernment and solid judgement
- Maintains a high level of integrity, objectivity, confidentiality, and professionalism.
- Ability to perform in a high demand, dynamic environment and appropriately manage established deadlines and/or expectations
- Strong mathematics, data, collection, analytical, spreadsheet, and report writing
- Ability to analyze operating data, identify issues and opportunities and recommend appropriate solutions
- Occasionally travel for company business using reliable transportation.
- Maintain regular attendance and punctuality
- Willing to work non-traditional hours and days to meet the needs of this position

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hear, see sit, stand, keyboard/type, conduct repetitive motions, use dexterity of hands and fingers to operate office equipment, and occasionally balance, bend stoop climb up and down stairs, alternate standing/sitting, climb ladders/steps, kneel, reach at, below, or above shoulder level, squat, and lift/carry up to 40 pounds.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, dust, excessive noise, moving machinery, chemicals; commercial products (oil, cleaning solvents, etc.), powered industrial fork/reach/bucket lift, and interaction with the general public. The noise level in the work environment is usually moderate to high.

Note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of GCTD.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Date

Board Approved Date: Board Approved Date

JOB DESCRIPTION

Job Title: Communications and Marketing Manager	
Department: Planning and Marketing	Reports To: Director of Planning and Marketing
FLSA: Exempt	Represented: None
Salary Grade: Class 5	Revised: [Publish Date]

JOB SUMMARY

This position manages and provides professional-level oversight of GCTD public communication and transit marketing activities, including but not limited to, public outreach programs, marketing materials and events, website management, graphic design, and customer service support. This position is responsible for developing all public communications on behalf of GCTD's transit marketing programs in support of the agency's goals and objectives.

SUPERVISORY RESPONSIBILITIES

Responsible for managing assigned teams and supervision of assigned staff, interns, performance management and other personnel processes, including, but not limited to, hiring, setting individual goals and objectives, providing guidance, training, direction, corrective action, and separations.

ESSENTIAL FUNCTIONS

- Manage all marketing and communications functions including the development of GCTD's marketing and public information campaigns designed to communicate the District's services, increase public awareness of transit issues affecting the local community, and expand ridership
- Oversee GCTD's public outreach, transit education and travel training programs, educating the general public, as well as working with schools, organizations, and other external groups, making educational presentations on the benefits of public transportation
- Develop annual marketing budgets and monitor expenditures
- Direct and provide supervision to the Customer Service Center (CSC) team. Oversee the sale and distribution of fare media and fare programs
- Evaluate performance of assigned staff and recommend salary increases; recommend responses to grievances; recommend and, in consultation with supervisor and the Director of Human Resources, administer discipline; interview applicants and recommend appointment of staff; oversee scheduling process
- Collaborate with Director in implementing department goals and objectives
- Utilize a variety of marketing tools, including but not limited to, coordinating photo and video shoots, social media management, graphic design, and website maintenance
- Coordinate the printing requirements of GCTD's printed materials, including, but not limited to, rider information and the agency's published book of schedules (Bus Book)

- Generate press releases, maintain positive media relations, and coordinate TV and radio interviews
- Handle relevant public information which is disseminated to the public to ensure brand consistency. May serve as the Public Information Officer
- Create engaging and visually appealing content, utilize effective marketing strategies, and coordinate media/advertising programs
- Oversee GCTD's bus advertising program (sale of bus advertising space) and manage incoming revenues, finalize contracts and advertising rates, and coordinate with other departments to install ads in a timely manner
- Track and maintain data relative to public input, call center data, website traffic, and social media analytics
- Support GCTD website maintenance activities to ensure fresh and current GCTD related information
- Represent GCTD at public meetings with the community, partners, and GCTD stakeholders
- Maintain and utilize working knowledge of GCTD policies, procedures, Board directives, transit operations, routes, schedules, and fare information
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed to perform this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Public Relations, Communications, Marketing, or related field
- Masters Degree in Marketing/Communications or related field preferred
- Minimum of five (5) years public relations or community engagement experience
- Two (2) years of experience supervising and leading a team preferred
- Additional education or experience may substitute for requirements on a year-by-year basis
- Demonstrated experience utilizing current principles and best practices related to marketing, graphic design, website maintenance, public relations, and project management

LICENSES & CERTIFICATIONS

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by state law, and insurability by GCTD carrier for those driving GCTD vehicles.

ADDITIONAL COMPETENCIES

- Ability to be on-call 24/7 to respond to emergencies.
- Fluently bilingual in English/Spanish strongly preferred.
- Proficient in Microsoft Office Suite, website management (WordPress), Adobe Creative Suite, social media platforms, and related business software
- Outstanding verbal and written communication skills to follow direction, create compelling content, successfully impart information at all organizational levels, to

the general public, and successfully present information to all socio-economic backgrounds

- Excellent interpersonal skills, a strong cross-functional team player with the ability to lead and maintain a diverse team atmosphere with a focus on successful customer service
- Strong diplomacy, tact, independent judgement, and problem-solving skills to draw conclusions and take appropriate actions under high pressure
- Ability to perform in a high demand, dynamic environment and appropriately manage established deadlines and/or expectations
- Maintain a high level of integrity, objectivity, confidentiality, and professionalism
- Knowledge of basic mathematical and accounting record keeping, including budget development, administration, general cash accounting and reconciliation practices
- Display understanding of current research techniques to prepare a variety of communications and reports
- Occasionally travel for company business using reliable transportation.
- Maintain regular attendance and punctuality
- Willing to work non-traditional hours and days to meet the needs of this position

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hear, see, sit, stand, keyboard/type, use dexterity of hands and fingers to operate office equipment, and occasionally balance, bend, push/pull, reach at, below, or above shoulder level, lift/carry up to 40 pounds.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and interacts with the general public. The noise level in the work environment is usually low to moderate.

Note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of GCTD.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Date

Board Approved Date: Board Approved Date



February 7, 2024

Item #5

TO GCTD Board of Directors
FROM Tanya Hawk, Inventory & Asset Management Coordinator
SUBJECT Report of Contracts Awarded

SUMMARY

As requested by the Board of Directors on December 2, 2020, and in accordance with the GCTD Purchasing Resolution, staff is to provide a monthly report of all purchases issued by this agency. The attached report lists all purchase orders awarded since the January 2024 Board meeting.

RECOMMENDATION

It is recommended that the Board of Directors receive and file this report.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

Contracts/PO Awarded Report
January 2024

PO#	Item Description	Vendor Name	City	Cost
PURCHASING				
A0010326	ThinkPad, SUPPORT AND RECYCLE FEE	COMPUWAVE, INC.	VENTURA	\$1,592.78
H0000029	ADDITIONAL WORK REQUESTED BY GCTD (HR) PERFORMANCE MANAGEMENT PROCESS	UnCOMPLICATE HR INC	CLOVIS	\$7,200.00
PARTS				
M0050447	SWITCH, HAZARD LIGHT	KIMBALL MIDWEST	COLUMBUS	\$27.62
M0050448	VALVE ASSM, SOLENOID 12 V	MUNCIE RECLAMATION AND SUPPLY COMPANY	MINNEAPOLIS	\$188.48
M0050450	SERVICE KIT, SPINNER, WIPER BLADE NABI	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$843.05
M0050451	CORE, COOLER, FITTING, COOLANT LINE, ORING, VALVE COVER, OTHER CHARGES	CUMMINS PACIFIC LLC	LOS ANGELES	\$786.46
M0050452	SWITCH, MIRROR, AIR DRYER DUAL TURBO-2000 KIT GILLIG, BEEPER, WARNING ALARM (RAMP), DECAL, EMERGENCY INSTRUCTION LOCATION, FILTER ASM, HYDRAULIC & AIR BAG SUSPENSION BOLT	GILLIG LLC	LOS ANGELES	\$2,798.21
M0050453	VALVOLINE PREMIUM BLUE 9200 15W-40, STATE RECYCLE FEE, REG COMPLIANCE FEE, TRANSMISSION OIL SYNTHETIC, STATE RECYCLE FEE	GREG'S PETROLEUM SERVICE, INC	DELANO	\$3,542.56

Contracts/PO Awarded Report
January 2024

M0050454	COOLANT	LOS ANGELES TRUCK CENTERS, LLC	PASADENA	\$1,276.55
M0050455	HES9600-630LDSM-ELECTRONIC DOOR STRIKE	IML SECURITY SUPPLY	SALT LAKE CITY	\$930.81
M0050456	CALIPER, LH BRAKE - REBUILT, CORE-EX225H301R,CALIPER, RH BRAKE - REBUILT,CORE-EX225H302R	LOS ANGELES TRUCK CENTERS, LLC	PASADENA	\$5,101.84
M0050457	FUSE ANL 150A,WIPER, REAR OUTER	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$34.08
M0050458	MOTOR, W/C RAMP GEAR ASSEMBLY	LIFT-U-INC.	ESCALON	\$1,630.10
M0050460	WIPER, REAR INNER AND ROLLER	GILLIG LLC	LOS ANGELES	\$279.70
M0050461	AIR COMPRESSOR FLEXIBLE HOSE, FRONT	CUMMINS PACIFIC LLC	LOS ANGELES	\$211.08
M0050462	FILTER, SECONDARY FUEL &FUEL SURCHARGE	GIBBS INTERNATL TRUCKS	LOS ANGELES	\$1,750.16
M0050464	FILTER ASM PRIMARY, AIR	LOS ANGELES TRUCK CENTERS, LLC	PASADENA	\$368.80
M0050466	COIL IGNITION 3500-16	CUMMINS PACIFIC LLC	LOS ANGELES	\$3,479.96
M0050468	COIL IGNITION 3500-16	VELOCITY TRUCK CENTER	OXNARD	\$1,174.38

Purchasing Total \$8,792.78
Parts Total \$24,423.84

Local (Ventura County) \$2,767.16



Date: February 7, 2024

Item #6

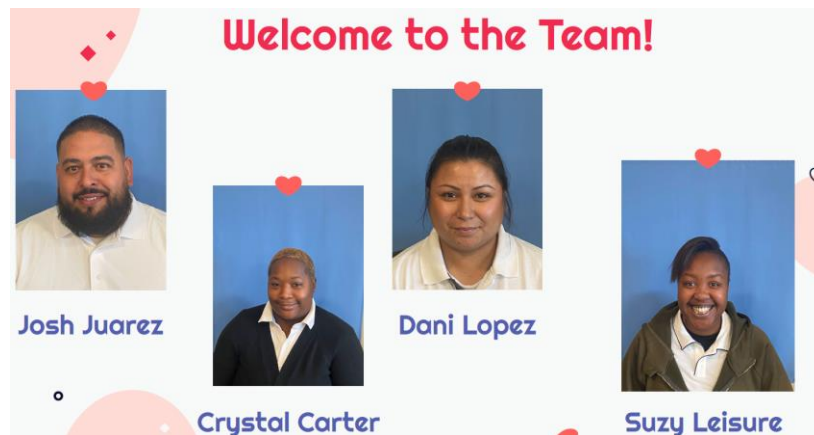
To: Board of Directors

From: Vanessa Rauschenberger, General Manager

Subject: General Manager's Monthly Report

Please join me in welcoming our new employees!

Congratulations to our new class of Bus Operators who have completed an 8-week-long intensive classroom. We applaud their efforts to complete the training program and wish them all a safe and successful career.



On the GO – GCTD in the Community

Our staff joined the community, sharing information about our various services, plans, and career opportunities. Below are just a few of the events our dedicated team joined:



GCTD Seeking Firms for Design Build of Hydrogen Station

I am pleased to announce that GCTD is now seeking proposals from qualified individuals or firms to provide design-build-operate-maintain services for a turnkey hydrogen fueling station. Interested firms that download the RFP material at GCTD.org.

GCTD Is Hiring!

GCTD has job openings in the Maintenance and Administration department. For a complete list of current job openings, visit <https://www.gctd.org/careers/>

Employee Commendations

Commendations



Zake Alvarado

"Driver Ezekial on northbound route 16 this morning was very helpful in making sure I made it onto the bus as I was running to the stop. The ride was timely and comfortable, and the driver also did a great job bringing his passengers safely to Ojai. Thank you to Ezequiel"

-Sara Otterstorm
12/15/23



Vernon Bell

The customer would like to give good feedback to bus driver Vernon. " He was so nice; he was nice to all customers especially disabled passengers."

-Anonymous
12/28/23



Antonio Reza-Ocampo

Passenger claims the bus operator did a great job. Passenger stated that the bus operator was very polite and professional as she boarded the bus. She mentioned he was very friendly with other passengers.

-Anonymous
1/8/24

General Manager Activities & Meetings Attended

- January 3 – Meeting with DTSC & Consultants on 3rd Street Property
- January 5 – Attended VCTC Meeting
- January 10 – Meeting with SB MTD General Manager
- January 16 – Meeting with MV Transportation Regional Manager
- January 17 – Held Monthly Coffee with the GM with Employees
- January 18 – Participated in Joint Labor Meeting with Teamsters 186
- January 24 – Participated in Joint Labor Meeting with SEIU
- January 25 – Participated in W.Ventura County Transportation & Land Use Meeting
- January 30 – Held Monthly All Staff Meeting

New Customer Service Hours & New Location



Oxnard Transit Center (OTC)
Monday & Friday Only/ Solo Lunes y viernes
8:00am - 5:00pm
Closed: T/W/F



GCTD Main Office/Oficina Central:
1901 Auto Center Dr.
Oxnard, CA 93036
Monday - Friday/Lunes - Viernes
8:00am - 5:00pm

Keep up with us on the GO

"Like Us" and Follow Us on Facebook, Twitter, and Instagram, "Like Us" on Facebook @GCTransit - "Follow Us" on Twitter @GoldCoastBus - or "Follow Us" on Instagram @GoldCoastTransit. Sign up online for GCTD's monthly "News on the GO" Newsletter. **We're on Tik Tok! @goldcoasttransitbus**



Item #7

DATE February 7, 2024

TO GCTD Board of Directors

FROM Maylee Murillo, Human Resources Coordinator *MM*
Alexander Zaretsky, Director of Human Resources *AZ*

SUBJECT **Recommend Approval of Resolution to Adopt GCTD's Equal Employment Opportunity (EEO) Program, effective January 1, 2024, through December 31, 2027**

I. EXECUTIVE SUMMARY

GCTD is required to update its Equal Employment Opportunity Program (EEO) every four years as a requirement to receive Federal funding. The District program has been updated and is ready for review. In 2023, during our triennial review, there were no findings associated with the program. For this report, GCTD has a due date of March 1, 2024. The next plan will be due in four years 2028. This update indicates that GCTD has retained a diverse workforce.

II. BACKGROUND

Every four years as part of the FTA triennial process, the District provides an updated review as well as projected goals for GCTD's EEO Program.

GCTD's workforce is relatively small, (191 employees as of December 31, 2023) therefore an increase or decrease of only one employee may substantially impact the utilization of females and/or minorities in many departments, especially in administration and maintenance.

The analysis of current GCTD employment compared to Ventura County Labor Market Information indicates:

- (1) 88% percent of GCTD's workforce is minority, compared to 77.7% of the Ventura County civilian workforce.
- (2) 25.6% of GCTD's workforce is female, compared to 46.5% of the Ventura County civilian workforce.

The utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minorities and women to their availability in the relevant labor market. This analysis will provide the basis for the formulation of GCTD's goals and timetables, and to help with the employment practices that contribute to any identified absence, underutilization, or concentration in GCTD's workforce.

GOLD COAST TRANSIT DISTRICT

The analysis indicates:

- (1) There is overutilization of minorities in all categories, except in officials & administrators, administrative support, and service-maintenance. Within this latest review cycle, GCTD has seen significant turnover in all categories.
- (2) The utilization of females in the bus operator category, which includes over 70% of GCTD's employees, exceeds the labor force parity standard.
- (3) There is a modest underutilization of females in the administrator, equipment cleaners, and clerical categories, although, in each of those categories, one additional female would bring the GCTD headcount to parity.
- (4) There have historically been very few females in the Maintenance Department. In Ventura County, the availability factor is less than 8.9%, and historically GCTD has encountered very few female applicants or qualified female mechanic applicants. In 2023 GCTD became underutilized after losing 2 female employees in the maintenance department.

GOALS AND TIMETABLES

Turnover and modest fleet expansion have allowed GCTD to work toward achieving its workforce distribution goals since 1980. Employee turnover at GCTD is only prevalent in the Bus Operator job category, yet this reporting cycle GCTD has seen a higher turnover rate in the maintenance department, professional and managerial positions.

SHORT RANGE GOALS

The short-range goal is to use every hiring and promotional opportunity to assure a continuance of meeting or exceeding the Ventura County labor force parity standard. Recruitment strategies and teamwork have played an important role in ensuring GCTD can recruit the most qualified applicants.

LONG RANGE GOALS

The changes in the GCTD workforce will occur through attrition growth, and adjustments based on a current workforce of 191 employees as of December 31, 2023. The most current employment practices are set forth in personnel rules for all employees.

In the next review period, GCTD goal will be to focus on education within the District's departments to help support utilization goals. The EEO Officer will meet with managers and supervisors to share future ideas and look for areas for improvement to focus on. To achieve a goal of parity, GCTD would need to hire 17 females across the district.

An interactive program led by the EEO Officer to achieve EEO goals will include meeting with the entire management and Human Resources staff quarterly to maintain education and goals of this program. Directors and Managers will meet in small groups with the EEO Officer to discuss goals, ideas, and success stories.

RECOMMENDATION

IT IS RECOMMENDED that the Board of Directors Approve the Attached 2024 GCTD EEO Program and Resolution #2024-02. Once approved staff will submit the program to the FTA as required for the continued eligibility for federal formula funding.

General Manager's Concurrence

A handwritten signature in black ink, appearing to read "Vanessa Rauschenberger", written over a horizontal line.

Vanessa Rauschenberger

Attachment

**RESOLUTION No. 2024-02
RESOLUTION ADOPTING GOLD COAST TRANSIT DISTRICT'S **
EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (EEO PROGRAM)
FOR JANUARY 1, 2024, THROUGH DECEMBER 31, 2027

WHEREAS, Gold Coast Transit District was created under the as codified in Public Utilities Code sections 9800 et seq.; and

WHEREAS, the Board of Directors of Gold Coast Transit District may take all actions necessary for the proper administration of the affairs of the District; and

WHEREAS, Gold Coast Transit District is a district that receives federal funds and is required to submit an updated Equal Employment Opportunity Plan (EEO Program) every four years to the Federal Transit Administration (FTA); and

WHEREAS, the Board of Directors desires to adopt the EEO Program, effective January 1, 2024 through December 31, 2027;

**THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
GOLD COAST TRANSIT DISTRICT,**

as follows:

The EEO Plan of Gold Coast Transit District, effective January 1, 2024, through December 31, 2027, is adopted by the Board of Directors as set forth in "Exhibit A" to this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Gold Coast Transit District on February 7, 2024, by the Board of Director:

Mike Johnson
Chair of the Board of Directors

ATTEST: I hereby certify that the foregoing Resolution No. 2024-02 was duly approved by the Board of Directors of Gold Coast Transit District at a regular meeting held on the 7th day of February 2024.

GENERAL MANAGER'S CONCURRENCE



Vanessa Rauschenberger



EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN

GOLD COAST TRANSIT DISTRICT

UPDATED February 2024

Gold Coast Transit District
1901 Auto Center Drive
Oxnard, California 93036
(805) 483-3959

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PART I

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Gold Coast Transit District (GCTD) EEO policy is to provide equal opportunity to all persons. In furtherance of this policy, employment decisions shall be based on merit, qualifications, and competence. This policy statement governs all aspects of employment including but not limited to recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment.

GCTD is an equal employment opportunity (at will) employer. At GCTD, as a matter of law and a matter of agency policy, selection for opportunities for hire, promotion, transfer, or training, as well as decisions regarding demotion, termination, layoff and other terms and conditions for employment shall occur without regard to race, color, religion, creed, ancestry, national origin, sex (including gender identity, sexual orientation, and pregnancy), marital status, veteran status, physical or mental disabilities, medical condition, age, genetic information, political opinions or affiliations, or union membership activity or any other category protected by state or federal law.

It is further provided that no questions in any test, in any application form, or by any examiner or appointing authority shall be so framed as to attempt to elicit information concerning the applicant's race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, gender identity, religion, veteran status, physical or mental disabilities, medical condition, age, genetic information, pregnancy, political opinions or affiliations, or union membership activity or any other category protected by state or federal law.

It is the policy of GCTD to comply with all federal and state laws concerning the employment of persons with disabilities and the act by regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC) including the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA. GCTD will make every effort to reasonably accommodate qualified applicants or employees with disabilities based on the essential functions of the job, as well as the sincerely held beliefs of applicants or employees, provided such accommodation does not result in undue hardship to GCTD. Aligned with GCTD's policy on disability accommodations and the interactive processes. Any requests for reasonable accommodation should be submitted to your direct report or the Human Resources Department.

Oversight of the Equal Employment Opportunity (EEO) Policy is assigned to the General Manager. The Director of Human Resources will serve as the EEO Officer and will activate the program and create goals for all managers and supervisors. However, all management personnel share the responsibility to assure compliance with equal employment opportunities within GCTD and will be evaluated on the success of this program just as they are evaluated in achieving other GCTD goals.

This EEO Statement of Policy will be reviewed, updated and reaffirmed annually.

GCTD prohibits retaliation against applicants or employees who file discrimination charges with federal, state or local fair employment practice agencies, participate in investigations of such charges, or oppose unlawful employment practices. GCTD believes that the successful achievement of EEO goals will provide benefits to its passengers and employees through fuller utilization and the development of human resources.

Applicants or employees who believe that they have been discriminated against may file a complaint with the Director of Human Resources/EEO Officer, Alexander Zaretsky, in person at GCTD 1901 Auto Center Drive, Oxnard, California 93036, or by email at azaretsky@gctd.org.

STATEMENT OF COMMITMENT

GCTD believes that the only valid criteria of employment or personnel actions are the job-related qualifications and merits of the individuals involved. GCTD recognizes that employment discrimination based upon race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, gender identity, religion, veteran status, physical or mental disabilities, medical condition, age, pregnancy, genetic information, political opinions or affiliations, or union membership activity or any other category protected by state or federal law is unlawful and a violation of basic civil rights. Discriminatory employment practices are wasteful as well as unjust and are not in keeping with the established philosophy that GCTD be a model employer. Accordingly, GCTD will prohibit any policy, plan, program, customs, or practice which has a discriminatory effect.

Toward the goal of maintaining and strengthening our commitment to equal employment opportunities, a program on equal employment opportunities has been established in GCTD's personnel rules as policy. It shall serve as a guide for all personnel-related matters to which GCTD is currently or will be in the future.



Vanessa Rauschenberger
General Manager

PART II EEO PROGRAM

SECTION I: INTRODUCTION

GCTD's Equal Opportunity Policy is essential to the District's commitment to attracting, hiring, and developing a strong, talented, and diverse workforce. GCTD's executive leadership, including managers, supervisors, and staff, support the EEO policy and program that is the foundation for positive, equal employment opportunity for all.

GCTD is a local California governmental district and employer that receives state and federal funds and contracts with other businesses; as such, it has certain obligations to take the proper action and oversight to ensure its and contractors' policies and practices are non-discriminatory. It is, therefore GCTD's policy and commitment to employ and advance employment opportunities for members of protected groups, creating a diverse workforce representative of the labor markets consistent with the provisions in the following Acts:

Title VII of Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act as well as Executive Orders 11246 and 11375; Nondiscrimination under Federal Contracts" and the Uniformed Services Employment and Reemployment Act of 1974; the Vocational Rehabilitation Act; the Americans with Disabilities Act of 1990; the Equal Pay Act; Age Discrimination in Employment Act; the National Labor Relations Act; and Fair Employment Acts or any other category protected by state or federal law.

The Equal Employment Opportunity Program and Plan, as presented in the following pages, is disseminated to all employees at new hires and during updates. The Plan is the formal commitment in GCTD's continuing good faith efforts to:

1. Afford an equal employment opportunity to all persons in, or seeking to enter, the GCTD workforce and
2. Assure that all GCTD policy-making activities, including those associated with planning, policy, or advisory groups, reflect the goals of equal opportunity. The District's programs and activities shall be conducted in a manner free of discrimination.

SECTION II: DISCIPLINE AND TERMINATIONS

Work rules are needed to ensure the safety and well-being of all employees. The purpose of work rules are not to punish employees, but rather, it is intended to inform employees about GCTD expectations and provide a framework for coaching and counseling. GCTD reserves the right to skip steps in the disciplinary process whenever it determines circumstances warrant it. Work rule violations are evaluated by severity and progression and are divided into two groups of offenses:

- Minor Violations are typically addressed in a step process, although the District need not follow this sequence:
 - First Violation – Counseling session/verbal warning
 - Second Violation – Written warning
 - Third Violation – Final warning and/or unpaid suspension
 - Fourth Violation – Termination
- Major Violations will warrant disciplinary action up to a final warning and/or unpaid suspension and/or termination.
- All employees have due process rights, with appeal rights.

SECTION III: WORKFORCE ANALYSIS

The FTA analysis tool is what GCTD utilized for the recent timeframe. This tool is based on the FTA Employment Practices Chart. There has been a review of all job categories and new group representation has been assigned. Please see the below chart for the new assigned category for each position.

FTA - EMPLOYMENT PRACTICES CHART

1 - Officials & Administrators	General Manager, Chief Financial Officer/Assistant General Manager, Directors, Managers
2 - Professional	Finance & Grants Analyst, Inventory & Asset Management Coordinator, Human Resources Generalist, Human Resources Coordinator, Transit Planner I/II
3 - Technicians	Information Technology Technician
6 – Administrative Support	Accounting Specialist/AP, Office Coordinator/Executive Assistant, Revenue Specialist, Temporary Administrative Support, Interns, Customer Service Assistant, Payroll Specialist, Operations & Maintenance Management Coordinator, Supervisors
7 – Skilled Craft	Mechanics
8 – Service-Maintenance	Bus Operator, Maintenance Material Specialist, Building Maintenance Worker, Temporary Service Worker, Service Worker I/II, Maintenance Temp Helpers, Facility & Vehicle Cleaner-Sanitizer

UTILIZATION ANALYSIS SUMMARY

In this analysis, GCTD has 21% underutilization in the white female category for Administrative Support and 18% underutilization for Officials & Administrators. As well as an underutilization of 13% in Service-Maintenance. 17 female employees would be required for parity.

Secondly, the next two under-utilization categories are from Service Maintenance. The numbers are 8 Hispanic/Latino Female and 2 Asian Female. The overall percentage of underutilization is 12%. 10 female employees would be required for parity.

Neither MV nor GCTD experienced any EEOC Complaints in the last cycle.

At GCTD, the EEO Officer is responsible for meeting with GCTD's General Manager, directors, managers, and supervisors to discuss goals, new ideas, and successes. All district employees, including supervisors and managers, have EEO training through GCTD's preferred vendor within 90 days of their employment and every two years thereafter.

Additionally, there are many factors that affect GCTD meeting EEO goals, such as the process for choosing which applicant to invite in for the hiring process. Who is on the interviewing panel?

Are background checks fair to all applicants? Is training sensitive to all backgrounds? What are the criteria for promotions? Are promotions diverse encompassing?

Below are best practices for GCTD:

- The standard for deciding when a person shall be terminated, demoted, disciplined, laid off, or recalled should be the same for all employees.
- GCTD's management staff should identify neutral practices to be re-examined to identify any disparate effect on such groups. For example, if more minorities and females are being laid off because they were the last hired, adjustments will be made to ensure that minority and female ratios do not decrease because of these actions.
- Any punitive action (i.e. harassment, terminations, demotions), taken as a result of employees filing discrimination complaints is illegal and is strictly prohibited.
- The performance appraisal system should include a factor to rate managers' and supervisors' performance in discharging the assigned EEO program responsibilities.
- The EEO Officer should review and monitor the performance appraisal program with the Human Resources staff to determine its objectivity and effectiveness.
- As part of the monitoring process, the EEO Officer should checking the applicant pools for the occupation by analyzing past recruitments to plan for future recruitments.
- Ensure the equal availability of employee benefits to all employees.
- The EEO officer will assist in recruiting the underutilized groups in this report, and will concur in all hiring and promotions and investigate all employment discrimination complaints.
- Audit postings of EEO policy statements to ensure compliance information is current and posted in designated areas.
- Review the EEO plan in the same manner as GCTD's from our one contractor, MV Transit.

SECTION IV: CURRENT UTILIZATION

This section presents the current GCTD utilization of ethnic minorities and females within the GCTD labor force. In order to provide a comprehensive utilization analysis, it was necessary to isolate and examine two major factors: (1) ethnicity and (2) gender. These factors were compared against the following variables:

- Total Ventura County Civilian Labor Force
- Total GCTD Utilization Availability in Job Categories

The utilization statistics serve as the basis for formulating EEO goals and timetables. This multi-variable approach provides an EEO plan which assures equitable overall minority/female

employment and equitable distribution with respect to job categories and GCTD's operating departments.

Since the workforce is relatively small, an increase or decrease of only one employee may substantially impact the utilization of females and/or minorities in many departments, especially in administration and maintenance. Overall, analysis of current GCTD employment compared to Ventura County Labor Market Information indicates:

- (1) 88% percent of GCTD's workforce is minority, compared to 77.7% of the Ventura County civilian workforce.
- (2) 25.6% of GCTD's workforce is female, compared to 46.5% of the Ventura County civilian workforce.

Furthermore, current GCTD employment utilization of minorities and female was analyzed by job category utilization and Ventura County availability in the job category, derived from census-based labor statistics.

The utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minorities and women in relation to their availability in the relevant labor market. This analysis will provide the basis for the formulation of GCTD's goals and timetables, and other strategic plans to correct employment practices that contribute to any identified absence, underutilization, or concentration in GCTD's workforce. The analysis indicates:

- a. There is over utilization of minorities in all categories, except in officials & administrators, administrative support and service-maintenance. Within this latest review cycle GCTD has seen significant turnover in all categories.
- b. The utilization of females in the bus operator category, which includes over 70% of GCTD's employees, exceeds the labor force parity standard. There is a modest underutilization of females in the administrator, equipment cleaners and clerical categories, although in each of those categories one additional females would bring GCTD headcount to parity.
- c. There have historically been very few females in the Maintenance Department. In Ventura County, the availability factor is less than 8.9%, and historically GCTD has encountered very few female applicants or qualified female mechanic applicants. In 2023 GCTD became underutilized after losing 2 female employees in the maintenance department.

Utilization Analysis by Job Category

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female							
2	Use EEO-4		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi	
3	1 - Officials & Administrators																					
4	Current Workforce	\$79,412-226,298	12	3	1	1	7	3			1	-	-	-	1	-	-	4	2		1	<-Entry
5	Percent in Category	*Entry		25.0%	8.3%	8.3%	58.3%	25.0%	0.0%	0.0%	8.3%	0.0%	0.0%	0.0%	8.3%	0.0%	0.0%	33.3%	16.7%	0.0%	8.3%	
6	Percent of Availability							35.2%	0.0%	1.5%	12.0%	5.7%	0.1%	0.0%	26.3%	0.2%	0.7%	12.0%	4.2%	0.1%	0.0%	<-Entry
9	Percent Underutilized										4%				18%							
10	Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	No	No	No	No	
11	Number Needed to Reach Parity								-	-	-	-	-	-	2	-	-	-	-	-	-	
12	Planned percent increase Year 1																					<-Entry
13	Planned percent increase Year 2																					<-Entry
14	Planned percent increase Year 3																					<-Entry
15	Planned percent increase Year 4																					<-Entry
16																						
17	2 - Professionals																					
18	Current Workforce	\$61,245-111,072	6	0	1	1	4	-	-	-	1	-	-	-	1	-	-	4	-	-	-	<-Entry
19	Percent in Category	*Entry			16.7%	16.7%	66.7%	0.0%	0.0%	0.0%	16.7%	0.0%	0.0%	0.0%	16.7%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	
20	Percent of Availability							27.5%	0.1%	1.2%	7.9%	7.2%	0.1%	0.0%	32.9%	0.1%	1.4%	11.8%	7.0%	0.1%	0.0%	<-Entry
23	Percent Underutilized														16%							
24	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	
25	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	
26	Planned percent increase Year 1																					<-Entry
27	Planned percent increase Year 2																					<-Entry
28	Planned percent increase Year 3																					<-Entry
29	Planned percent increase Year 4																					<-Entry
30																						
31	3 - Technicians																					
32	Current Workforce	\$61,245-85,770	1	0	1	0	0				1	-	-	-	-	-	-	-	-	-	-	<-Entry
33	Percent in Category	*Entry			100.0%			0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
34	Percent of Availability							16.1%	0.0%	1.5%	30.1%	5.0%	0.3%	0.0%	13.5%	0.1%	0.7%	25.0%	4.5%	0.3%	0.0%	<-Entry
37	Percent Underutilized																					
38	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	
39	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	
40	Planned percent increase Year 1																					<-Entry
41	Planned percent increase Year 2																					<-Entry
42	Planned percent increase Year 3																					<-Entry
43	Planned percent increase Year 4																					<-Entry
44																						

Utilization Analysis by Job Category

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
2	Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male						Female									
3	Use EEO-4		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi		
45	4 - Protective Service																						
46	Current Workforce		0	0	0	0	0																<-Entry
47	Percent in Category	^Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
48	Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
51	Percent Underutilized																						
52	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	No	
53	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	-	
54	Planned percent increase Year 1																						<-Entry
55	Planned percent increase Year 2																						<-Entry
56	Planned percent increase Year 3																						<-Entry
57	Planned percent increase Year 4																						<-Entry
58																							
59	5 - Paraprofessional																						
60	Current Workforce		0	0	0	0	0																<-Entry
61	Percent in Category	^Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
62	Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
65	Percent Underutilized																						
66	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	No	
67	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	-	
68	Planned percent increase Year 1																						<-Entry
69	Planned percent increase Year 2																						<-Entry
70	Planned percent increase Year 3																						<-Entry
71	Planned percent increase Year 4																						<-Entry
72																							
73	6 - Administrative Support																						
74	Current Workforce	\$43,701-88,951	18	1	10	1	6	1	-	1	9	-	-	-	1	-	-	6	-	-	-	-	<-Entry
75	Percent in Category	^Entry		5.6%	55.6%	5.6%	33.3%	5.6%	0.0%	5.6%	50.0%	0.0%	0.0%	0.0%	5.6%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	
76	Percent of Availability							19.3%	0.2%	1.3%	15.2%	2.5%	0.1%	0.0%	29.2%	0.2%	1.1%	25.1%	2.5%	0.2%	0.0%	0.0%	<-Entry
79	Percent Underutilized														24%								
80	Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	No	No	No	No	No	
81	Number Needed to Reach Parity								-	-	-	-	-	-	4	-	-	-	-	-	-	-	
82	Planned percent increase Year 1																						<-Entry
83	Planned percent increase Year 2																						<-Entry
84	Planned percent increase Year 3																						<-Entry
85	Planned percent increase Year 4																						<-Entry
86																							

Utilization Analysis by Job Category

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female								
Use EEO-4		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi		
87 7 - Skilled Craft																						
88 Current Workforce	\$46,534-80,891	10	2	8	0	0	2	-	-	8	-	-	-	-	-	-	-	-	-	-	-	<-Entry
89 Percent in Category	^Entry		20.0%	80.0%			20.0%	0.0%	0.0%	80.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
90 Percent of Availability							34.5%	0.2%	0.8%	52.0%	2.3%	0.3%	0.0%	1.3%	0.0%	0.2%	6.0%	1.2%	0.0%	0.0%		<-Entry
93 Percent Underutilized																						
94 Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	No	
95 Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	-	
96 Planned percent increase Year 1																						<-Entry
97 Planned percent increase Year 2																						<-Entry
98 Planned percent increase Year 3																						<-Entry
99 Planned percent increase Year 4																						<-Entry
100																						
101 8 - Service-Maintenance																						
102 Current Workforce	\$35,880-65,770	86	10	62	0	14	10	1	3	56	2	-	-	-	1	1	12	-	-	-	<-Entry	
103 Percent in Category	^Entry		11.6%	72.1%		16.3%	11.6%	1.2%	3.5%	65.1%	2.3%	0.0%	0.0%	0.0%	1.2%	1.2%	14.0%	0.0%	0.0%	0.0%		
104 Percent of Availability							12.3%	0.1%	0.9%	42.2%	2.7%	0.1%	0.0%	13.0%	0.1%	0.9%	24.0%	2.4%	0.0%	0.0%	<-Entry	
107 Percent Underutilized																						
108 Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	Yes	Yes	No	No		
109 Number Needed to Reach Parity								-	-	-	-	-	-	11	-	-	8	2	-	-		
110 Planned percent increase Year 1																						<-Entry
111 Planned percent increase Year 2																						<-Entry
112 Planned percent increase Year 3																						<-Entry
113 Planned percent increase Year 4																						<-Entry
114	Notes: EEO-ALL06W-Geography-Ventura County, California State/Local Government Job Groups By Sex And Race/Ethnicity For Worksite Geography:Total Population-Universe:Civilian Employed at Work 16 Years ad Over EEO Tabulation2014-2018																					
115																						
116																						
117																						
118																						

HIRES

Four-Fifths Adverse Impact Analysis by Job Category

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	99	79	53	37	1	1	10	5	21	25	5	7	-	1	9	3
Total Hires	3	5	2	1	-	-	-	-	-	1	1	2	-	-	-	1
Selection Rate	3.0%	6.3%	3.8%	2.7%	N/A	N/A	0.0%	0.0%	0.0%	4.0%	20.0%	28.6%	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	47.9%	100.0%	13.2%	9.5%	N/A	N/A	0.0%	0.0%	0.0%	14.0%	70.0%	100.0%	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	No	N/A	N/A	Yes	N/A
2 - Professionals																
Number Applied	64	79	20	11	1	1	3	4	15	48	13	10	-	-	12	5
Total Hires	2	4	1	-	-	-	-	-	1	4	-	-	-	-	-	-
Selection Rate	3.1%	5.1%	5.0%	0.0%	N/A	N/A	0.0%	0.0%	6.7%	8.3%	0.0%	0.0%	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	61.7%	100.0%	60.0%	0.0%	N/A	N/A	0.0%	0.0%	80.0%	100.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	No	No	Yes	Yes	N/A	N/A	Yes	Yes
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	127	168	32	35	1	3	-	10	79	103	6	8	2	5	7	4
Total Hires	6	6	-	-	-	-	-	-	5	5	1	1	-	-	-	-
Selection Rate	4.7%	3.6%	0.0%	0.0%	N/A	N/A	N/A	0.0%	6.3%	4.9%	16.7%	12.5%	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	75.6%	0.0%	0.0%	N/A	N/A	N/A	0.0%	38.0%	29.1%	100.0%	75.0%	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	N/A	Yes	Yes	Yes	No	Yes	N/A	N/A	Yes	N/A
7 - Skilled Craft																
Number Applied	80	1	12	-	3	-	1	-	54	1	3	-	-	-	7	-
Total Hires	4	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-
Selection Rate	5.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	7.4%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	Yes	N/A	N/A	N/A	No	N/A	Yes	N/A	N/A	N/A	Yes	N/A
8 - Service-Maintenance																
Number Applied	471	100	66	21	16	3	30	14	306	45	12	7	2	1	39	9
Total Hires	59	8	9	1	2	-	7	1	40	5	-	1	-	-	1	-
Selection Rate	12.5%	8.0%	13.6%	4.8%	12.5%	N/A	23.3%	7.1%	13.1%	11.1%	0.0%	N/A	N/A	N/A	2.6%	N/A
Ratio to Highest Rate	100.0%	63.9%	58.4%	20.4%	53.6%	N/A	100.0%	30.6%	56.0%	47.6%	0.0%	N/A	N/A	N/A	11.0%	N/A

HIRES

Four-Fifths Adverse Impact Analysis by Job Category

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	Yes	N/A	No	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A

Notes:

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

PROMOTIONS

Four-Fifths Adverse Impact Analysis by Job Category

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	27	17	11	9	-	-	3	-	5	5	2	2	-	-	6	1
Total Promotions	3	3	2	-	-	-	-	-	1	2	-	1	-	-	-	-
Selection Rate	11.1%	17.6%	18.2%	0.0%	N/A	N/A	0.0%	N/A	20.0%	40.0%	0.0%	50.0%	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	63.0%	100.0%	36.4%	0.0%	N/A	N/A	0.0%	N/A	40.0%	80.0%	0.0%	100.0%	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	N/A	Yes	No	Yes	No	N/A	N/A	Yes	Yes
2 - Professionals																
Number Applied	-	4	-	-	-	-	-	-	-	4	-	-	-	-	-	-
Total Promotions	-	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-
Selection Rate	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	65	18	18	7	2	-	1	3	40	7	-	-	-	-	4	1
Total Promotions	11	4	1	1	-	-	1	-	9	3	-	-	-	-	-	-
Selection Rate	16.9%	22.2%	5.6%	14.3%	0.0%	N/A	N/A	0.0%	22.5%	42.9%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	76.2%	100.0%	13.0%	33.3%	0.0%	N/A	N/A	0.0%	52.5%	100.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	Yes	N/A
7 - Skilled Craft																
Number Applied	5	-	2	-	-	-	-	-	1	-	-	-	-	-	2	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	NA	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	#DIV/0!	N/A
Potential Adverse Impact (Yes/No)	No	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	#DIV/0!	N/A
8 - Service-Maintenance																
Number Applied	53	8	7	1	-	-	3	-	40	5	-	1	-	-	3	1
Total Promotions	7	1	1	1	-	-	1	-	5	-	-	-	-	-	-	-
Selection Rate	13.2%	12.5%	14.3%	N/A	N/A	N/A	33.3%	N/A	12.5%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	94.6%	42.9%	N/A	N/A	N/A	100.0%	N/A	37.5%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A

PROMOTIONS

Four-Fifths Adverse Impact Analysis by Job Category

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	N/A	Yes	Yes	N/A	N/A	N/A	N/A	Yes	N/A

Notes: Please note that Ralph Anderson & Associates was used for external recruitment for two positions in the Official & Administrations category. No EEO information was collected in the search.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

TERMINATIONS

Four-Fifths Adverse Impact Analysis by Job Category

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	10	4	7	2	-	-	-	-	2	-	1	2	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	-	4	-	2	-	-	-	-	-	2	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

TERMINATIONS

Four-Fifths Adverse Impact Analysis by Job Category

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	11	8	1	-	-	-	1	-	5	7	4	1	-	-	-	-
Total Involuntary Terminations	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	9.1%	0.0%	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	N/A	No	No	No	No	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	49	17	14	5	-	-	5	2	29	9	-	1	-	-	1	-
Total Involuntary Terminations	8	4	1	1	-	-	-	1	6	1	-	1	-	-	1	-
Involuntary Termination Rate	16.3%	23.5%	7.1%	20.0%	N/A	N/A	0.0%	50.0%	20.7%	11.1%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	69.4%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

TRAINING

Four-Fifths Adverse Impact Analysis by Job Category

Job Category (Use EEO-4)	Total		W		A/I/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	4	8	3	1	-	-	-	-	1	4	-	2	-	-	-	1
Total Trained	4	8	3	1	-	-	-	-	1	4	-	2	-	-	-	1
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	No	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	1	5	-	1	-	-	-	-	1	4	-	-	-	-	-	-
Total Trained	1	5	-	1	-	-	-	-	1	4	-	-	-	-	-	-
Training Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Trained	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	11	9	1	1	-	-	1	-	9	8	-	-	-	-	-	-
Total Trained	11	19	1	11	-	-	1	-	9	8	-	-	-	-	-	-
Training Rate	100.0%	211.1%	100.0%	1100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	47.4%	100.0%	9.1%	100.0%	N/A	N/A	9.1%	N/A	9.1%	9.1%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	11	-	2	-	-	-	-	-	9	-	-	-	-	-	-	-
Total Trained	11	-	2	-	-	-	-	-	9	-	-	-	-	-	-	-
Training Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	97	21	17	1	2	1	5	1	71	18	2	-	-	-	-	-
Total Trained	97	21	17	1	2	1	5	1	71	18	2	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A

TRAINING

Four-Fifths Adverse Impact Analysis by Job Category

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

SECTION V: GEOGRAPHIC SCOPE OF PLAN

To determine the extent to which ethnic minorities and females are underutilized, it is necessary to arrive at a parity standard. The Board of Directors has previously established that the County of Ventura Civilian Labor Force would provide the parity standard for measuring GCTD's EEO goals. The recent data available for the Ventura County Civilian Labor Force is the 2010 census section reflects these most recent figures and percentages.

The parity standards provide for defining the geographic scope of the Plan, the basis for determining the underutilization of ethnic minorities and women, and data for the development of proposed EEO goals and timetables.

SECTION VI: GOALS AND TIMETABLES

Turnover and modest fleet expansion has allowed GCTD to work toward achieving its workforce distribution goals since 1980. Employee turnover at GCTD is only prevalent in the Bus Operator job category, yet this reporting cycle GCTD has seen a higher turnover rate in the maintenance department, professional and managerial positions.

SHORT RANGE GOALS

The short-range goal is to use every hiring and promotional opportunity to assure a continuance of meeting or exceeding the Ventura County labor force parity standard. Recruitment strategies have played an important role in ensuring GCTD is able to recruit the most qualified applicants.

LONG RANGE GOALS

Long range equal employment opportunity goals are based on the Ventura County Work Force analysis as outlined below.

Female	46.5%
Hispanic	43.7%
Asians	7.9%
Black	2.0%
Native American	0.2%
Native Hawaiian	0.2%
Other	2.1%
TOTAL MINORITY	77.7%

Female	30%	39%	at or above 45.2%
Total Minority	67%	67%	at or above 48.2%

These changes in the GCTD work force will occur through attrition and growth, based on a current work force of 191 employees as of December 31, 2023.

ASSESSMENT OF PRESENT EMPLOYMENT PRACTICES

In general, current employment practices are set forth in GCTD's resolution which states GCTD's personnel rules for all employees. The resolution was adopted by GCTD's Board of Directors and was updated as of March 1, 2023.

Wage and benefits for represented employees are established in collective bargaining agreements between Gold Coast Transit and the Service Employees International Union (SEIU) Local 721 and Teamsters 186. The GCTD Board of Directors establishes salaries and benefits for non-represented personnel in compliance with the Personnel Rules. It sets the cost-of-living adjustments annually as stated in the Personnel Rules Section 3: Salary Rates, and every five fiscal years, it makes industry parity adjustments as stated in the Personnel Rules, Section 26: Salary Plan.

Bus operator applicants whose applications pass an initial review for customer service and/or driving experience, safety record and employment stability are invited to interview. A panel of three managers interview applicants and, if successful, moves to a final interview. Applicants who pass interviews are then ranked based on the scores assigned during the review of the application and the oral interview. Based upon those rankings offers are made in ranked order. All GCTD employment offers are contingent upon the successful completion of a physical examination and a drug and alcohol screening by GCTD's physician.

GCTD accepts applicants only when official position recruitment is published.

DESIGNATION OF PERSONNEL RESPONSIBILITY

1. Board of Directors / General Manger : The Board of Directors / General Manager is ultimately responsible for the Equal Employment Opportunity Policy.
2. Equal Employment Opportunity Officer: The Director of Human Resources is designated as the equal employment opportunity officer for Gold Coast Transit District. The identity of the EEO Officer shall appear on all internal and external communications dealing with GCTD's Equal Employment Opportunity Program. The duties and responsibilities of the EEO Officer include, but are not limited to the following:
 - a. Maintain surveillance of the planning, development, and administration of GCTD's Equal Employment Opportunity Program supporting procedures.
 - b. Provide guidance and assistance to department heads in their capacity as departmental representatives in achieving program objectives.
 - c. Review, evaluate, and update the written Equal Employment Opportunity Program annually with each department and discuss the status of progress with the department managers.
 - d. Develop recruitment objectives and internal and external communications.
 - e. Serve as liaison between city, state and federal agencies and maintain active involvement with ethnic minority organizations, women's organizations, and community action groups concerned with employment opportunities for ethnic minorities and women.
 - f. Identify problem areas and establish goals and objectives for their resolution.
 - g. Design and implement audit and reporting systems that will measure program effectiveness.
 - h. Report to the Board, and keep other management, and other employees appropriately informed of the latest developments in the field of equal employment opportunity.

- i. Receive and investigate all complaints alleging discrimination and recommend courses of action that will resolve such complaints.
- j. Conduct training sessions for management and supervisory personnel to explain the Equal Employment Opportunity Program and management's respective responsibilities.
- k. Develop and conduct intensive training for all department heads on their duties and responsibilities in equal employment opportunity action.
- l. Monitor applicant flow, transfers, appointments, promotions, terminations, and other pertinent statistical data to ensure proper implementation of the Equal Employment Opportunity Program.
- m. Improve methods of recruitment, selection, and placement of ethnic minorities and women, through outreach programs, and social media that targets all ethnicities and groups.
- n. Review the qualifications of all employees and establish a skills bank to ensure full opportunity for transfer and promotion.
- o. Ensure career counseling for all employees on problems affecting job performance and personal development.
- p. Conduct periodic on-site audits to ensure that there are displays of all EEO posters and Policy statements and that all facilities maintained by GCTD are fully integrated.
- q. Ensure that members of protected groups are encouraged and afforded all opportunities to participate in all GCTD-sponsored educational and training activities.
- r. Advise all supervisory personnel that their equal employment opportunity action effort is an element of evaluation of their work performance, in addition to other supervisory factors.
- s. Ensure that all supervisory personnel are aware of their responsibility to take action to prevent harassment of employees because of their race, color, creed, ancestry, national origin, gender, marital status, pregnancy, sexual orientation, gender identity, religion, veteran status, physical or mental disabilities, medical condition, age, genetic information, political opinions or affiliations, or union membership activity or any other category protected by state or federal law.
- t. Delegate necessary responsibilities and duties to department heads and staff in the fulfillment of this function.
- u. Report to the Board of Directors periodically on progress of GCTD's Equal Employment Opportunity Program.

3. Human Resources Department

The Human Resources Department shall have the following responsibilities:

- a. Serve as liaison between GCTD and the community by maintaining active involvement with ethnic minority organizations, women's organizations and

community action groups concerned with employment opportunities for ethnic minorities and women.

- b. Design reporting systems that will measure program effectiveness. Such records will include the following information.
 - 1) Recruitment activity by the staff.
 - 2) Applications received for GCTD jobs.
 - 3) Records of written, oral and work sample exams given.
 - 4) Records of new employee appointments.
 - 5) Records of promotions.
 - 6) Records of separations.
 - 7) Records of employment of current GCTD workforce.
 - 8) Hold regular discussions with managers, supervisors, and employees, to ensure policy and procedures are being followed.
 - 9) Review, oversee, and concur in the hiring and promotion processes to remain consistent with EEO and personnel rules and current legal updates.
 - 10) Monitor union contracts to ensure there are no disparting impacts.
 - 11) Monitor complaints, track, and review compliant trends, and investigations for areas of concern and improvement to the EEO process and program.
- c. Conduct EEO training sessions for GCTD employees.
- d. Review District's nondiscrimination policy and plan annually to ensure the policy is understood and legally updated.
- e. Improve methods of employment recruitment, selection, and placement of members of protected groups.
- f. Periodically review the qualifications of all employees to ensure full opportunity for transfer and promotion.
- g. Ensure career counseling for all employees on problems affecting job performance and personal development.
- h. Ensure that members of protected groups are encouraged and afforded all opportunities to participate in all GCTD sponsored educational and training activities.
- i. Investigate complaints of discrimination, report findings and perform other responsibilities delegated by GCTD's EEO Officer.

4. Department Heads

GCTD's executive leadership, including managers, supervisors, and staff support the EEO policy and program that is the foundation for positive equal employment opportunity for all.

All department heads shall have the following duties and responsibilities:

- d. Act as departmental equal employment opportunity representative and disseminate to staff and support the EEO policy and program.
- e. Establish and implement departmental equal employment opportunity procedures in conformance with the overall GCTD Equal Employment Opportunity Program. Departments shall include goals and timetables for the utilization of ethnic minorities and women and list specific objectives to achieve those goals and timetables.
- f. Make every good faith effort to establish and achieve the departmental equal employment opportunity goals and timetables.
- g. Present the department procedures to GCTD's EEO Officer for review and approval.
- h. Maintain, review, and sign all records and fulfill the reporting requirements stipulated by this Plan, as required by GCTD's EEO Officer.
- i. Require all departmental employees and supervisory personnel to participate in minority relations and employee sensitivity training.
- j. Familiarize and make available the contents of the approved departmental equal employment opportunity procedures to departmental employees.
- k. Perform responsibilities delegated by GCTD's EEO Officer.
- l. Departments shall maintain information for the purpose of auditing the process of their equal employment opportunity procedures. This will include, but is not limited to, the following:
 - 1) Record of departmental selection of employees.
 - 2) Record of departmental promotion.
 - 3) Record of departmental work force.
 - 4) Review of personnel that are eligible for upgrading or promotion.

SECTION VII: EEO TRAINING PROGRAM

As part of GCTD's commitment to providing a harassment-free workplace, we provide and require training for all our employees. This training is provided within 90 days of hire (or promotion to a management position), and once every two years thereafter. The training covers not only sexual harassment prevention, but also prevention of all other forms of prohibited harassment, discrimination, retaliation and abusive conduct (bullying). While it is nearly impossible to prevent all forms of employee conflict in any business, GCTD believes that training our employees how

to recognize and prevent harassment, discrimination, retaliation and abusive conduct goes a long way toward eliminating prohibited conduct in our workforce.

SECTION VIII: DESCRIPTIONS OF EEO TRAINING

1. For Managers and Supervisors

Title: Smart Management: Equal Employment Opportunity and Diversity for Managers

Provider: Vector Solutions

Length: Sixty (60) Minutes

Description: As agents of an organization, managers need to not only be aware of all applicable employment discrimination laws, but they also must know how to manage diverse employees in varied workplace scenarios. The purpose of this course is to educate managers about equal employment opportunity and diversity practices. In this interactive course, you will learn the basics of federal anti-discrimination laws, the barriers to workplace diversity, and the best practices associated with diversifying your workforce.

2. All Other Employees

Title: Preventing Discrimination and Harassment for Employees

Provider: Paycom

Length: Sixty (60) Minutes

Description: No one should be treated unfairly because of characteristics like how they look or which religion they practice. No one should endure sexual harassment in order to make a living. This course focuses on what employees need to know to create welcoming, harassment-free environment where everyone can do their best work.

SECTION IX: INTERNAL AND EXTERNAL DISSEMINATION

GCTD is committed to increasing our efforts with EEO and open new avenues for diverse candidates to be considered for employment and promotional opportunities.

A strong factor in a successful EEOC Plan is communication. External dissemination of this plan will include reaching out to community centers in person and attending new job fairs with a minority and female focus. The EEO Officer will lead these initiatives, but managers and supervisors will also take responsibility for these activities.

Internal communication will include meetings held between the GM and the EEO Officer to discuss the progress of the EEO plan and the results of the monitoring.

Keeping the message strong and frequent can provide the results we are working toward. A measurable program that can permeate the culture.

GCTD trains and will continue to train all employees involved in any way with the recruitment, selection, promotion, disciplinary actions, training, and related processes of individuals with disabilities or protected veterans to ensure commitment to the company's stated EEO goals.

DEFINITIONS

For the purpose of this Equal Employment Opportunity Plan, the following definitions shall apply:

1. Equal Employment Officer (EEO Officer): The GCTD Board of Directors has designated the HR Director as the EEO Officer. The EEO Officer is responsible for all matters pertaining to Equal Employment Opportunity for Gold Coast Transit District.
2. Equal Employment Opportunity Program (EEOP): A set of specific and result oriented procedures to which GCTD is committed to apply in its employment program.
3. Equal Employment Opportunity Plan (EEOPL): Equal Employment Opportunity plan includes all the various positive steps an employer may take to eliminate both present discrimination and the present effects of past discrimination. It is a plan of goals and timetables for employing minorities and women. It is not a quota system and unqualified minorities and women will not be hired over other qualified applicants. Equal Employment Opportunity is a vigorous minority recruiting program without arbitrarily eliminating any racial group. EEOPL will not displace present employees but will seek to avoid bias in test selection, administration and interpretation. EEOPL is another term for good personnel policies.
4. Board: Board of Directors for Gold Coast Transit District.
5. Complaint: A written statement of facts and circumstances, including dates, times, places and names of persons involved in any alleged violation of the provisions of the EEO Policy, this Equal Employment Opportunity Plan or any Federal or State non-discrimination law. A complaint shall be dated and signed by the complainant.
6. Complainant: A party that makes a complaint that he or she or any specific individual or class of person has been subjected to discrimination or retaliation prohibited by the EEO Policy, this EEO Plan or any Federal or State non-discrimination law.
7. Construct Validity: A form of test validation which is evaluated by investigating what qualities or traits a test measures, that is by determining the degree to which certain explanatory concepts or constructs account for performance on the test. Evidence must be shown that the construct is related to actual job performance.
8. Content Validity: A means of test validation appropriately used whenever the test is a sample of important job skills, knowledge or behavior. Content validity is demonstrated by showing how well the content of the test measures relevant job behavior, subject matter or skills, about which the conclusions are to be drawn. Content validity is determined by a thorough analysis of the job to ensure that one or more major aspects of the job are adequately conveyed by the test. The types of knowledge, skills, or behavior contemplated here do not include those which can easily be acquired during a brief orientation to the job.
9. Current Utilization: The present gender and ethnic composition of the GCTD work force.
10. Departmental Equal Employment Opportunity Representative: Each department head is responsible for the creation and implementation of the departmental Equal Employment Opportunity procedures.

11. Discrimination: Any or inaction, whether intentional or unintentional, in any program or activity of a recipient, subrecipient, or contractor that results in disparate treatment or perpetuating the effects of prior discrimination based on race, color, religion, national origin, sex, age, genetic information, or disability, or results in disparate impact based race, color, religion, national origin, sex, age, or disability or any other category protected by state or federal law.
12. Equal Employment Opportunity (EEO): Equal opportunity for all persons regardless of their race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, gender identity, religion, veteran status, physical or mental disabilities, medical condition, age, genetic information, political opinions or affiliations, or union membership activity or any other category protected by state of federal law, in all matters related to employment.
13. Ethnic Group Categories
 - a. American Indians and Alaska Natives: Includes individuals with origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
 - b. Asians: Includes individuals with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines Islands, Thailand, and Vietnam.
 - c. Blacks or African Americans: Includes individuals with origins in any of the Black racial groups of Africa.
 - d. Hispanics or Latinos: Includes people of Cuban, Mexican Puerto Rico, South or Central American, or other Spanish culture or origin, regardless of race.
 - e. White: Include all persons of Indo-European descent, including Pakistani and East Indian.
 - f. Native Hawaiians or Other Pacific Islanders: Includes people with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - g. Multiracial Populations: Includes individuals with origins in more than one of the Federally designated racial categories.
14. Goals: The increase in ethnic minority and female employment, by job category, which GCTD aims to achieve in correcting its identified underutilization.
15. Job Categories: (as defined by the Equal Employment Opportunities Commission)
 - a. Officials & Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, directors, deputy directors, controllers.
 - b. Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel

and labor relations workers, social workers, economists, systems analysts, accountants, management analysts.

- c. Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, technical illustrators, technicians (medical, dental, electronic, physical sciences).
 - d. Administrative Support: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, sales workers, cashiers, and toll collectors.
 - e. Skilled Craft: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers.
 - f. Service – Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: bus drivers, garage laborers, custodial employees, gardeners and groundskeepers.
- 16. Minimum Qualifications: The education, experience, skills, knowledge or abilities, which are determined by job analyses to be essential to the performance of a job and which cannot be learned in a brief orientation to the job.
 - 17. Objectives: The plans, programs, and procedures anticipated and/or implemented to achieve equal employment opportunity goals.
 - 18. Oral Board: A board of individuals, which normally includes minority groups and women, which interviews, and rates applicants based on their qualifications for a specific classification.
 - 19. Outreach Recruitment: A systematic program to increase the number of ethnic minority and female applicants for GCTD jobs.
 - 20. Pre-Employment Inquiry: Any information requested of an applicant, either verbally or in writing, prior to employment with GCTD.
 - 21. Quota: A fixed number to be attained in minority and female hiring.
 - 22. GCTD: Gold Coast Transit District
 - 23. Selection Process: All elements of the process which GCTD uses to hire new employees, including but not limited to recruitment and recruitment advertising,

application, application screening, pre-employment inquiries, testing, oral interview, final selection by departments, and probationary period.

24. Standards: The percentage or number of ethnic minority or women employees which should be employed in GCTD service in each job category. Standards are based on the work force percentage of ethnic minority groups and women.
25. Test: Any performance measure used as a basis for an employment decision to include, but not limited to application screening, written, oral, and work sample examination.
26. Test Validation: The process by which any test is shown to predict job performance or measure actual skills, knowledge and/or abilities which are necessary to perform a job.
27. Underemployed: A person is underemployed if he or she is not working in the highest capacity for which he or she is qualified.
28. Underutilization: A condition in which women and minorities are not being employed at a rate to be expected given their availability in the relevant labor pool.

GOLD COAST TRANSIT DISTRICT Application for Employment



EQUAL EMPLOYMENT OPPORTUNITY - VOLUNTARY SURVEY

To comply with the U.S. Equal Employment Opportunity Commission and California Fair Employment and Housing requirements, Gold Coast Transit District (GCTD) is asking all applicants to provide the following information. **Data collected will be used only for statistical purposes to measure the effectiveness of our recruitment efforts.**

GCTD does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability in the provision of services or employment. **This portion of the application will be detached, and the information will not be used to make any employment decision that affects you.**

GENDER	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> decline to state
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AGE GROUP	<input type="checkbox"/> Under 40	<input type="checkbox"/> 40 or over	<input type="checkbox"/> decline to state
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ETHNICITY	DO YOU CONSIDER YOUR ETHNIC BACKGROUND TO BE HISPANIC OR LATINO?		
	Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture.		
	<input type="checkbox"/> YES, I am Hispanic or Latino.	<input type="checkbox"/> NO, I am not Hispanic or Latino.	

STARTING WITH THE 2000 U.S. CENSUS, THE CLASSIFICATION OF HISPANIC/LATINO WAS CHANGED FROM A RACIAL GROUP TO AN ETHNICITY GROUP. WHETHER OR NOT YOU CHECKED "YES, I AM HISPANIC OR LATINO" ABOVE, YOU MUST ALSO CHECK A CATEGORY OF RACIAL GROUP BELOW.

RACE	WHAT RACIAL GROUP DO YOU CONSIDER TO BE YOUR MOST PREDOMINANT? (CHECK ONLY ONE)		
	SINGLE RACE GROUP CATEGORIES	<input type="checkbox"/> American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.	
		<input type="checkbox"/> Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent, including for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.	
		<input type="checkbox"/> Black or African American - A person having origins in any of the Black racial groups of Africa.	
		<input type="checkbox"/> Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
		<input type="checkbox"/> Caucasian (White) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa. If your origins are from Spain, you should check "Caucasian."	
	DUAL RACE GROUP CATEGORIES	<input type="checkbox"/> American Indian or Alaska Native & Black	
		<input type="checkbox"/> American Indian or Alaska Native & White	
		<input type="checkbox"/> Asian & White	
		<input type="checkbox"/> Black & White	
OTHER	<input type="checkbox"/> Please name the racial group(s)		

PLEASE TELL US HOW YOU HEARD ABOUT THIS JOB OPENING?

<input type="checkbox"/> Job bulletin posting (flyer)	<input type="checkbox"/> Employee Referral (name)
<input type="checkbox"/> Newspaper: VC Star, Los Angeles Times	<input type="checkbox"/> EDD Employment Development Department / Jobs Center
<input type="checkbox"/> Website: www.GoldCoastTransit.org	<input type="checkbox"/> Advertisement seen on bus
<input type="checkbox"/> Website: www.TransitTalent.com	<input type="checkbox"/> Facebook / Twitter / Instagram (or other social media)
<input type="checkbox"/> Website: wwwIndeed.com	<input type="checkbox"/> TV / Radio
<input type="checkbox"/> Another Website (name)	<input type="checkbox"/> Other



GOLD COAST TRANSIT DISTRICT
APPLICATION FOR EMPLOYMENT

Voluntary Self-Identification of Veterans in the United States Armed Forces

Gold Coast Transit District is an equal opportunity employer. G C T D does not discriminate in hiring or employment against any individual on the basis of race, color, gender, national origin, ancestry, religion, physical or mental disability, age, veteran status, sexual orientation, gender identity or expression, marital status, pregnancy, citizenship, or any other factor protected by anti-discrimination laws.

Are you a veteran of the United States Armed Forces?

- YES, I IDENTIFY AS A VETERAN
- I AM NOT A VETERAN
- I DO NOT WISH TO SELF-IDENTIFY

Voluntary Self-Identification of Disability

Do you have a physical or mental disability or impairment that substantially limits at least one major life activity? *as adapted from the Federal Rehabilitation Act Section 504 Disabled Person - Any person who has an impairment which substantially limits one or more major life activities: i.e. walking, lifting, breathing, hearing, seeing, speaking, reading, writing, etc.

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DO NOT HAVE A DISABILITY
- I DO NOT WISH TO SELF-IDENTIFY

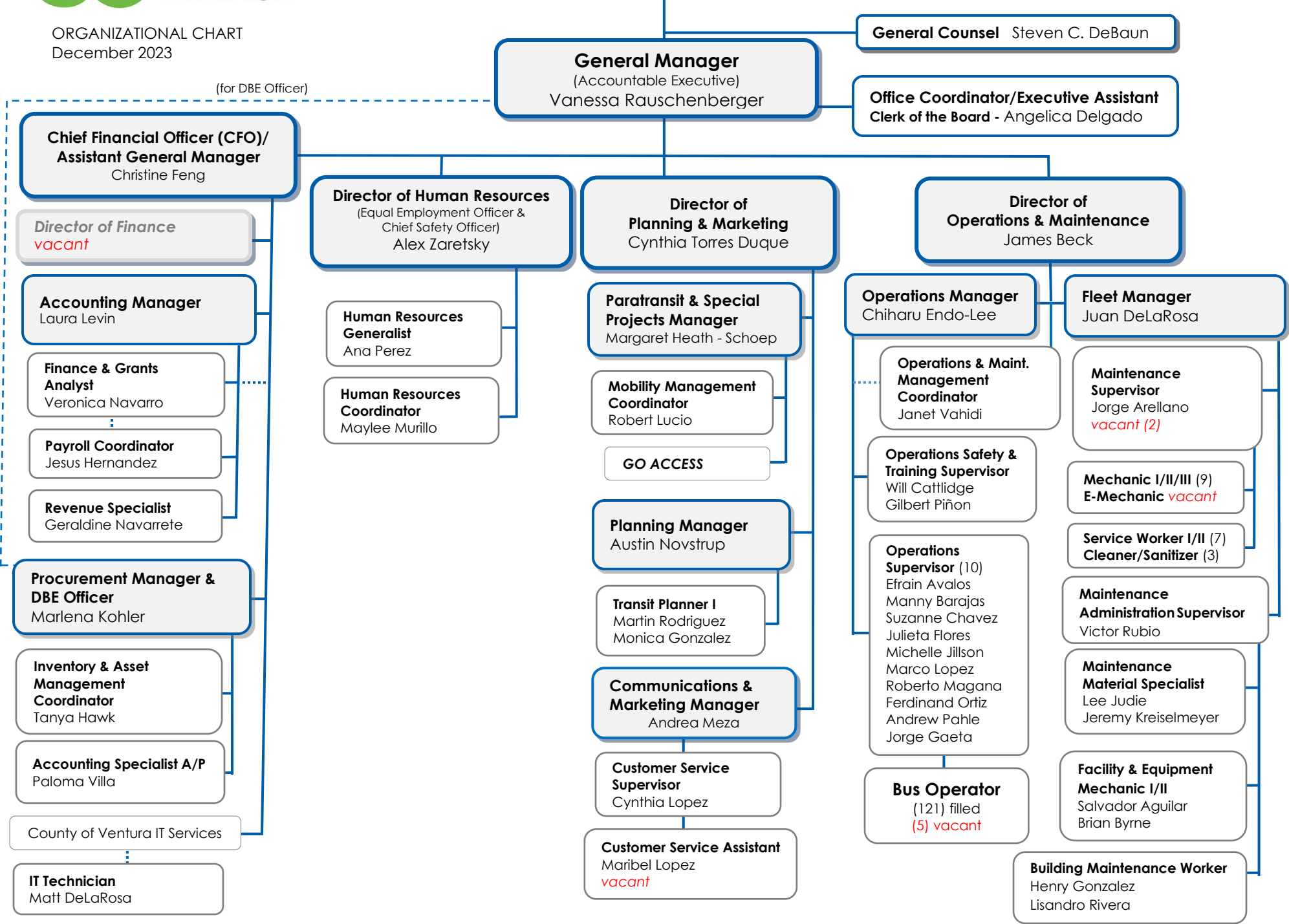
Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact GCTD's Human Resources at (805) 483-3959.



ORGANIZATIONAL CHART
December 2023

BOARD OF DIRECTORS
OJAI | OXNARD | PORT HUENEME | VENTURA | COUNTY OF VENTURA



GCTD JOB ADVERTISING RECRUITMENT SITES

On-line Recruiting Sites:	Print/On-line
APTA/Passenger Transport	Both
NeoGov	On-line
Transit Talent	Both
Government Finance Officers Association	On-line
California Society of Municipal Officers	On-line
Indeed	On-line
Zip Recruiter	On-Line
VC Star	Print Only
Los Angeles Times	Print Only
VC Star On-line Career Builder The Job Network	On-Line
GCTD Website	On-Line
Handshake	College campus recruiting platform
Glassdoor.com	On-line
CalJOBS	On-Line
GCTD Bus Advertisement	Print Only
Facebook Twitter Instagram	On-line



EQUAL EMPLOYMENT OPPORTUNITY (EEO)
COMPLAINT OF DISCRIMINATION

(COMPLAINANT) First Name Last Name Department/Division

Address City/State Zip Code Cell or Home Number

Job Title Employee No. Hire Date

Department Director Name's Department Supervisor Name

What is the basis of the discrimination? Check/Mark all that apply:

- Race
- Gender
- Physical Disability
- Color
- Religious Creed
- Mental Disability
- Sex
- Age (40& Over)
- Medical Condition
- National Origin
- Sexual Orientation
- Ancestry
- Sexual Harassment
- Denial of Family Care Leave
- Marital Status
- Hostile Environment
- Denial of Pregnancy Disability
- Retaliation
- Veteran Status
- Other

Have you filed a complaint with EEO about any prior incident? Yes No

What is the status of the prior complaint?

Person(s) currently discriminating against you: (Name, title, dept.)

Briefly describe your complaint against the above-named person(s). Specifically, how were you discriminated against or treated differently, and specific incidents, acts, or circumstances, including dates, locations name(s) of witness(es) that support your allegation(s) (Use additional sheet(s) if necessary)



EQUAL EMPLOYMENT OPPORTUNITY (EEO)
COMPLAINT OF DISCRIMINATION

What remedy are you seeking?

Non-Contract Employee? YES NO

Have you attempted to resolve the matter by discussing it with your Supervisor/Manager?

YES NO

If "YES" what is the status of the matter?

Have you filed a report or complaint with your union? YES NO Union Name:

If "YES" what is the status?

Have you ever filed with an external agency? YES NO If "YES", name of agency?



EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLAINT OF DISCRIMINATION

READ BEFORE SIGNING: This complaint will be processed pursuant to GCTD's Policy "Equal Opportunity Employer Complaint Process". Any employee who intentionally files a false discrimination complaint will be subject to disciplinary action. Every effort will be made to ensure that all documents and information acquired during the investigation are kept confidential. Complainant's cooperation is required. Retaliation is prohibited.

Signature of Employee(Complainant)

Date

**GOLD COAST TRANSIT DISTRICT
JOB DESCRIPTION**

CLASSIFICATION TITLE:	Director of Human Resources
NON-REPRESENTED:	Management
ESSENTIAL MANAGEMENT:	Yes
OVERTIME STATUS:	Exempt
SAFETY SENSITIVE:	No
REPORTING STATUS:	General Manager
SUPERVISES:	Human Resources & Risk Manager Human Resources Generalist Human Resources Coordinator
DATE AUTHORIZED:	December 2013 Updated October 2021

JOB SUMMARY

Under general administrative direction of the General Manager, this single position class is distinguished with responsibility for planning, organizing, and directing all areas of human resources. The position also serves as an essential member of GCTD's management team and serves as GCTD's Equal Employment Opportunity (EEO) Officer.

ESSENTIAL FUNCTIONS

The Director of Human Resources has responsibility to:

- Plan, organize, manage and implement human resources activities, including: labor and union relations, recruitment, hiring and orientation, onboarding, benefits, employee terminations, employee records, training & professional development, benefits, health & wellness programs, employee recognition programs, employee event coordination, policies & procedures (includes position descriptions), Equal Opportunity programs, , drug and alcohol programs (including FTA-compliant random testing program), records management, claims administration for liability and workers' compensation programs, and regulatory compliance monitoring.
- Implement innovative organizational strategies, programs, and systems to attract, develop, engage, and retain a highly competent workforce.

- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and applies this knowledge to communicate changes to management.
- Lead internal and external employee engagement activities, supporting managers in continuously improving employee recruitment and retention.
- Work closely with the Management team and supervision, assisting, advising, coaching, and counseling on personnel needs and issues as well as manage grievance and disciplinary hearing processes.
- Maintain all labor contracts and personnel rules, policies and procedures, and serve as member of the negotiating team for labor contracts.
- Oversee, conduct and/or coordinate personnel recruitment and selection processes; develop onboarding program for new employees.
- Serve as GCTD's Equal Employment Officer, including evaluating the success of EEO programs.
- Prepare and present professionally written reports related to human resources and labor issues to the Board of Directors.
- Advise the General Manager in the development of compensation plans and work with the Director of Finance to integrate them into GCTD's budget planning process including position descriptions, wage and salary structures and employee performance evaluation systems.
- Identify and implement HR solutions that are aligned with the GCTD's commitment to equity, inclusiveness, equal opportunity, and modern public transit agency professional practices.

OTHER JOB FUNCTIONS

May be assigned additional managerial and administrative responsibilities; may be designated to act as General Manager in the absence of the General Manager.

MINIMUM QUALIFICATIONS

Desire any combination equivalent to graduation from an accredited four—year college or university and six years of progressively responsible management experience, at least three years of which shall have been directly responsible for human resources or a related field. A Master's Degree and/or specialized training or experience in human resources, public administration, labor relations, or employee engagement shall be especially desirable.

and

Knowledge of:

- Laws, regulations, and practices of public personnel administration as related to recruitment, selection, discipline, employee relations, labor negotiation
- Knowledge of Equal Employment Opportunity (EEO) rules and regulations
- Methods and practices used in administrative investigation, problem resolution and reporting
- Development and implementation of organizational employee engagement and development programs
- Principles and practices of supervision and employee counseling

Ability to:

- Demonstrate excellent verbal and written communication skills
- Ability to interact with people with a high level of empathy and emotional intelligence for the parties involved
- Exhibit strong supervisory and leadership skills
- Be Proficient with Microsoft Office Suite or related software
- Identify and analyze administrative problems and implement procedures using strong analytical problem-solving skills
- Advise employees and managers on grievance and informal complaints/inquiries
- Make and present findings and analysis of formal grievance and complaints as well as review of administrative and operational activities
- Develop and maintain cooperative working relationships with managers, staff, employees and labor group representatives
- Understand, interpret and explain laws, regulations, and policies governing program operations, and develop and implement operating procedures.
- Make decisions and independent judgments
- Deal fairly and communicate effectively with people of diverse socio-economic backgrounds and culture
- Report to the General Manager for all EEO related matters

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS:

Environment

- Office environment
- Driving a vehicle to conduct work

Physical Abilities:

- Speaking to make presentations.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate office equipment.



Gold Coast Transit District
Performance Evaluation

Employee

XX/XX/XXXX

Category	Supervisor's Comments
<p>QUANTITY</p> <ul style="list-style-type: none"> • Amount of Work Performed • Completion of work on schedule 	
<p>QUALITY</p> <ul style="list-style-type: none"> • Accuracy • Neatness of work product • Thoroughness • Oral expression • Written expression 	
<p>WORK HABITS</p> <ul style="list-style-type: none"> • Observance of working hours • Attendance • Observance of rules and regulations • Compliance with work instructions • Orderliness in work • Application to duties 	
<p>PERSONAL RELATIONS</p> <ul style="list-style-type: none"> • Teamwork with fellow employees • Meeting and handling the public • Personal appearance • Maintains professional decorum 	
<p>ADAPTABILITY</p> <ul style="list-style-type: none"> • Performance in new situations • Performance in emergencies • Performance with minimum instructions 	
<p>INITIATIVE</p> <ul style="list-style-type: none"> • Improving procedures • Creativity in achieving work unit goals • Solves problems without direction from Manager or Director 	
<p>SAFETY</p> <ul style="list-style-type: none"> • Safety-conscious behavior and actions • Improving safety & security practices 	
<p>OTHER COMMENTS</p>	

		OVERALL EVALUATION RATING	
EMPLOYEE:		OUTSTANDING	
Position:	[Title]	SUPERIOR	
Date of Evaluation:	XX/XX/XXXX	SATISFACTORY	
Supervisor's Signature:		IMPROVEMENT NEEDED	
Supervisor:		UNSATISFACTORY	

DEFINITIONS OF OVERALL EVALUATION RATINGS	
OUTSTANDING:	Every aspect of the work performance is excellent and well above standards required for the position.
SUPERIOR:	The work performance is definitely above the standards of performance required for the position.
SATISFACTORY:	The work performance is consistently up to or somewhat above the requirements of the position. This is the performance expected of a trained and qualified employee.
IMPROVEMENT NEEDED:	A significant part of the work is below the standards required for the position. This evaluation indicates that serious effort is needed to improve performance. Factual evidence must be presented to substantiate this rating; a plan for improving the employee's performance included with the report; and a new evaluation made within the subsequent period, not to exceed three months.
UNSATISFACTORY:	Total work performance is inadequate and definitely inferior to the standards of performance required for the position, which makes the employee unsuitable for employment with this organization.

Employee's Comments	
Employee's Signature	Date

**GOLD COAST TRANSIT DISTRICT
HARASSMENT, DISCRIMINATION, BULLYING AND
RETALIATION PREVENTION POLICY**

(This Policy can be found in Section 33 of GCTD's Personnel Rules)

Gold Coast Transit District (GCTD) is committed to providing a workplace that is free from prohibited harassment, discrimination, retaliation and bullying. GCTD strictly prohibits and does not tolerate harassment, discrimination, retaliation and bullying against employees and other covered persons (as defined below) by co-workers, supervisors, managers or third parties on the basis of an individual's:

- Race (including protective hairstyles and hair texture).
- Color.
- Age (40 or older).
- Religion (including, religious belief, observance and dress or grooming practices).
- Creed.
- National origin, including an employee's or applicant's (or that individual's ancestors') actual or perceived physical, cultural, or linguistic characteristics associated with a national origin group, marriage to or association with persons of a national origin group, tribal affiliation, membership in or association with an organization identified with or seeking to promote the interests of a national origin group, attendance or participation in schools, churches, temples, mosques, or other religious institutions generally used by persons of a national origin group, and a name that is associated with a national origin group, possessing a driver's license issued under Vehicle Code § 12801.9 (which authorizes licenses to individuals who cannot provide satisfactory proof of their presence in the US under federal law), or any other characteristic protected by law.
- Ancestry.
- Citizenship.
- Physical disability.
- Mental disability.
- Medical condition, including:
 - any cancer-related physical or mental health impairment from a diagnosis, record or history of cancer; or
 - a genetic characteristic.
- Genetic information, including information about:
 - an individual's genetic tests;
 - family members' genetic tests;
 - family members' diseases or disorders;
 - an individual's or family member's receipt of, or request for, genetic services; and
 - participation by an individual or their family member in clinical research that includes genetic services.
- Marital status.
- Registered domestic partnership status.
- Family care.
- Reproductive health decision-making.
- Use of cannabis while off-duty and away from the workplace.
- Sex, including:
 - pregnancy;

- childbirth;
- breastfeeding or medical conditions related to breast-feeding; and
- medical conditions related to pregnancy or childbirth;
- sex stereotype.
- Gender;
 - gender expression, meaning a person's gender-related appearance or behavior, whether or not stereotypically associated with the person's sex at birth; and
 - gender identity, meaning a person's identification as male, female, a gender different from the person's sex at birth, or transgender.
- Transgender status (including transitioning employees)
- Sexual orientation, including heterosexuality, homosexuality, bisexuality or other orientations.
- Military or veteran status (including being a qualified disabled veteran).
- Protected medical leaves (including a request for or approval of leave under applicable leave of absence laws).
- Domestic Violence Victim Status.
- Political affiliation.
- Status as an unpaid intern or volunteer.
- or any other characteristic protected under applicable federal, state, or local law.

The bullet points above are collectively referred to as "Protected Characteristics". GCTD also prohibits and does not tolerate prohibited harassment, discrimination, retaliation and bullying against employees who are perceived to have any of these Protected Characteristics or who associate with a person who has, or is perceived to have, any of these Protected Characteristics. Harassment, discrimination, retaliation and bullying can occur in the workplace, after hours, or on social media. As such, this policy extends to conduct with a connection to employees' work, even when the conduct takes place away from our premises. Conduct that violates this policy should always be reported and will not be tolerated by GCTD.

Covered Persons:

For purposes of anti-harassment, discrimination, retaliation and bullying, covered persons protected by law include employees, applicants, unpaid interns, volunteers, and independent contractors and volunteers, or anyone else involved in the operation of GCTD. GCTD will not tolerate discrimination by any employee (including supervisors, managers or co-workers), volunteer, intern, or independent contractor of GCTD, or by any outside persons in contact with our employees, volunteers, interns, and independent contractors (including our customers, potential customers, vendors, delivery persons, etc.).

Supervisors Responsibilities:

Supervisors and managers who observe harassing, discriminatory, retaliatory or otherwise prohibited or unlawful conduct, or bullying, or who receive any complaints of misconduct must report the conduct or complaint to GCTD's Human Resources Department so that an investigation can be made, and corrective Action taken, if appropriate.

Complaint Procedure – Internal

If you are subjected to any conduct that you believe violates this policy or witness any such conduct, you must promptly report the conduct, either orally or in writing. You may speak to, write, or contact any of the following resources at GCTD:

- Your direct supervisor or, if the conduct involves your direct supervisor, the next level above your direct supervisor/the Department Director or GCTD's General Manager.
- The Human Resources Director or Manager.

Any supervisor who receives a complaint of discrimination or harassment must immediately report that complaint to the Human Resources Director or Manager. Although not mandatory, a Complaint Form is available at GCTD's Human Resources Department to make your complaint if you wish to use it.

You are encouraged to report conduct that you believe may be prohibited discrimination, harassment, bullying or retaliation (or that, if left unchecked, may rise to the level of prohibited discrimination, harassment, bullying or retaliation), even if you are not sure that the conduct violates the policy.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. Anonymous complaints will also be investigated. However, GCTD's ability to investigate may be hindered if an anonymous complaint does not include sufficient details to conduct a thorough investigation.

GCTD's Human Resources Department will ensure that a fair, timely, and thorough investigation is conducted by qualified personnel in an impartial manner that provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. GCTD will also take appropriate remedial Action to prevent future instances of wrongful conduct. GCTD's Human Resources Department will maintain appropriate documentation and tracking to ensure reasonable progress is made. GCTD will also take appropriate remedial Action during the pendency of the investigation process to prevent future instances of wrongful conduct, in light of the circumstances involved.

All personnel must fully cooperate in the investigation process. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation.

At the close of the investigation, GCTD's Human Resources Department will consider appropriate options for remedial actions and resolutions. If misconduct is found, GCTD's Human Resources Department shall take prompt, corrective Action to resolve the complaint, as appropriate. GCTD's Human Resources Department will maintain confidentiality to the extent possible and will be as discreet as possible throughout the investigation process. You may be informed of the general results of the investigation, but due to GCTD's obligation to maintain confidentiality and honor the privacy rights of all employees, you may not receive specific details of the investigation or be entitled to learn about any disciplinary or remedial actions taken.

GCTD's Human Resources Department is committed to enforcing this policy. The effectiveness of our efforts depends in part on employees telling us about inappropriate workplace conduct. If you feel that you or someone else may have been subjected to conduct that violates this policy, you should report it immediately. If employees do not report harassing, discriminatory, retaliatory or bullying conduct, GCTD's Human Resources Department may not become aware of a possible violation of this policy and may not be able to take appropriate corrective Action.

Complaint Procedure – External

If you are subjected to any conduct that you believe violates this policy, you may file a complaint of discrimination with the Civil Rights Department ("CRD") or the federal Equal Employment Opportunity Commission (EEOC) within one year of the harassment, discrimination or retaliation. The CRD/EEOC serve as a neutral fact-finder and helps the parties voluntarily resolve disputes.

For more information, contact the Civil Rights Department ("CRD") toll free at (800) 884-1684 or visit <https://calcivilrights.ca.gov/>

Employees can also file a complaint with the federal Equal Employment Opportunity Commission (EEOC). For more information, contact the EEOC toll free at (800) 669-4000 or visit <http://www.eeoc.gov/>.

You may not be retaliated against for opposing harassment or for filing a complaint with, or otherwise participating in an investigation, proceeding, or hearing conducted by GCTD's Human Resources Department, the CRD, the Civil Rights Council (CRD), or the EEOC.

No Retaliation:

No one will be subject to, and GCTD's Human Resources Department prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment, discrimination or bullying of any kind, pursuing any harassment or discrimination claim, or cooperating in related investigations. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy. For more information on GCTD's Human Resources Department policy prohibiting retaliation, please refer to Gold Coast Transit's Anti-Retaliation Policy or contact the Human Resources Department.

VIOLATIONS OF THIS POLICY: Any employee, regardless of position or title, whom GCTD's Human Resources Department determines has subjected an individual to harassment, discrimination, bullying or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment.

Nothing in this policy is intended to interfere with employees' rights protected by Section 7 of the National Labor Relations Act or other federal, state or local law to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers, or to bring such issues to the attention of management at any time.

Administration Of This Policy:

The Human Resources Department is responsible for the administration of this policy. If you have any questions regarding this policy or questions about harassment, discrimination, bullying, or retaliation that are not addressed in this policy, please contact the GCTD's Human Resources Department.

Training:

As part of GCTD's commitment to providing a harassment-free workplace, we provide and require training for all of our employees. This training is provided within six months of hire (or promotion to a management position), and once every two years thereafter. The training covers not only sexual harassment prevention, but also prevention of all other forms of prohibited harassment, discrimination, retaliation and abusive conduct (bullying). While it is nearly impossible to prevent all forms of employee conflict in any business, GCTD believes that

training our employees how to recognize and prevent harassment, discrimination, retaliation and abusive conduct goes a long way toward eliminating prohibited conduct in our workplace.

Employees Covered Under A Collective Bargaining Agreement:

The employment terms set out in this policy work in conjunction with, and do not replace, amend or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with GCTD. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with GCTD, employees should refer to the specific terms of the collective bargaining agreement, which will control.

Conduct Not Prohibited by this Policy:

This policy is not intended to restrict communications or actions protected or required by local, state or federal law.

**GOLD COAST TRANSIT DISTRICT
USE OF THE INTERACTIVE PROCESS TO REASONABLY
ACCOMMODATE DISABLED INDIVIDUALS AND RELIGIOUS BELIEFS AND PRACTICES**
(This Policy can be found in Section 32 of GCTD's Personnel Rules)

Gold Coast Transit District (GCTD) is committed to principles of equal opportunity for all job applicants, volunteers, interns and employees. GCTD does not engage in impermissible discrimination based on any protected characteristic, including among others, an individual's disability or religious beliefs or practices (see GCTD's EEO policy for the complete list of Protected Characteristics). GCTD will make reasonable accommodations that are necessary to comply with the local, state and federal disability anti-discrimination and religious accommodation laws. This means that GCTD will make reasonable accommodations for the known physical or mental disability or known medical condition or religious beliefs or practices of an applicant or employee, consistent with its legal obligations to do so.

As part of its commitment to make reasonable accommodations, GCTD will participate in a timely, good faith, interactive process with the affected volunteer, intern, applicant or employee to determine what, if any effective reasonable accommodations can be made in response to any request for accommodations or should GCTD become aware of the need for an accommodation through a third party or by observation, or as otherwise required by applicable law, unless doing so would cause an undue hardship to GCTD.

Applicants, volunteers, interns and employees are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek or occupy.

They should contact the Human Resources Department as soon as possible to request the opportunity to participate in a timely interactive process. By working together in good faith, GCTD will implement any reasonable accommodations that are appropriate and consistent with its legal obligations.

Accommodation Process:

1. Modified Work Duties: A work restriction that modifies an individual's primary job duties requires an interactive accommodation meeting with the employee, the department director and human resources. A union steward and/or a third-party neutral may also be present. The meeting is to determine if any effective reasonable accommodations can be made to assist an affected, volunteer, intern, applicant or employee in performing the essential functions of the position, without causing an undue hardship to GCTD. A meeting can also be made in response to a request for accommodation.
2. Alternative Work Detail: GCTD may provide alternative work for individuals who are unable to perform their primary job duties at its discretion when such work is needed, available and budgeted, and doing so will not cause an undue hardship to GCTD.

3. Leave of Absence: In certain instances, a leave of absence may be a reasonable accommodation. GCTD will review specific circumstances to determine whether this is an appropriate accommodation.

**GOLD COAST TRANSIT DISTRICT
DISABILITY ACCOMMODATION POLICY**

(This Policy can be found in Section 31 of GCTD's Personnel Rules)

Commitment to Equal Employment Opportunities

Gold Coast Transit District (GCTD) complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), the Fair Employment and Housing Act (FEHA), and all other applicable local, state and federal fair employment practices laws. GCTD is committed to providing equal employment opportunities to qualified individuals with known physical or mental disabilities. Consistent with this commitment, GCTD will provide a reasonable accommodation to qualified disabled applicants, volunteers, interns or employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship to GCTD.

Requesting a Reasonable Accommodation:

You may make the request orally or in writing, however GCTD's Human Resources encourages employees to make their request in writing and to include relevant information to allow GCTD to better engage with you in the interactive process.

Regardless, GCTD shall initiate an interactive process when:

1. an applicant or employee with a known physical or mental disability or medical condition requests reasonable accommodations, or
2. [GCTD] otherwise becomes aware of the need for an accommodation through a third party or by observation, or
3. [GCTD] becomes aware of the possible need for an accommodation because the employee with a disability has exhausted leave under the California Workers' Compensation Act, for the employee's own serious health condition under the CFRA and/or the FMLA, or other federal, state, employer or other covered entity leave provisions and yet the employee or the employee's health care provider indicates that further accommodation is still necessary for recuperative leave or other accommodation for the employee to perform the essential functions of the job. [GCTD] 's offer to engage in the interactive process in response to a request for such leave does not violate California Code of Regulations, title 2, section 11091(b)(1) & (b)(2)(A)1., prohibiting inquiry into the medical information underlying the need for medical leave other than certification that it is a "serious medical condition."

When submitting a request for accommodation, please also submit a description of the accommodation you are requesting:

- The reason you need an accommodation.
- How the requested accommodation will help you to perform the essential functions of your job.

After receiving your oral or written request, or for reasons (2) and (3) noted above, GCTD will begin the process of engaging with you in an interactive dialogue to determine the precise limitations/work restrictions caused by your disability, and GCTD will explore with you potential reasonable accommodations that could overcome those limitations to allow you to perform the

essential functions of your job, while not resulting in an undue hardship to GCTD. Although GCTD encourages you to suggest specific potential reasonable accommodations that you believe would allow you to perform the essential functions of your job, GCTD is not required to make the specific accommodation requested by you, and may instead provide an alternative, yet effective accommodation, to the extent any reasonable accommodation can be made, which will allow you to perform the essential functions of your job and which can be made without imposing an undue hardship on GCTD.

Medical Information:

If your disability or need for accommodation is not obvious, GCTD may ask you to provide supporting documents from your healthcare provider showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation to allow you to perform the essential functions of your job. Subject to legal compliance, if the information provided in response to this request is insufficient, GCTD may require that you see a healthcare professional of GCTD's choosing, at GCTD's expense. In those cases, if you fail to provide the requested information or see the designated healthcare professional, your request for a reasonable accommodation may be denied.

GCTD will keep confidential any medical information that it obtains in connection with your request for a reasonable accommodation.

Determinations:

GCTD makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

GCTD strives to make determinations on reasonable accommodation requests expeditiously and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact GCTD's Human Resources Department.

No Retaliation:

Individuals will not be retaliated against for requesting an accommodation in good faith. GCTD expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting an accommodation in good faith. Requesting an accommodation is considered a protected activity under this policy. Anyone engaging in any type of unlawful retaliation will be subject to corrective Action, up to and including termination.

GCTD is committed to enforcing this policy and prohibiting retaliation against applicants, volunteers, interns or employees who request an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the Human Resources Department. If employees do not report retaliatory conduct, GCTD may not become aware of a possible violation of this policy and may not be able to take appropriate corrective Action.

Administration of this Policy:

The Human Resources Department is responsible for the administration of this policy. If you have any questions regarding this policy or questions about disability accommodations that are not addressed in this policy, please contact the Human Resources Department. You can raise

concerns, report problems, or make complaints without fear of reprisal. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy. Anyone engaging in any type of unlawful discrimination will be subject to corrective Action, up to and including termination.

Employees Covered Under A Collective Bargaining Agreement:

The employment terms set out in this policy work in conjunction with, and do not replace, amend or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with GCTD. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with GCTD, employees should refer to the specific terms of the collective bargaining agreement, which will control



DATE February 7, 2024 **Item #8**
TO GCTD Board of Directors
FROM Austin Novstrup, Planning Manger
 Margaret Schoep, Paratransit & Special Projects Manager
SUBJECT Fixed-Route & ACCESS Flexible Services Quarterly Update

I. EXECUTIVE SUMMARY

This quarterly report covers the 2nd Quarter (October 1 through December 31) of Fiscal Year 2023-24. This report includes a summary of performance and operating statistics for both fixed-route and ACCESS Flexible services.

II. FIXED-ROUTE DATA

The table below shows that ridership for the 2nd quarter of FY 2023-24 increased 21% over the 2nd quarter of last year. Ridership growth continued to exceed expectations, marking the first full quarter with ridership at pre-pandemic levels. The Youth Ride Free Program continues to be the largest contributor to ridership growth with youth rides making up nearly a third of all trips taken on the system.

**2nd Quarter FY 23-24
Systemwide Ridership & Performance**

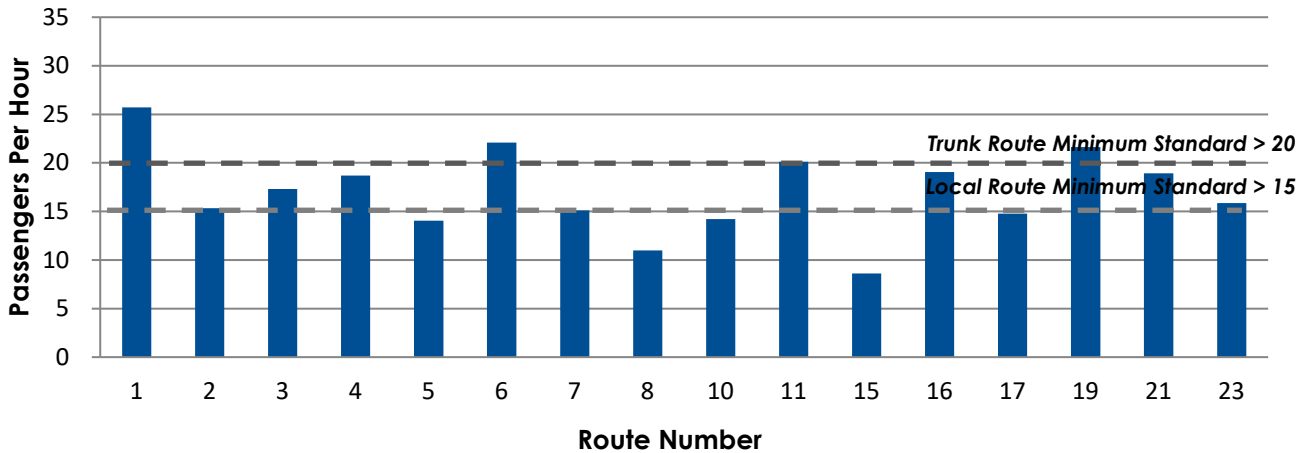
	2nd Qtr FY 2023-24	2nd Qtr FY 2022-23	Difference	% Change
Fixed-Route Ridership				
Total System Boardings	883,603	728,051	155,552	21.4%
Average Daily Passengers Weekdays	11,512	9,283	2,229	24.0%
Average Daily Passengers Saturdays	6,275	5,392	883	16.4%
Average Daily Passengers Sundays	5,801	5,266	534	10.1%
Wheelchair Boardings	5,874	7,472	-1,598	-21.4%
Bicycle Boardings	19,679	20,04	-345	-1.7%
Performance Measures				
Passengers Per Revenue Hour	19	16	3	22.4%
Fare Revenue Per Service Hour	\$19.93	\$15.39	4.54	29.5%
Total Fare Revenue	\$922,407.65	\$575,190.61	266,837.41	28.5%
On-Time Performance	79.6%	86%		<i>Goal > 90%</i>
% Systemwide Boarding as Free Transfers	13.2%	15.4%		<i>Goal < 20%</i>

GOLD COAST TRANSIT DISTRICT

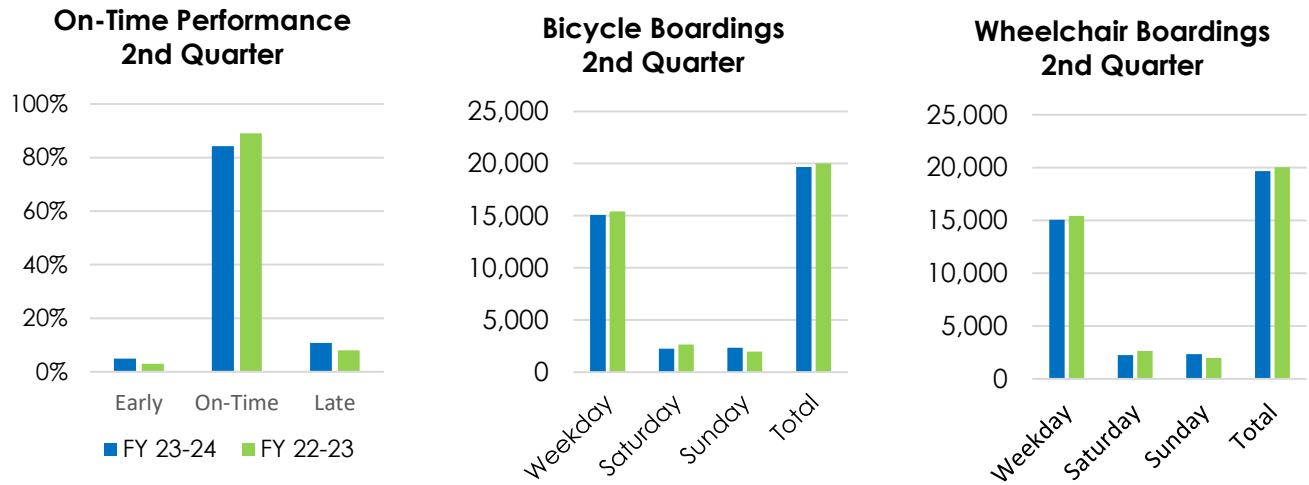
2nd Quarter FY 23-24 Ridership by Route

Route	Route Name	2nd Quarter FY 2023-24 Unlinked Passengers	2nd Quarter FY 2022-23 Unlinked Passengers	Change	% Change
1	Port Hueneme - Oxnard Transit Center	122,428	106,564	15,864	15%
2	Colonia - Downtown Oxnard	17,621	14,121	3,501	25%
3	J St - Centerpoint Mall - Lemonwood	29,684	26,598	3,086	12%
4	North Oxnard - Ventura Rd - St. John's	76,054	65,377	10,677	16%
5	Hemlock - Seabridge - Wooley	15,857	14,688	1,169	8%
6	Oxnard - Ventura - Main St	216,872	180,963	35,909	20%
7	Oxnard College - Centerpoint Mall	15,787	13,451	2,336	17%
8	OTC- Oxnard College - Centerpoint Mall	21,633	16,204	5,429	34%
10	Pacific View Mall - Telegraph -Saticoy	24,112	18,964	5,148	27%
11	Pacific View Mall - Telephone - Wells	62,174	50,051	12,123	24%
15	Esplanade - El Rio - St. John's	14,729	11,808	2,921	25%
16	Downtown Ojai - Pacific View Mall	65,293	57,407	7,886	14%
17	Esplanade - Oxnard College	38,155	29,436	8,719	30%
18	Trippers	22,178	15,516	6,662	43%
19	OTC- 5th St - Airport - Gonzales Rd	18,971	13,941	5,031	36%
21	Port Hueneme - Ventura - Victoria Ave	77,544	60,928	16,617	27%
23	Oxnard College - Naval Base - Esplanade	44,509	32,037	12,472	39%
Total GCTD System (no combined routes)		883,603	728,051	155,552	21%

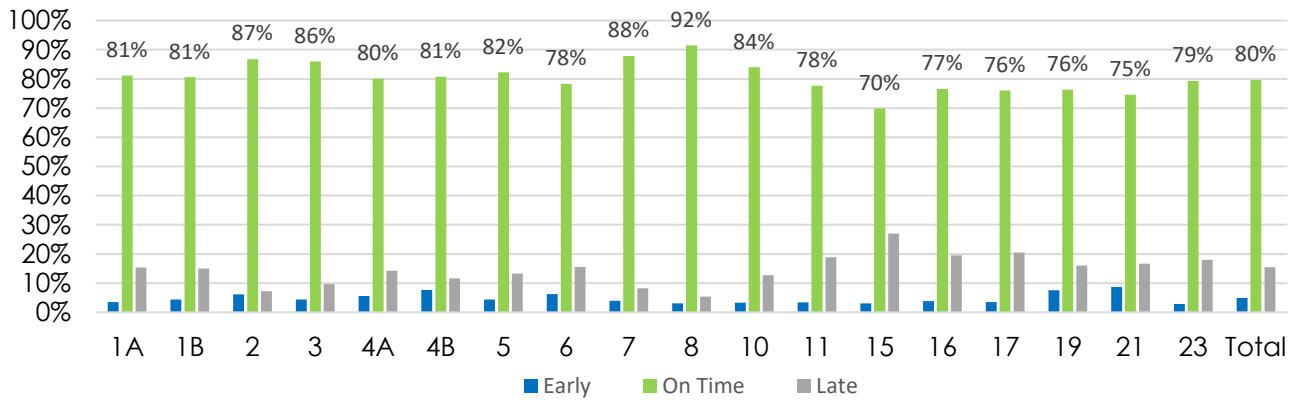
2nd Quarter FY 23-24 Passengers Per Revenue Hour (All Periods)



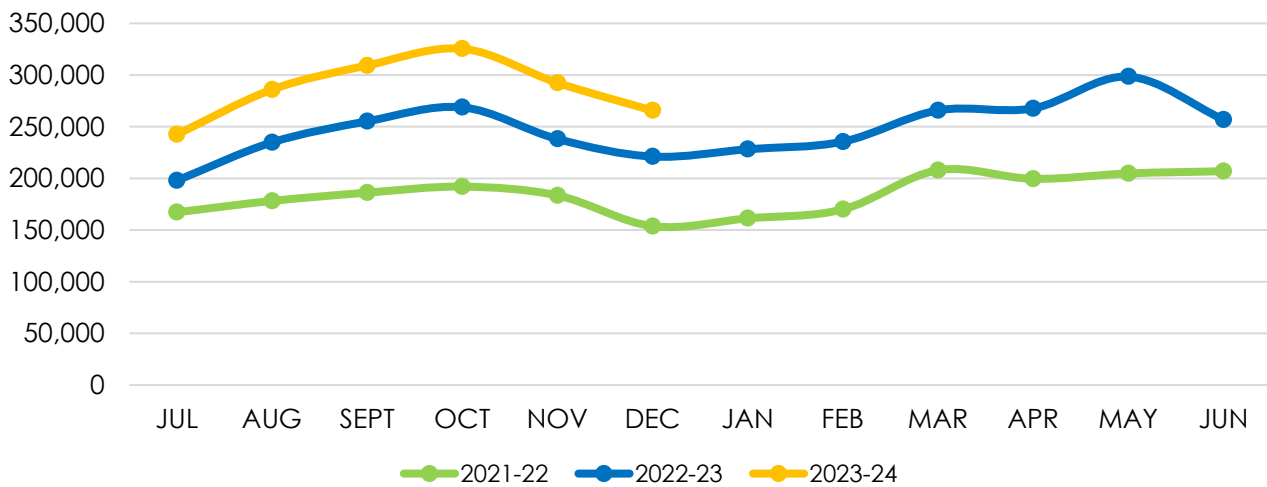
Notes: Route 18 (school trippers) not shown in graph.



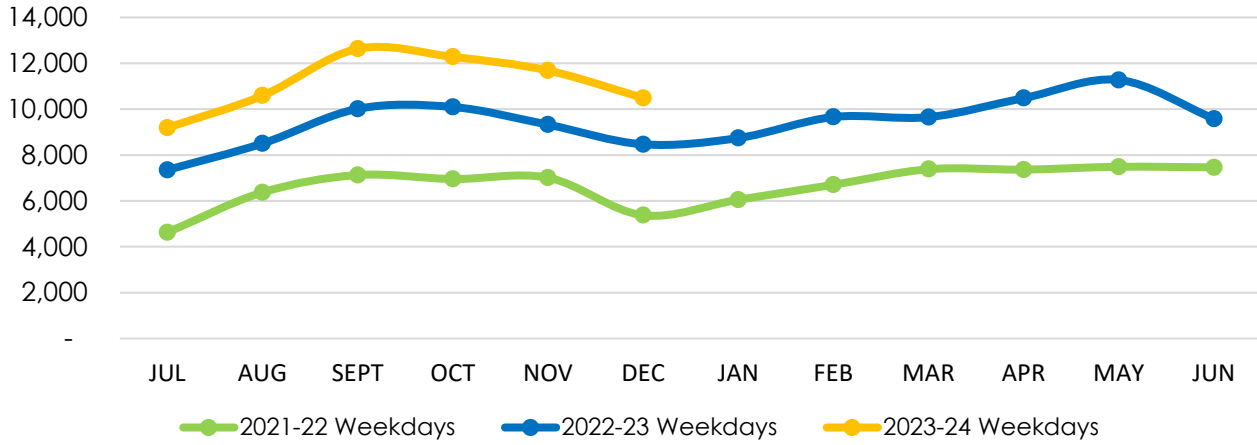
2nd Quarter - On Time Performance by Route



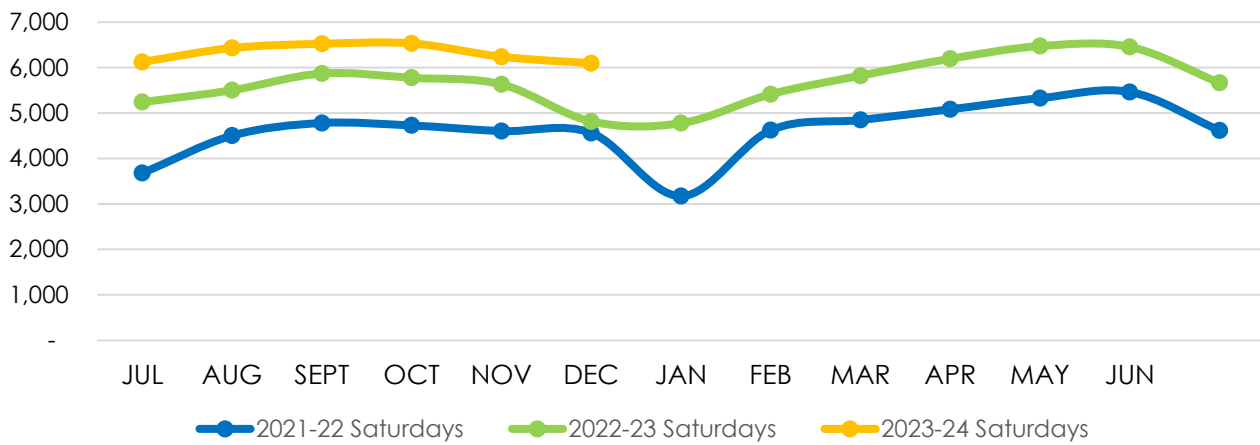
Monthly Fixed Route Ridership



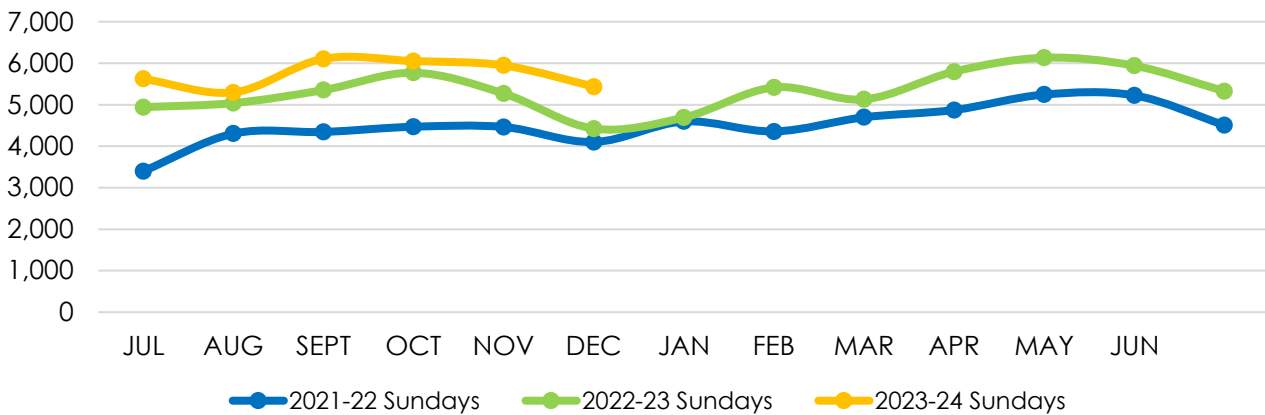
Average Weekday Boardings



Average Saturday Boardings



Average Sunday Boardings



2nd Quarter Complaints/Commendations by Type

<i>Type</i>	<i>Issue</i>	<i>FY23-24 2nd Quarter</i>	<i>FY22-23 2nd Quarter</i>	<i>FY23-24 YTD</i>
Scheduling	On-Time Performance	3	2	5
Operations	Operator Conduct	26	22	38
	Driving Complaints	6	4	12
	Passed by	12	9	24
	Commendations	7	5	8
	Bus Stop Issues	0	0	0
Other	Other*	4	3	20
Totals		58	45	97

*Service suggestions, fare disputes, disturbances, bus did not show, or other system issues

III. FIXED-ROUTE SERVICE SUMMARY

With an increase of 21% over the same quarter last year, ridership growth is very promising. GCTD's higher frequency routes continued to lead the ridership recovery; notably, the Ventura Road Demonstration route recorded over 12,000 additional trips year-over-year and a system-leading 39% increase in ridership.

On-time performance was impacted with a drop to 80% this quarter. This can largely be attributed to increased ridership (longer boarding times) and roadwork along major corridors. The January 2024 service change included numerous schedule adjustments intended to reverse this trend, including adjustments to route timing, layovers, and booster services to alleviate overcrowding.

Progress was made on several other large projects during the second quarter. The first phase of public outreach for GCTD's Short Range Transit Plan began. The efforts included GCTD staff attending and hosting meetings with stakeholders, a public survey designed to identify transit needs of members of our community who are both riders and non-riders. The survey effort was very successful with over 700 respondents whose valuable input will help us to better understand the transit needs of our community.

In November, the Board directed Staff to begin an outreach campaign to seek passenger feedback on proposed fare adjustments. Staff subsequently prepared and developed materials, and those efforts are currently underway. The campaign includes flyers, a passenger survey, public meetings, pop-up events, and a social media campaign.

Lastly, Staff also coordinated with the City of Oxnard to install benches at senior serving bus stops funded by an AARP *Community Challenge* grant – a program providing small grants to fund quick-action projects that can help communities become more livable for people of all ages.

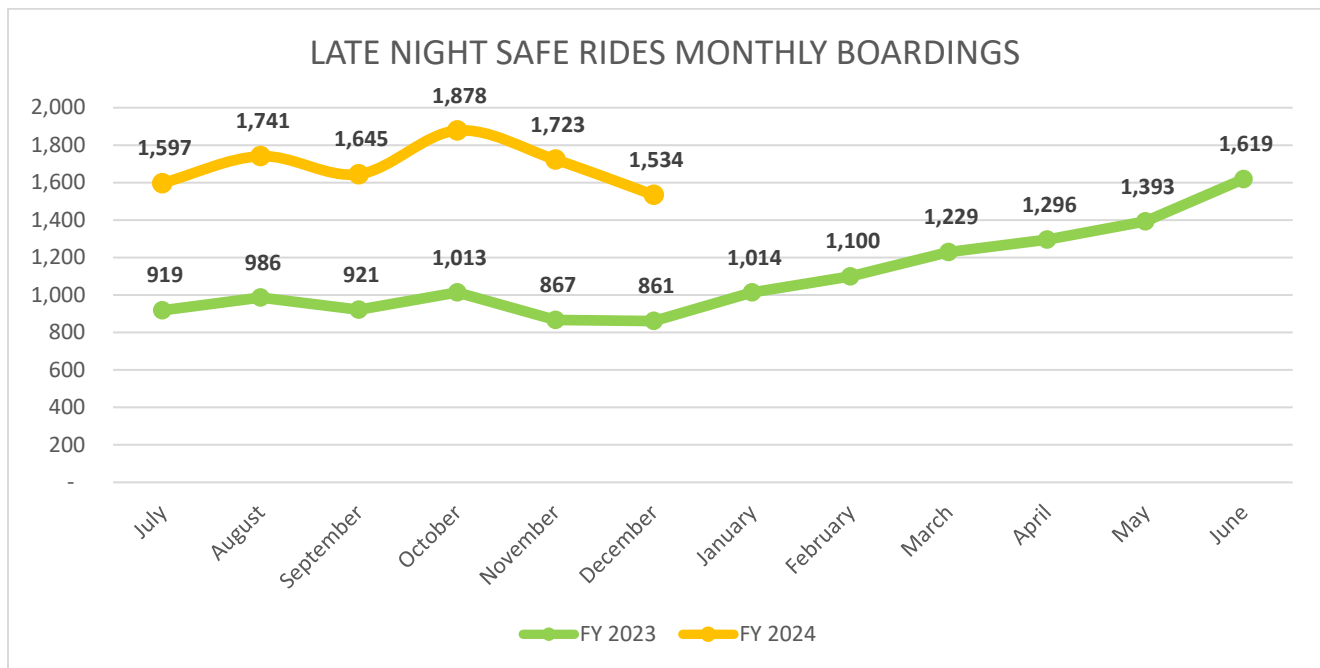
V. GO ACCESS FLEXIBLE SERVICES OPERATIONS

GO ACCESS's flexible services include the federally mandated ADA paratransit service to complement Gold Coast Transit District's fixed route services. Other transportation options to assist with mobility in the community include transportation for seniors, 65 years of age and older, congregate transportation to Senior Nutrition meal sites, and Health Zones, all part of GCTD's flexible services. The program helps passengers preserve their independence through this advance-reservation demand response transportation, which studies show is essential to protecting the quality of life for mobility-impaired

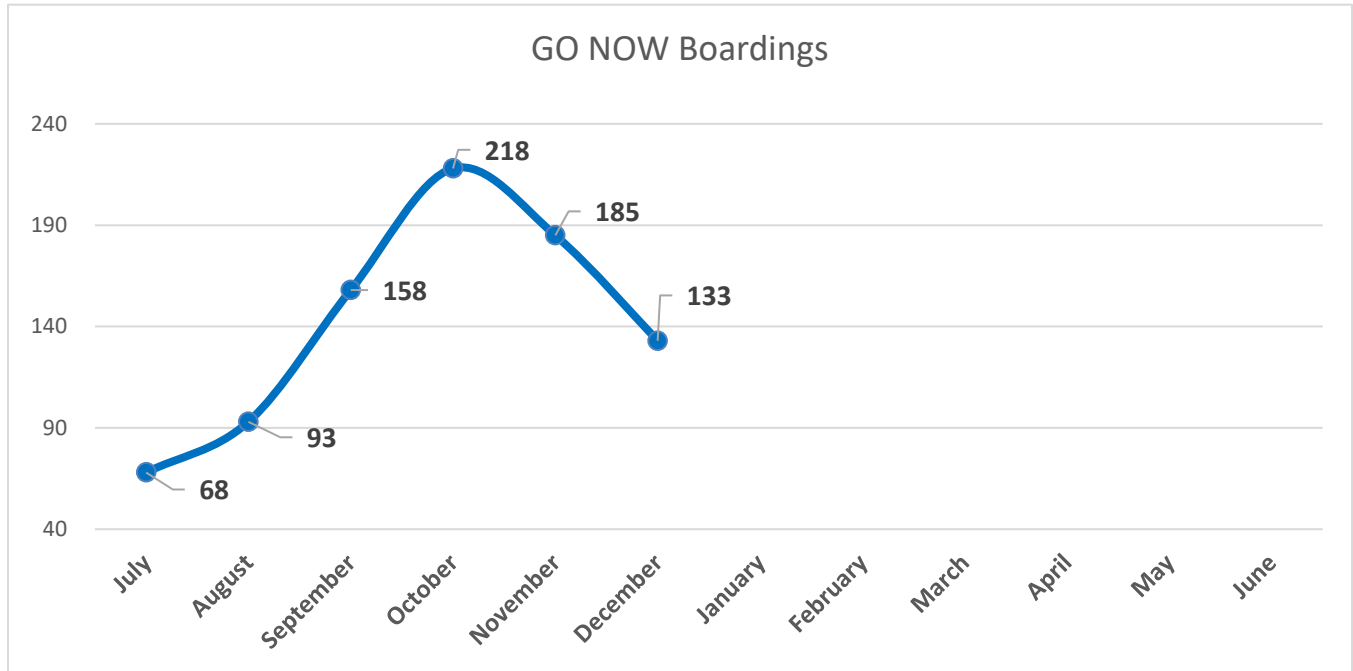
members of the community. These efforts are intended to improve the overall customer experience by presenting GCTD’s transportation network as an integrated system that helps our customers connect with people, places, and opportunities, one trip at a time.

VI. FLEXIBLE SERVICE PILOTS

LATE-NIGHT SAFE RIDES: A demonstration service introduced in May 2021 to encourage fixed route use by providing customers with reliable, safe public transit service late at night. Though designed to assist late-shift employees, especially those within the food, hospitality, and service sectors – this general public dial-a-ride (GPDAR) is available to anyone. The GPDAR service provides transportation throughout the entire GCTD service area. Service hours expanded hours (to coincide with when the first fixed route goes out of service) from 7 PM to midnight (to address restaurant and second shift needs.) The concept has been very well received. Average monthly trips exceed 1,500 boardings, accounting for almost one (1) in every five (5) of the Flexible Service boardings. The current fare is \$2.



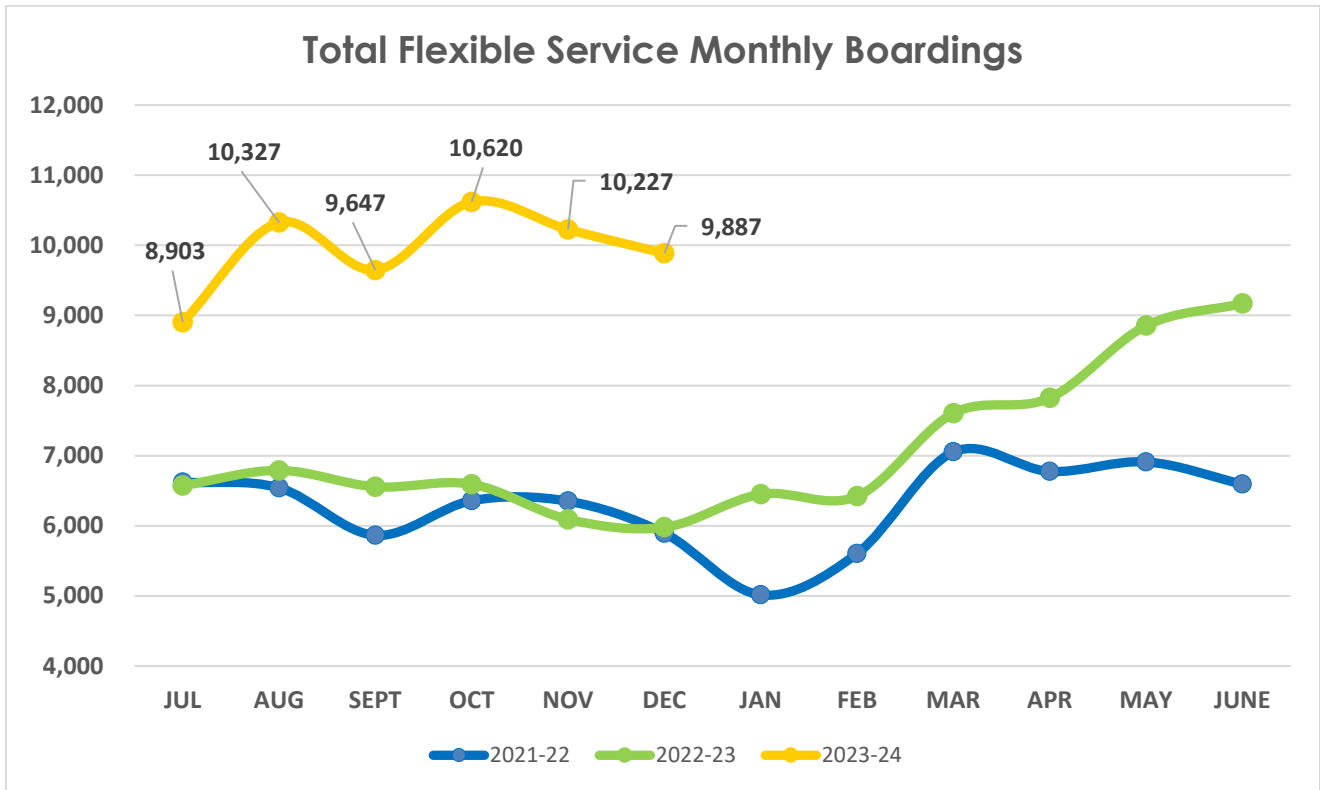
GO NOW MICRO-TRANSIT: This service launched in late June 2023 as a neighborhood-focused transportation pilot using an electric vehicle to serve the densely populated South Oxnard community. Designed to mimic TNC transportation (Uber/Lyft), trips are requested via APP. Funded by CA Clean Energy fund distributed by the Ventura County Regional Energy Alliance (VCREA) and JARC funds from the Ventura County Transportation Commission (VCTC) to support public transit commute options to places of employment not easily accessible to the existing fixed route network. Staff will be presenting a six-month update at the February meeting.



VII. FLEXIBLE SERVICES DATA

**2nd Quarter FY 2023-24
 GO ACCESS Ridership & Performance**

	2nd Qtr FY 2023-24	2nd Qtr FY 2022-23	Difference	% Change
Flexible Services Ridership				
ACCESS Senior/Disabled Transportation	25,649	15,935	9,714	61%
Late Night Safe Rides General Public Service	5,135	2,742	2,394	87%
Total System Boardings	30,784	18,677	12,108	65%
Average Daily Passengers Weekdays	405	240	165	69%
Average Daily Passengers Saturdays	206	137	69	50%
Average Daily Passengers Sundays	181	115	66	57%
Performance Measures				
Passengers Per Revenue Hour	2.16	2.09	0.07	3%
On-Time Performance (Arrive within the window)	93%	86%	7	8%
Early (Before the start of the pick-up window)	2%	4%	-2	-50%
Late (After the end of the pick-up window)	5%	11%	-6	-55%



2nd Quarter – Feedback

<i>Type</i>	<i>Issue</i>	<i>2nd Quarter Comments</i>	<i>2nd Quarter Verified Comments</i>	<i>YTD 2023-24 Verified Comments</i>
Scheduling	Travel Time	1	0	0
	Schedules	0	0	0
Operations	Operator	1	1	1
	Dispatch	2	2	2
Other	Reservations	0	0	0
	Policies	0	0	0
	Commendations	0	N/A	N/A
Totals		4	3	3

VIII. GO ACCESS FLEXIBLE SERVICES SUMMARY

Demand for services has returned to pre-pandemic levels. Flexible service boardings grew 59% in the second quarter of FY2024. Demand is strong for transportation within the District’s service area. Demand for direct service into Camarillo service has grown steadily, increasing 41% when compared to the first six months of FY2023. For the first six months of FY2024, there were 2,063 boardings to Camarillo compared with 1,435 for the same period in FY2023. While demand for service to Camarillo has grown, requests for service to Thousand Oaks and/or the Heritage Valley have not increased. For the first six months of FY 2024, a total of 132 trips, or roughly 24 trips monthly, were provided to individuals seeking to transfer to the Heritage Valley or Thousand Oaks Transit/East County Transit Alliance. The total number of trips represents a three percent (3%) increase in trips over the FY2023 total of 128 transfers were requested during the first six months of the fiscal year.

Trips on the demonstration Late Night Safe Rides (LNSR) service accounted for 45% of this increase, as approximately 17% of the total trips provided are on this service. Demand for LNSR service continues to be spread throughout the service area; no consistent daily travel patterns have yet developed that could be translated into fixed-route service.

IX. RECOMMENDATION

IT IS RECOMMENDED that the GCTD Board of Directors receive and file this report.

This report is for information only.


General Manager’s Concurrence

- Attachment 1: 2nd Quarter FY 2023-24 Fixed-Route Service Evaluation*
- Attachment 2: 2nd Quarter FY 2023-24 Flexible Services Evaluation*

Fixed Route Service Evaluation Report FY 23-24 2nd Quarter

Ridership Measure: Passengers Per Revenue Hour						
Route #	Route Name	Service Type	Total Revenue Hours	Total Passengers	Passengers per Revenue Hour	Quartile
1	Port Hueneme - Oxnard Transit Center	Trunk	4,789	122,428	26	1
6	Oxnard - Ventura - Main St	Trunk	9,822	216,872	22	1
19	OTC- 5th St - Airport - Gonzales Rd	Local	877	18,971	22	1
11	Pacific View Mall - Telephone - Wells	Trunk	3,092	62,174	20	1
16	Downtown Ojai - Pacific View Mall	Trunk	3,426	65,293	19	2
21	Port Hueneme - Ventura - Victoria Ave	Trunk	4,094	77,544	19	2
4	North Oxnard - Ventura Rd - St. John's	Local	4,071	76,054	19	2
3	J St - Centerpoint Mall - Lemonwood	Local	1,715	29,684	17	2
23	Oxnard College - Naval Base - Esplanade	Trunk	2,804	44,509	16	3
2	Colonia - Downtown Oxnard	Local	1,149	17,621	15	3
7	Oxnard College - Centerpoint Mall	Local	1,046	15,787	15	3
17	Esplanade - Oxnard College	Trunk	2,584	38,155	15	3
10	Pacific View Mall - Telegraph -Saticoy	Trunk	1,697	24,112	14	4
5	Hemlock - Seabridge - Wooley	Local	1,128	15,857	14	4
8	OTC- Oxnard College - Centerpoint Mall	Local	1,967	21,633	11	4
15	Esplanade - El Rio - St. John's	Local	1,710	14,729	9	4

Excluded Routes

18	High School Trippers	-	329	22,178	67
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Systemwide Performance Target & Description		Passengers per Revenue Hour Target
Trunk	Routes that link 2 or more major or regional commercial and employment centers and travel on arterial roads or highways.	20
Local	Routes that connect residential areas to major commercial and employment centers and travel on both arterial and residential streets.	15

Economic Measure: Subsidy Per Passenger									
Route #	Service Type	Total Revenue Hours	Total Passengers	Systemwide Operating Cost Per Hour	Total Cost	Cost Per Passenger	Average Fare Per Passenger	Subsidy Per Passenger	Quartile
1	Trunk	4,789	122,428	\$ 134.29	\$ 643,081	\$ 5.25	\$0.98	\$ 4.27	1
6	Trunk	9,822	216,872	\$ 134.29	\$ 1,318,976	\$ 6.08	\$1.05	\$ 5.03	1
19	Local	877	18,971	\$ 134.29	\$ 117,739	\$ 6.21	\$1.10	\$ 5.11	1
11	Trunk	3,092	62,174	\$ 134.29	\$ 415,218	\$ 6.68	\$1.02	\$ 5.66	1
16	Trunk	3,426	65,293	\$ 134.29	\$ 460,118	\$ 7.05	\$1.10	\$ 5.95	2
21	Trunk	4,094	77,544	\$ 134.29	\$ 549,736	\$ 7.09	\$1.03	\$ 6.06	2
4	Local	4,071	76,054	\$ 134.29	\$ 546,715	\$ 7.19	\$1.01	\$ 6.18	2
3	Local	1,715	29,684	\$ 134.29	\$ 230,240	\$ 7.76	\$0.97	\$ 6.78	2
23	Trunk	2,804	44,509	\$ 134.29	\$ 376,542	\$ 8.46	\$1.12	\$ 7.34	3
2	Local	1,149	17,621	\$ 134.29	\$ 154,299	\$ 8.76	\$0.90	\$ 7.86	3
7	Local	1,046	15,787	\$ 134.29	\$ 140,400	\$ 8.89	\$1.00	\$ 7.89	3
17	Trunk	2,584	38,155	\$ 134.29	\$ 347,052	\$ 9.10	\$1.11	\$ 7.99	3
10	Trunk	1,697	24,112	\$ 134.29	\$ 227,823	\$ 9.45	\$1.14	\$ 8.31	4
5	Local	1,128	15,857	\$ 134.29	\$ 151,479	\$ 9.55	\$0.92	\$ 8.63	4
8	Local	1,967	21,633	\$ 134.29	\$ 264,081	\$ 12.21	\$1.06	\$ 11.15	4
15	Local	1,710	14,729	\$ 134.29	\$ 229,636	\$ 15.59	\$0.96	\$ 14.63	4

Excluded Routes

18	High School Trippers	329	22,178	\$ 134.29	\$ 44,181	\$ 1.99	\$ 1.309	\$ 0.68
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GOLD COAST TRANSIT DISTRICT FLEXIBLE SERVICES

	ALL SERVICES			FY 2024	FY 2023	
	AVERAGE	AVERAGE	AVERAGE			
	WEEKDAY	SATURDAY	SUNDAY	MONTHLY	MONTHLY	COST/
	BOARDINGS	BOARDINGS	BOARDINGS	BOARDINGS	BOARDINGS	TRIP
October	405	213	170	10,620	6,593	\$ 43.23
November	416	200	182	10,277	6,092	\$ 43.23
December	422	204	190	9,887	5,992	\$ 44.79

2nd QTR BOARDINGS: 30,784 18,677 \$ 42.03

SERVICE REQUIRED TO BE PROVIDED UNDER FTA REGULATIONS

Eligibility: Certification of mobility disability. Service started July, 1996

ADA	% of TTL	Pass/VSH	% Change from prior FY	QTR 2 FY 2024 BOARDINGS	QTR 2 FY 2023 BOARDINGS	OTP
	33%	2.15	56%	10,092	4,684	92%

SERVICE AVAILABLE TO SENIORS/DISABLED NOT REQUIRED TO BE PROVIDED

Eligibility: 62+; no fare transportation to the nearest congregate meal site. Service started October, 1999

SENIOR NUTRITION PROGRAM	% of TTL	Pass/VSH	% Change from prior FY	QTR 2 FY 2024 BOARDINGS	QTR 2 FY 2023 BOARDINGS	OTP
	1%	3.20	425%	373	71	91%

Eligibility: 65+. Service started October, 1999

SENIORS	% of TTL	Pass/VSH	% Change from prior FY	QTR 2 FY 2024 BOARDINGS	QTR 2 FY 2023 BOARDINGS	OTP
	40%	2.15	49%	12,319	8,256	92%

Eligibility: ADA or 65+; CAMARILLO transfers started October 1999. SP DAR in 2001, TO in 2002

TRANSFERS	% of TTL	Pass/VSH	% Change from prior FY	QTR 2 FY 2024 BOARDINGS	QTR 2 FY 2023 BOARDINGS	OTP
	0.2%	1.03	-17%	50	60	94%

Eligibility: ADA or 65+; Started in 2018

CAMARILLO DIRECT CONNECT	% of TTL	Pass/VSH	% Change from prior FY	QTR 2 FY 2024 BOARDINGS	QTR 2 FY 2023 BOARDINGS	OTP
	3.2%	1.04	34%	978	728	95%

SERVICE AVAILABLE TO GENERAL PUBLIC NOT REQUIRED TO BE PROVIDED

Eligibility: Temporary medical or mobility impairment; No age restriction; Started in 2013

HEALTH ZONES	% of TTL	Pass/VSH	% Change from prior FY	QTR 2 FY 2024 BOARDINGS	QTR 2 FY 2023 BOARDINGS	OTP
	0.8%	1.33	-27%	241	332	94%

Eligibility: Must be at least 16 to ride without adult. Started in 2021

LATE NIGHT SAFE RIDES	% of TTL	Pass/VSH	% Change from prior FY	QTR 2 FY 2024 BOARDINGS	QTR 2 FY 2023 BOARDINGS	OTP
	16.7%	1.88	87%	5,135	2,741	98%

Eligibility: Must be at least 16 to ride without adult. Started in 2023

GO NOW	% of TTL	Pass/VSH	% Change from prior FY	QTR 2 FY 2024 BOARDINGS	QTR 2 FY 2023 BOARDINGS	OTP
	1.7%	0.76	100%	536	0	92%



DATE February 7, 2024 **Item # 9**

TO GCTD Board of Directors

FROM Margaret Schoep, Paratransit & Special Projects Manager
Robert Lucio, Mobility Management Coordinator

SUBJECT **Receive Update on GO NOW Micro-Transit Demonstration Project**

I. GO NOW MICRO-TRANSIT

Gold Coast Transit District launched its pilot micro-transit service in late Spring 2023. The GO NOW micro-transit pilot was developed as a neighborhood-focused transportation service using an electric vehicle to serve the densely populated South Oxnard community. Consistent with other successful micro-transit projects, the service mimics TNC transportation (Uber/Lyft), where trips are requested via an APP for transportation within a limited square-mile area. California (CA) Clean Energy reimbursements through the Ventura County Regional Energy Alliance (VCREA) combined with federal 5310 funds support this public transit enhancement for travel to places of employment and other services not easily accessible from the South Oxnard community using the existing fixed route network.

Over the years, this area has experienced several route revisions that pulled large 40' vehicles out of the smaller, hard-to-reach neighborhoods. Those hours were used to improve frequency along the main corridors. While the community welcomed the improvements, they also continued to express a need for neighborhood service. Due to the community requests from the Lemonwood and Gisler neighborhoods, implementing a micro-transit pilot to restore neighborhood service using Clean Energy funding made sense. The South Oxnard area is a recognized SB535 Disadvantaged Community (DAC), a designation based on geographic, socioeconomic, public health, and environmental hazards present. At least 25% of Clean Energy project funds must be spent in DAC's.

This update provides some background information on public agencies' micro-transit applications in general, and on GCTD's project, specifically.

II. WHAT IS MICRO-TRANSIT

Conceptually, micro-transit can be generally thought of as flexible transit, or as public transit's version of Uber/Lyft share ride contained within a smaller service area. Typically, micro-transit services are implemented in areas where there is no or extremely limited fixed route service available. Vehicles typically used for this service are SUVs, vans, and small cutaways that can traverse easily in neighborhoods. Passengers request their ride when they require transportation,

GOLD COAST TRANSIT DISTRICT

no advanced reservations or planning is required. The GO NOW pickup locations are determined by the passenger, except in high-traffic areas such as the Centerpoint Mall, where virtual bus stops have been established.

Transit agencies typically offer this service option in areas that include challenging geography (hills and inclines), narrow streets/corridors, and sparsely populated areas. Often when microtransit service begins fixed route service is quickly discontinued/reduced. This enables microtransit to become that community connection to nearby fixed-route and rail. The most successful service projects have service areas under five square miles. The limited-service area ensures minimal wait times for passengers and the ability to meet demand while providing high-quality service.

III. FINANCIAL IMPLICATIONS OF MICRO-TRANSIT

When implemented correctly, microtransit makes sense for cost savings if the right conditions are met. However, most of the current micro-transit projects nationally are implemented in areas where microtransit is an additional layer of service. The additional layer service is an additional cost for the transit agency to maintain.

Micro-transit can increase accessibility within the community by bridging the gap between the first and last mile of a trip between the neighborhood and the transit center. Micro-transit has been used successfully in Orange County, CA to provide service in areas that requested public transit, but numerous prior pilot fixed-route service applications failed.

The benefit the Orange County Transportation Authority (OCTA) received from this application was a decrease in capital and operating costs to run public transit where relatively few residents would use the service. Using smaller less expensive vehicles that are less expensive to operate provided a solution in an area that had been very difficult to serve previously.

Micro-transit is not an inexpensive option. To mimic the Uber/Lyft qualities requires that the micro-transit have resources available immediately to the public “in case they need it”. The GO NOW service costs an average of \$20,846 a month to operate. Fixed-route and traditional demand response services are built upon established and known demand patterns. The key to implementing any pilot program is to be open to what the data may tell you, even if it isn’t what you envisioned the response to be.

IV. GCTD’S GO NOW PILOT

GCTD’s GO NOW service soft-launched in late May 2023 using Ford Transit electric vehicle (EV) as its primary vehicle. The EV is used for two purposes. First, to test electric vehicle use in demand response service applications as GCTD progresses toward the California Air Resources Board (CARB) mandate of zero-emission by 2040. Second, to participate in the Ventura County Regional Energy Alliance (VCREA) project that demonstrates electric vehicle use in various applications throughout the county.

Since launching, ridership momentum has been slow, and overall community acceptance of GO NOW services in the South Oxnard community has been low. Marketing and outreach has been extensive, and continues to be ongoing. Several factors may contribute to low acceptance.

1) The software APP selected for this project failed to deliver on the promised features, such as ease of use. Staff has worked with the software development engineers to address specific issues as they have been identified.

2) The pilot was implemented in an area that met the criteria for VCREA funding. However, the South Oxnard area has existing fixed route service that provides frequent headways along its main corridors and is well utilized. The fixed route service continues to operate with approximately the same level of frequency it operated at before the introduction of the GO NOW pilot. Members of the community have options to travel; they can choose fixed-route or the GO NOW service.

3) GCTD also participates in the regional Youth and College Ride Free programs. Many passengers will choose the opportunity cost of saving money over the convenience of using the GO NOW service to save time and comfort. (Fare for GO NOW is \$2.)

Up to this point, ridership has failed to materialize. The passenger Per Hour count varies between 0.8 to 1.2, compared to the other Demand Response services, which averaged over 2.4 for the first six months of FY2024. Daily passengers average between five (5) to ten (10) passengers. Notably, this number decreases when Channel Islands High School and Oxnard College are not in session.

V. LOOKING AHEAD

GCTD has funding to continue this project through the end of FY2025, or approximately 18 months. Since the launch of this new service option, GCTD staff has been promoting the GO NOW service at various events including local schools, neighborhood councils, and community events throughout south Oxnard. Many of these events are focused on members of the community impacted by recent scheduling changes and reductions of service coverage on Route 7 from the Oxnard College area to the Centerpoint Mall. Community events tend to occur after normal business hours and involve working on the weekend to provide maximum impact and community engagement. Clean Energy funding is projected to support this project through June 2025. Staff will continue to provide updates as this project progresses. If ridership doesn't materialize to support maintenance of the micro-transit in this zone, GCTD will likely need to consider discontinuing this service.

VI. RECOMMENDATION

IT IS RECOMMENDED that the GCTD Board of Directors receive and file this report.

This report is for information only.



General Manager's Concurrence



DATE February 7, 2024
TO GCTD Board of Directors
FROM Chiharu Endo-Lee, Operations Manager
SUBJECT GCTD Operations and Maintenance Report

Item #10

SUMMARY

This report provides an update on GCTD's Operations and Maintenance Departments.

This report will be given monthly and will include Key Performance Indicators (KPI's), staffing updates, updates on GCTD projects and current events.

RECOMMENDATION

It is recommended that the Board of Directors receive and file this presentation and provide any feedback to staff on the material presented.

General Manager's Concurrence

A handwritten signature in black ink, appearing to read 'Vanessa Rauschenberger', is written over a horizontal line.

Vanessa Rauschenberger

GOLD COAST TRANSIT DISTRICT



DATE February 7, 2024

Item #11

TO GCTD Board of Directors

FROM Vanessa Rauschenberger, General Manager^{VR}

SUBJECT **Discuss Future Agenda Items**

SUMMARY

It is recommended that the Board of Directors provide input to staff on future agenda items that they would like staff to review and/or report on in a future meeting.

FUTURE AGENDA ITEMS

Below are some of the future agenda items planned. To help staff prioritize timing of reports, staff seeks input on these items or other items that the Board is interested in discussing.

Future Agenda Items

- Short Range Transit Plan
- FY 25 Budget Assumptions & Draft Budget
- Fare Changes for FY 25 and Public Outreach
- Redevelopment of 301 Property
- *Other Items?*

Future Routine Items

- Monthly Financial Statements & Procurement Reports
- Monthly Operations & Maintenance Update
- Quarterly Fixed-Route & Paratransit Performance Reports
- Bi-Annual Service Plan & Outreach Updates

CONCLUSION

It is recommended that the Board of Directors provide input to staff on future agenda items that they would like staff to review and/or report on in a future meeting.

GOLD COAST TRANSIT DISTRICT