The City of Albuquerque - Transit Department (ABQ RIDE) has prepared the following Disadvantaged Business Enterprise (DBE) program goal for contracting opportunities in Federal Fiscal Years 2020 through 2022. The goal and methods for determining it are presented here in accordance with Title 49 of the Code of Federal Regulations, Part 26. ABQ RIDE has established a goal of 6.4% for the Federal Fiscal Years 2020 through 2022 beginning October 1, 2019 and ending on September 30, 2022.

Market Area

After examining relevant available data, ABQ RIDE identified its contracting market area based upon the following factors:
- the area where the substantial majority of the contractors and subcontractors with which ABQ RIDE does business are located and
- the area in which ABQ RIDE spends its contracting dollars.

Based on these criteria, ABQ RIDE’s market area is considered to be:
- Bernalillo County
- Sandoval County
- Torrance County
- Valencia County
- Santa Fe County
- Dona Ana County

Method for Determining Base DBE Availability Figure

ABQ RIDE has used the New Mexico Department of Transportation’s DBE directory and Census Bureau data method for calculating the FY2020-2022 goal. The New Mexico Department of Transportation’s Unified Certification Program (UCP) maintains the official directory of firms certified as DBE’s in New Mexico. The UCP provides the information necessary to determine the number of ready, willing, and able DBE firms that could potentially participate in upcoming contract opportunities. The U.S. Department of Commerce, Bureau of the Census, 2016 County Business Patterns (released April 19, 2018) provides data necessary to determine the total number of all firms (DBE’s and non-DBE’s) ready, willing and able to bid on contracts.

A. Establishment of FY2020-2022 DBE Goal Methodology

1. Projected Contracting Opportunities, DBE Directory, and Census Bureau Data

ABQ RIDE has forecasted the projects with funding from the Federal Transit Administration (FTA) that are anticipated to have contracting opportunities over the next three fiscal years. For each project, ABQ RIDE estimated the amount of FTA funding to
be used and the primary work type involved. This forecast provided the basis for the weight of each project in the overall goal and the type of work involved in the project as classified by the North American Industry Classification System (NAICS). ABQ RIDE used existing available grant funding, funding planned in the regional Transportation Improvement Program, and the contracts awarded over the last three years to forecast the projects that are likely to have contracting opportunities in the FY2020-2022 goal period.

To determine the number of DBE firms, ABQ RIDE reviewed the New Mexico UCP directory for currently certified DBE firms by NAICS code expertise. The number of firms was narrowed to include firms that are located within the market area in the relevant NAICS codes to determine the Step 1 Base Figure for DBE availability.

To determine the number of all firms (DBE’s and non-DBE’s) in the market area that are ready, willing and able to bid on projects, ABQ RIDE reviewed the Census Bureau’s 2016 County Business Patterns. These data sets, for the relevant market area and NAICS codes, were used because they closely match the location of the firms that have previously conducted business for ABQ RIDE.

2. Base Figure

The table on the pages 5 through 7 shows the calculation of the 6.4% goal for the three-year period. The method used to calculate the relative availability of DBEs for the Base Figure is in accordance with 49 CFR 26.45(c)(1). For each project, the table shows the NAICS work type and the number of DBE firms and all firms available for that work type in ABQ RIDE’s market area. The table then shows the relative availability of DBE firms to all firms as a percentage. If the distribution of work was based solely on the relative number of firms, this percentage is the percent of contracting dollars for that work type that would be expected to go to DBE firms. The table then shows the anticipated FTA funding to be used on each project and the percent of all FTA funded projects represented by each individual project; this number is the weight of that project out of all projects. In the final column, the table shows the projected DBE participation in that project resulting from multiplying the relative DBE availability percent by the project cost. At the bottom, the table sums the total projected FTA-funded costs and the total projected DBE participation amount and calculates the percent of DBE participation overall by dividing the DBE total by the total Federally funded costs.

3. Base Figure Adjustments

Step 2 of the goal determination is to examine all evidence in the market area to determine what adjustment, if any, is needed to the base figure to reflect actual DBE availability (Section 26.45 (d)).

ABQ RIDE has determined that the Census data and the UCP DBE directory represent a realistic number of contractors that could potentially bid on these projects. The department considered other factors that could impact DBE’s ability to perform work in the DOT-assisted program. ABQ RIDE has also considered the available evidence from related fields that affect opportunities for DBE firms to form, grow, and compete. In our
research we have found no available information that would require an adjustment to the base figure, and the department’s goal is not the goal of another recipient and therefore did not require an adjustment to the local market.

ABQ RIDE also reviewed past DBE participation in its contracts to determine if an adjustment was necessary based on that prior experience. The department forecasts that it will meet its FY2017-2019 goal so does not anticipate a need to make an adjustment to the FY2020-2022 goal based on that prior experience.

Race-Neutral Projections

A. Summary of Race-Neutral Methods of Achieving DBE Participation

The regulations require that the maximum feasible portion of the DBE overall availability be achieved by using race-neutral means (i.e. not using contract goals per Section 26.51) and that ABQ RIDE include a projection of the overall participation of DBE’s to be achieved through race-neutral means. Race-neutral methods include ensuring that bidding and contracting requirements facilitate participation by DBE’s and other small businesses, unbundling large contracts to make them more accessible to small businesses, encouraging prime contractors to subcontract portions of the work they might otherwise perform themselves, and providing technical assistance, communications programs and other support services to facilitate consideration of DBE’s and other small businesses. The regulations require that an FTA funding recipient use contract-specific (“race-conscious”) goals only after it determines that it cannot meet its overall annual DBE goal otherwise.

B. Methods of Overall Annual Goal Achievement

ABQ RIDE found it necessary to use race-conscious methods during the FY2017-2019 so the department anticipates the need to use race-conscious methods (i.e. contract-specific goals) to achieve the FY2020-2022 goal as well. During the FY2017-2019 goal period to date, the department has achieved about 65% of its goal through race-neutral means, so the department anticipates a similar distribution of race-neutral and race-conscious means for the FY2020-2022 period. (This calculation does not include one very large and unusual project which is not representative of expected contracting opportunities in the next goal period). Therefore, the department estimates that it will achieve 4.2% overall DBE participation through race-neutral participation and the remaining 2.2% through race-conscious means. ABQ RIDE will focus race-conscious efforts on the projects with ample sub-contracting opportunities and with work types that have more than minimal rates of DBE participation. These projects will likely include construction projects with paving and related work. ABQ RIDE will track and report race-neutral and race-conscious participation separately and will adjust the estimated breakout of race-neutral and race-conscious participation as needed to minimize the use of race-conscious methods.
Public Participation

A. Consultation

ABQ RIDE solicited input on the goal-setting methods and resulting goal from minority, women's and small business groups that could have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and efforts to establish a level playing field for the participation of DBEs. The consultation included directly contacting by email and phone the American Indian Chamber of Commerce of New Mexico, African American Greater Albuquerque Chamber of Commerce, and the Albuquerque Hispano Chamber of Commerce. ABQ RIDE had one-on-one meetings with representatives from the African American Greater Albuquerque Chamber of Commerce and the Albuquerque Hispano Chamber of Commerce in which the method for calculating the goal was described, the forecasted contracting opportunities were reviewed, and methods for encouraging and assisting DBE’s in participating in ABQ RIDE’s procurement opportunities were discussed.

B. Public Notice

The proposed goal was posted on ABQ RIDE’s website and advertised as available for inspection in the Albuquerque Journal and in both English and Spanish in El Seminario. (See Appendix A.) The notices specified that ABQ RIDE would accept public comments on the proposed goal for 30 days and would make adjustments to the goal as necessary after considering those comments.

No changes to the goal were necessary as a result of the consultation process, and no comments were received.
## ABQ RIDE FY2020-2022 DBE Base Figure Goal Calculation

<table>
<thead>
<tr>
<th>Project List</th>
<th>NAICS Work Code Description</th>
<th>Project FTA* Funds</th>
<th>% Total Funds (weight)</th>
<th>Total DBE's</th>
<th>Total All Firms</th>
<th>DBE Relative Availability</th>
<th>Weighted DBE Base Figure**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coors Corridor Park &amp; Ride Construction (Structures)</td>
<td>2362 - Nonresidential Building Construction</td>
<td>$ 200,000</td>
<td>1.36%</td>
<td>11</td>
<td>250</td>
<td>4.40%</td>
<td>0.06%</td>
</tr>
<tr>
<td>Central/Tramway Park &amp; Ride Construction (Structures)</td>
<td>2362 - Nonresidential Building Construction</td>
<td>$ 600,000</td>
<td>4.08%</td>
<td>11</td>
<td>250</td>
<td>4.40%</td>
<td>0.18%</td>
</tr>
<tr>
<td>Uptown Transit-Oriented Development</td>
<td>2362 - Nonresidential Building Construction</td>
<td>$ 400,000</td>
<td>2.72%</td>
<td>11</td>
<td>250</td>
<td>4.40%</td>
<td>0.12%</td>
</tr>
<tr>
<td>Rehabilitation of Facilities - Buildings</td>
<td>23622 - Construction, Commercial &amp; Institutional Buildings</td>
<td>$ 400,000</td>
<td>2.72%</td>
<td>10</td>
<td>238</td>
<td>4.20%</td>
<td>0.11%</td>
</tr>
<tr>
<td>Bike Lockers &amp; Racks</td>
<td>236220 - Commercial &amp; Institutional Building Construction</td>
<td>$ 160,000</td>
<td>1.09%</td>
<td>10</td>
<td>238</td>
<td>4.20%</td>
<td>0.05%</td>
</tr>
<tr>
<td>Bus Stop Improvements - ADA etc.</td>
<td>23731 Highway, Street, &amp; Bridge Construction</td>
<td>$ 400,000</td>
<td>2.72%</td>
<td>32</td>
<td>42</td>
<td>76.19%</td>
<td>2.07%</td>
</tr>
<tr>
<td>Facility Roofing Rehab</td>
<td>23816 Roofing contractors</td>
<td>$ 600,000</td>
<td>4.08%</td>
<td>2</td>
<td>119</td>
<td>1.68%</td>
<td>0.07%</td>
</tr>
<tr>
<td>ART Expansion - TVM’s &amp; Signal Equipment</td>
<td>23821 - Electrical Contractors &amp; Other Wiring Installation Contractors</td>
<td>$ 800,000</td>
<td>5.45%</td>
<td>6</td>
<td>309</td>
<td>1.94%</td>
<td>0.11%</td>
</tr>
<tr>
<td>Replace Bus Shelter Batteries</td>
<td>23821 - Electrical Contractors &amp; Other Wiring Installation Contractors</td>
<td>$ 72,000</td>
<td>0.49%</td>
<td>6</td>
<td>309</td>
<td>1.94%</td>
<td>0.01%</td>
</tr>
<tr>
<td>Installation of Security Cameras &amp; Equipment at Facilities</td>
<td>23821 - Electrical Contractors &amp; Other Wiring Installation Contractors</td>
<td>$ 400,000</td>
<td>2.72%</td>
<td>6</td>
<td>309</td>
<td>1.94%</td>
<td>0.05%</td>
</tr>
<tr>
<td>HVAC Repair &amp; Replacement</td>
<td>238220 - Plumbing, Heating, and Air-Conditioning Contractors</td>
<td>$ 200,000</td>
<td>1.36%</td>
<td>2</td>
<td>407</td>
<td>0.49%</td>
<td>0.01%</td>
</tr>
<tr>
<td>Bus Washes</td>
<td>23829 - Other Building Equipment Contractors</td>
<td>$ 640,000</td>
<td>4.36%</td>
<td>0</td>
<td>19</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Facility equipment (e.g. power washers, methane detection, generators, shelving)</td>
<td>23829 - Other Building Equipment Contractors</td>
<td>$ 400,000</td>
<td>2.72%</td>
<td>0</td>
<td>19</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

* FTA is the Federal Transit Administration.
** Weighted DBE Base Figure is the % Total Funds (weight) multiplied by the DBE Relative Availability for each project.
<table>
<thead>
<tr>
<th>Project List</th>
<th>NAICS Work Code Description</th>
<th>Project FTA* Funds</th>
<th>% Total Funds (weight)</th>
<th>Total DBE's</th>
<th>Total All DBE's</th>
<th>DBE Relative Availability (%)</th>
<th>Weighted DBE Base Figure**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Maintenance Equipment</td>
<td>23829 - Other Building Equipment Contractors</td>
<td>$80,000</td>
<td>0.54%</td>
<td>0</td>
<td>19</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Coors Corridor Park &amp; Ride Construction (Paving &amp; Related)</td>
<td>2389 Other Specialty Trade Contractors (includes paving commercial driveways &amp; parking lots)</td>
<td>$1,400,000</td>
<td>9.53%</td>
<td>25</td>
<td>237</td>
<td>10.55%</td>
<td>1.01%</td>
</tr>
<tr>
<td>Facility Improvements - ADA etc.</td>
<td>2389 Other Specialty Trade Contractors (includes paving commercial driveways &amp; parking lots)</td>
<td>$400,000</td>
<td>2.72%</td>
<td>25</td>
<td>237</td>
<td>10.55%</td>
<td>0.29%</td>
</tr>
<tr>
<td>Central/Tramway Park &amp; Ride Construction (Paving &amp; Related)</td>
<td>2389 Other Specialty Trade Contractors (includes paving commercial driveways &amp; parking lots)</td>
<td>$1,600,000</td>
<td>10.89%</td>
<td>25</td>
<td>237</td>
<td>10.55%</td>
<td>1.15%</td>
</tr>
<tr>
<td>Rehabilitation of Facilities - Paving</td>
<td>2389 Other Specialty Trade Contractors (includes paving commercial driveways &amp; parking lots)</td>
<td>$400,000</td>
<td>2.72%</td>
<td>25</td>
<td>237</td>
<td>10.55%</td>
<td>0.29%</td>
</tr>
<tr>
<td>Bus Stop Improvements - Signs &amp; Pucks</td>
<td>339950 - Sign Manufacturing</td>
<td>$200,000</td>
<td>1.36%</td>
<td>5</td>
<td>16</td>
<td>31.25%</td>
<td>0.43%</td>
</tr>
<tr>
<td>Park &amp; Ride Wayfinding</td>
<td>339950 - Sign Manufacturing</td>
<td>$100,000</td>
<td>0.68%</td>
<td>5</td>
<td>16</td>
<td>31.25%</td>
<td>0.21%</td>
</tr>
<tr>
<td>Vehicle Major Maintenance - Parts Other Than Hybrid Batteries</td>
<td>423120 Motor Vehicle Supplies &amp; New Parts Merchant Wholesalers</td>
<td>$160,000</td>
<td>1.09%</td>
<td>0</td>
<td>41</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Vehicle Major Maintenance - Hybrid Batteries</td>
<td>423120 Motor Vehicle Supplies &amp; New Parts Merchant Wholesalers</td>
<td>$1,520,000</td>
<td>10.35%</td>
<td>0</td>
<td>41</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>New Non-Revenue Vehicles</td>
<td>4412 Other Motor Vehicle Dealers</td>
<td>$320,000</td>
<td>2.18%</td>
<td>0</td>
<td>48</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Office furniture / cubicles</td>
<td>442110 - Furniture Stores</td>
<td>$80,000</td>
<td>0.54%</td>
<td>0</td>
<td>68</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Replace IT equipment &amp; software</td>
<td>443142 - Electronics Stores</td>
<td>$600,000</td>
<td>4.08%</td>
<td>0</td>
<td>120</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
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<th>Weighted DBE Base Figure**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station monitors &amp; info system</td>
<td>443142 - Electronics Stores</td>
<td>$ 80,000</td>
<td>0.54%</td>
<td>0</td>
<td>120</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Supplies (Transportation Dem&amp; Management)</td>
<td>4532 - Office Supplies, Stationery, &amp; Gift Stores</td>
<td>$ 60,000</td>
<td>0.41%</td>
<td>1</td>
<td>121</td>
<td>0.83%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transit Scheduling Software - Maintenance &amp; Upgrades</td>
<td>51121 - Software Publishers</td>
<td>$ 960,000</td>
<td>6.53%</td>
<td>0</td>
<td>21</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Revenue Vehicle - Buy America Audits</td>
<td>541211 - Offices of Certified Public Accountants</td>
<td>$ 60,000</td>
<td>0.41%</td>
<td>1</td>
<td>256</td>
<td>0.39%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Coors Corridor Park &amp; Ride Design</td>
<td>5413 - Architectural, Engineering, &amp; Related Services</td>
<td>$ 280,000</td>
<td>1.91%</td>
<td>15</td>
<td>550</td>
<td>2.73%</td>
<td>0.05%</td>
</tr>
<tr>
<td>Central/Tramway Park &amp; Ride Design</td>
<td>5413 - Architectural, Engineering, &amp; Related Services</td>
<td>$ 280,000</td>
<td>1.91%</td>
<td>15</td>
<td>550</td>
<td>2.73%</td>
<td>0.05%</td>
</tr>
<tr>
<td>Miscellaneous Architecture / Engineering Services</td>
<td>5413 - Architectural, Engineering, &amp; Related Services</td>
<td>$ 120,000</td>
<td>0.82%</td>
<td>15</td>
<td>550</td>
<td>2.73%</td>
<td>0.02%</td>
</tr>
<tr>
<td>Rehabilitation of Facilities - Design</td>
<td>5413 - Architectural, Engineering, &amp; Related Services</td>
<td>$ 120,000</td>
<td>0.82%</td>
<td>15</td>
<td>550</td>
<td>2.73%</td>
<td>0.02%</td>
</tr>
<tr>
<td>Service Evaluation - Consulting</td>
<td>541614 - Process, Physical Distribution, &amp; Logistics Consulting Services</td>
<td>$ 80,000</td>
<td>0.54%</td>
<td>1</td>
<td>25</td>
<td>4.00%</td>
<td>0.02%</td>
</tr>
<tr>
<td>Advertising (Transportation Dem&amp; Management)</td>
<td>5418 - Advertising, Public Relations, &amp; Related Services</td>
<td>$ 280,000</td>
<td>1.91%</td>
<td>2</td>
<td>125</td>
<td>1.60%</td>
<td>0.03%</td>
</tr>
<tr>
<td>Service Evaluation - Market Research</td>
<td>541910 - Marketing Research &amp; Public Opinion Polling</td>
<td>$ 80,000</td>
<td>0.54%</td>
<td>0</td>
<td>10</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Temporary Staffing Services</td>
<td>561320 - Temporary Help Services</td>
<td>$ 100,000</td>
<td>0.68%</td>
<td>0</td>
<td>80</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Revenue Vehicle - Production Inspections</td>
<td>811198 - All Other Automotive Repair &amp; Maintenance</td>
<td>$ 60,000</td>
<td>0.41%</td>
<td>0</td>
<td>17</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>$ 14,692,000</td>
<td>100.00%</td>
<td>282</td>
<td>7,051</td>
<td>4.00%</td>
<td>6.41%</td>
</tr>
<tr>
<td>Rounded, Weighted Base Goal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6.4%</td>
</tr>
</tbody>
</table>

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Appendix A
Public Notices
Proposed: Disadvantaged Business Enterprise Goal

Information about a proposed 6.4 percent Disadvantaged Business Enterprise Goal from ABQ RIDE.

Plan Your Trip

Get Directions

The City of Albuquerque Transit Department (ABQ RIDE) has proposed a 6.4% Disadvantaged Business Enterprise (DBE) three-year goal for the period from Fiscal Year 2020 through 2022 (contracts awarded from Oct. 1, 2019, through Sept. 30, 2022).

This proposed goal and rationale are available for inspection during normal business hours at the principal office of ABQ RIDE, 100 1st Street SW. or online.

Download the Disadvantaged Business Enterprise Goal: Fiscal Year 2020 through 2022 proposal.

Comment
ABQ RIDE will accept comments on the proposed goal through July 20, 2019.

Interested persons may submit written comments to: Andrew de Garmo, Principal Planner
ABQ RIDE – City of Albuquerque
Alvarado Transportation Center
100 1st SW, Albuquerque, NM 87103

Please address email comments to: adegamo@cabq.gov.

Notice To Persons With Disabilities

If you require special assistance to participate in this review process, please contact ABQ RIDE; TTY users can use the New Mexico Relay Network at 1-800-659-8331.
PUBLIC NOTICE ABQ RIDE City of Albuquerque Notice is hereby given that ABQ RIDE, the City of Albuquerque Transit Department, has proposed a 6.4% Disadvantaged Business Enterprise (DBE) three-year goal for the period from Federal Fiscal Year 2020 through 2022. This proposed goal and rationale are available for inspection during normal business hours at the principal office of ABQ RIDE at the address below or on our website at abqride.com, and ABQ RIDE will accept comments on the proposed goal through July 20, 2019, 30 days from the date of this notice. Interested persons may submit written comments to Andrew de Garmo, Principal Planner, ABQ RIDE City of Albuquerque, Alvarado Transportation Center, P.O. Box 1293, 100 1st Street SW, Albuquerque, NM 87103 or to adegarmo@cabq.gov. NOTICE TO PERSONS WITH DISABILITIES: If you require special assistance to participate in this review process, please contact ABQ RIDE; TTY users can use the New Mexico Relay Network at 1-800-659-8331. Journal: June 20, 2019
menores e incluso ha resultado en las muertes de al menos seis menores de edad en custodia de autoridades estadounidenses.

Recientemente, se dio a conocer el perturbador reporte del Inspector General del Departamento de Seguridad Nacional (DHS) que detalló las condiciones insalubres e inhumanas en estos centros de detención, desde comida descompuesta a servicios sanitarios insensibles en instalaciones de la nación más poderosa del planeta.

La cruel política migratoria de Trump tiene el objetivo de disuadir a los migrantes para que no piensen dos veces antes de lanzarse al Norte donde no serán bien recibidos. Lo que alivian Trump y sus asesores es que cuando una persona quiere salvar su vida, las de sus hijos y familiares, poco le importan las crueldades que les quiera imponer Trump o cualquier otro. Huyen del hambre, la falta de oportunidades y una brutal violencia.

La política de disuasión ha sido un fracaso. Los migrantes siguen llegando. Lo peor es que algunas de estas situaciones pudieran haberse evitado o aliviado si Trump no hubiese eliminado programas como el que permitía que menores de edad solicitaran asilo en sus países de origen sin hacer la travesía al Norte donde no serán bien recibidos. Lo que olvidan Trump y sus asesores es que cuando una persona quiere salvar su vida, las de sus hijos y familiares, poco le importan las crueldades que les quiera imponer Trump o cualquier otro. Huyen del hambre, la falta de oportunidades y una brutal violencia.

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HELP WANTED

TO BE CONSIDERED FOR AN INTERVIEW
FOR OFFICE CLERK
ALL APPLICANTS MUST APPLY ONLINE
AT WWW.2020CENSUS.GOV/JOBS

In order to be considered, all applicants MUST RESIDE in Bernalillo County. NM Office clerks are responsible for greeting persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations. Operate telephone switchboard to answer screen or forward calls, providing information, taking messages, or scheduling appointments. Schedule appointments and maintain and update appointment calendars. Perform administrative support tasks, such as proofreading, transcribing handwritten information, or operating calculators or computers to work with pay records, invoices, balance sheets, or other documents. File and maintain records or documents to customers, using computer, mail, or facsimile machine. Analyze data to determine answers to questions from customers or members of the public. Collect, sort, distribute, or prepare mail, messages, or courier deliveries. Process and prepare memos, correspondence, travel vouchers, or other documents. Office Clerks will provide information about establishment, such as location of departments or offices, employees within the organization, or services provided. Schedule space or equipment for special programs and prepare lists of participants. Job Type: Full-time
Salary: $15.00 to $28.00 /hr

WAREHOUSE WORKER - NIGHT NEEDED
Wage: $15.00 /hr

Description
What you will be expected to do:
Assist in operations by pulling cases and bottle orders and pushing them on conveyor to the check stand. The ability to stand, walk, bend, squat, twist, lift and carry up to fifty pounds intermittently during work shift. Stack product in truck box or trailer manually. Ability to pull and lift fifty pounds repetitively throughout the work shift. Ability to operate warehouse equipment such as forklift, pallet jack and order picker and box cutter. Job Type: Warehouse

Package Handler - Part-Time
Shift: Sunrise (6:00 AM - 8:30 PM)
UPs is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continuous lifting, lowering and sliding packages that typically weigh 25 - 35 lbs, and may weigh up to 70 lbs. Part-time employees usually work 3 - 4 hours each day and workdays can vary such as Monday – Friday) or (Tuesday – Saturday) or (Sunday – Thursday) depending on the building needs. Package Handlers typically do not work on holidays. Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17.5 - 20 hours per week. UPS is an equal opportunity employer. UPS does not discriminate on the basis of race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law.

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