

Procedures used to evaluate the capability of DMAC Personnel

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RPS ASA

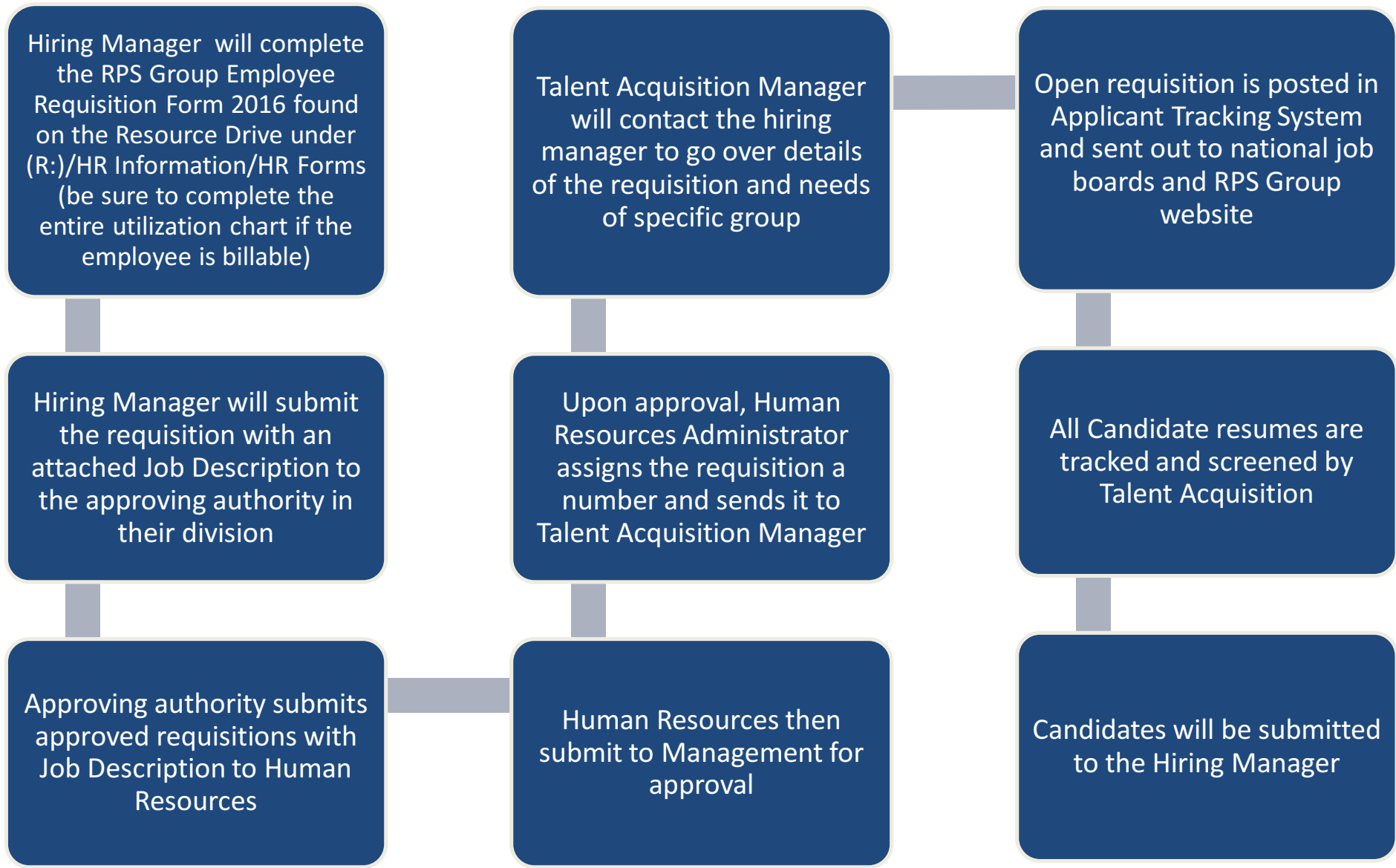
RPS ASA is an industry partner of MARACOOS and leads the MARACOOS data management efforts.

Hiring Procedures

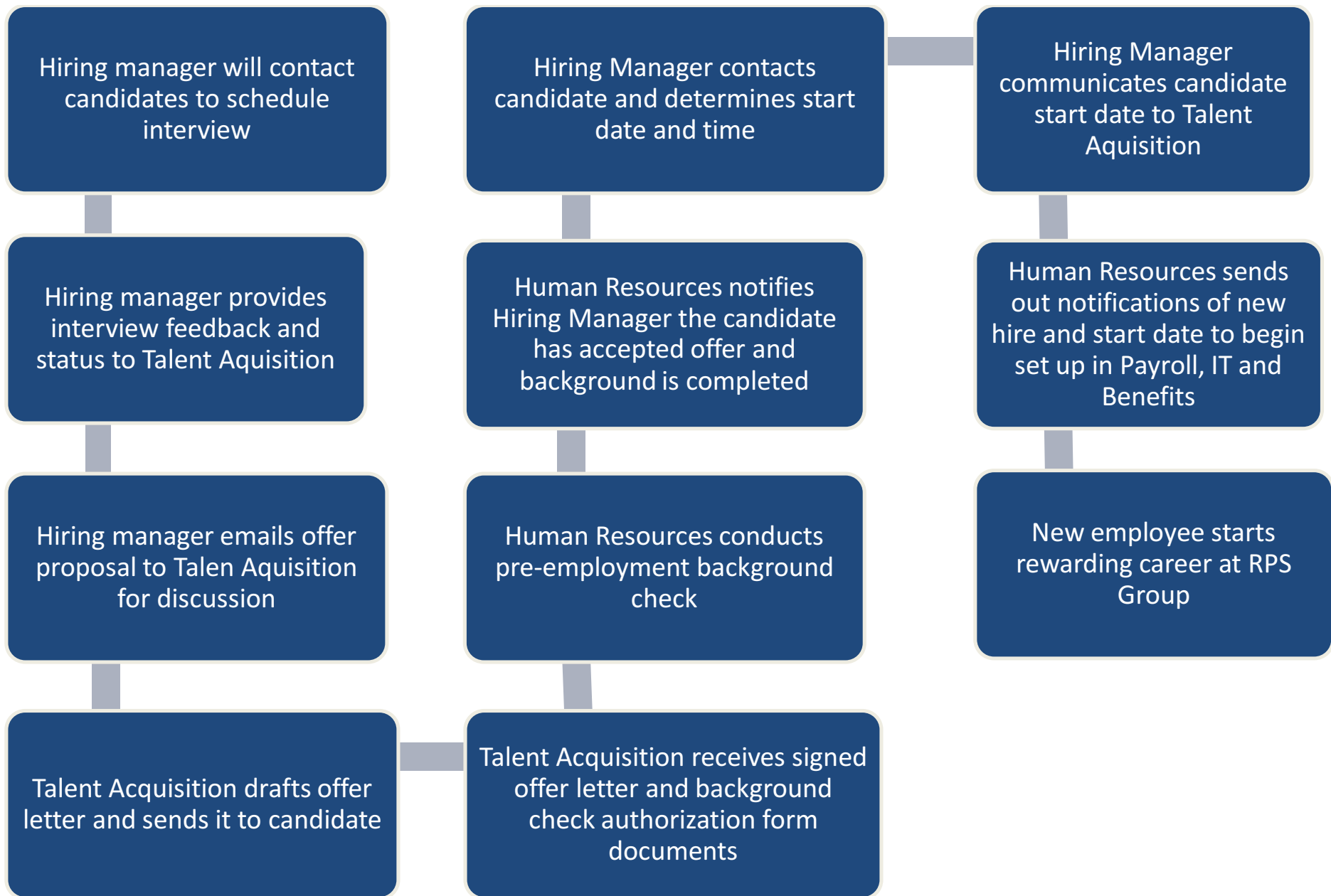
From: *RPS HR Manual - July 2015*

The Human Resources Department (and/or approved delegates) will handle all hiring procedures. This includes contact with employment agencies and placing employment ads in newspapers or trade journals. All prospective applicants must be screened and approved by the Human Resources Department prior to any offer of employment. Under no circumstance should an employee, supervisor, manager or officer of the Company check with an applicant's current employer for a reference before the applicant has given notice to their employer. All reference checks must be made through the Human Resources Department

RPS Group Corporate Hiring Process Flow Chart



RPS Group Corporate Hiring Process Flow Chart



RPS ASA Labor Category Descriptions

ASA has four professional positions for permanent employees and one for interns (typically part-time and temporary). These include Principal, Senior Scientist (Project Manager) level III, Scientists level II and level I. Typical responsibilities and levels of education and years of experience for each category are provided below:

Principals, Level IV

Responsibilities: Principals are the key players and primary leaders of the firm. They typically have oversight over a substantial number of projects, provide technical expertise and project management guidance to senior scientists, mentor younger professionals in the organization, represent ASA in technical forums, market ASA's capabilities, either generically or in specific market segments, actively participate in strategic planning for the company, and manage large, complex projects.

Qualifications: This individual typically has an MS degree and 15 years of relevant experience or a doctoral degree (Ph D or ScD) and 10 years of experience.

Senior Scientist (Project Manager), Level III

Responsibilities: This person typically serves in the most senior technical position and is normally responsible for the design, implementation, and results of one or more projects. The individual is directly accountable for their work products and has managerial responsibility for directing individual studies/efforts.

Qualifications: This individual will typically possess a Master of Science (MS) Degree in the discipline of interest, plus eight(8) years of relevant experience or a Ph D plus six (6) years of experience.

Scientist, Level II

Responsibilities: This person has primary responsibility for performing work for individual project tasks at the direction of a project manager. This person may also assist a senior scientist with project design, integration, or implementation.

Qualifications: This individual will typically possess a BS and 5 years of relevant experience, an MS and 3 years of relevant experience, or a PhD and 1 years of relevant experience.

Scientist, Level I

Responsibilities: Individuals in this group typically serve as entry-level scientists. They will characteristically support the work of the Scientists (Level II) and Senior Scientists in conducting specific projects. These individuals must have demonstrated technical experience in the areas of interest for the projects being undertaken.

Qualifications: This individual will typically possess a BS degree and one to four years of relevant experience or an MS degree and 0 to 2 years of experience.

Interns

Responsibilities: similar to the responsibilities of Scientist Level I but in a training capacity.

Qualifications: In pursuit of a BS in Engineering, computer science or ocean related studies, having completed at least 2 years of courses.

For the purpose of the GSA schedule we have quoted specific rates for each specialty within our major labor categories: for example in most categories we have biologists, computer specialists, geologists, oceanographers and engineers. Engineers are further defined as chemical, mechanical, or ocean.

We are also proposing consultants, independent contractors who have a long established relationship with our organization. These consultants all have PhDs and at least 10 years of experience.

The following table shows the minimum level of education, minimum level of experience and capabilities for each of the category we are proposing.

<u>Employee Category</u>	<u>Min. Level of Educ.</u>	<u>Min. Years of Exp.</u>	<u>Capabilities</u>
Principal Expert Scientist/Engineer Level IV	PhD MS	10 15	<ul style="list-style-type: none"> ● Project and program management ● Ocean Engineering ● Coastal Engineering ● Coastal Physical Oceanography ● Numerical modeling of estuarine, coastal and shelf processes <ul style="list-style-type: none"> ○ Hydrodynamics, Pollutant transport and fate, Water quality, Waves; Sediment transport ● Numerical finite element and finite difference methods ● Coordinate generation ● Physical oceanographic data collection and measurement programs ● Modeling impacts of pollutant effects on marine resources ● Oil and hazardous material fate and impact modeling ● Computational fluid dynamics ● Hydrodynamics
Principal	PhD	6	<ul style="list-style-type: none"> ● Environmental/ecological risk and impact assessments

<u>Employee Category</u>	<u>Min. Level of Educ.</u>	<u>Min. Years of Exp.</u>	<u>Capabilities</u>
Biologist Level IV	MS	8	<ul style="list-style-type: none"> • Assessment and modeling of the impacts of pollutants, dredging, and other disturbances on aquatic biota, wildlife and ecosystems • Oil and chemical fates and biological effects modeling • Aquatic toxicology: modeling of exposure, uptake, depuration, bioaccumulation, toxicity • Biological oceanography • Analysis and modeling of plankton and nutrient dynamics, water quality, eutrophication • Food web and ecosystems modeling • Analysis and modeling of fishery species early life history stages: transport, behavior and movements, entrainment, and impingement • Population modeling of fish, shellfish, birds, mammals and reptiles • Modeling of animal migrations and interactions with pollutants, dredging, and development • Marine, estuarine, freshwater and wetland biology and ecosystem analysis • Biological and environmental data analysis • Natural resource damage assessment: pollutant fates, exposure pathways, injury quantification, compensatory restoration scaling • Support for permitting: effluents, (CWA) NPDES/316b, dredging, development, (NEPA) EIS, spill risk assessment; for power plants, ports and terminals, marinas, transportation companies • Expert testimony • Current OSHA HAZWOPPER Certification • Reading capability in French
Principal	PhD	6	<ul style="list-style-type: none"> • International Project Management • GIS/GUI design and development for numerical model applications, specifically

<u>Employee Category</u>	<u>Min. Level of Educ.</u>	<u>Min. Years of Exp.</u>	<u>Capabilities</u>
Computer Specialist Level IV	MS	8	<p>hydrodynamic, water quality, search & rescue, oil and chemical, and dredging models.</p> <ul style="list-style-type: none"> • Environmental Impact Assessments • Litigation Support • Database/GIS design • Internet data distribution design and development • Scientific Computer Applications: Code development, management and design; Language experience: Avenue, C, C++, Fortran, Visual Basic; GIS experience: ArcInfo, ArcView, MapObjects, MapInfo, MapX, GeoSQL; Advanced numerical development, design and visualization
Principal Engineer Level IV	PhD MS	6 8	<ul style="list-style-type: none"> • Project and program management • Numerical modeling of hydrodynamics and water quality in rivers, lakes, estuaries, and coastal regions • Computational methods including finite difference, finite element, and boundary fitted coordinates • Coastal physical oceanography • Environmental impact assessments • Environmental data collection and analysis • Expert testimony • Permitting assistance

<u>Employee Category</u>	<u>Min. Level of Educ.</u>	<u>Min. Years of Exp.</u>	<u>Capabilities</u>
Scientist/Engineer Geologist Level III	PhD MS BS	6 8 15	<ul style="list-style-type: none"> • Geographic Information Systems methodology, application design and development • Relational database application design and development • Internet based map and data distribution systems design and development • Incident Command System (ICS) implementation for emergency response • Expert technical support for oil spill response training and spill response exercises • Application of numerical model systems in answering sediment transport problems • Training and simulation control • Numerical model and GIS application integration • Language experience: Avenue, Visual Basic, Visual Basic for Applications, HTML • GIS experience: ArcInfo, ArcView (Spatial Analyst, Tracking Analyst, 3D Analyst), MapInfo • Environmental data analysis and presentation
Scientist/Engineer Computer Spec. Level III	PhD MS BS	6 8 15	<ul style="list-style-type: none"> • Oceanographic time series data analysis • Numerical modeling of coastal processes
Scientist/Engineer Mechanical Engineer Level III	PhD MS BS	6 8 15	<ul style="list-style-type: none"> • Computational fluid dynamics • Numerical modeling of estuarine, coastal and shelf processes • Numerical finite volume and finite difference methods • Physical, biological, and geological data collection • Research diving • Engineering design

<u>Employee Category</u>	<u>Min. Level of Educ.</u>	<u>Min. Years of Exp.</u>	<u>Capabilities</u>
Scientist/Engineer Ocean Engineer Level III	PhD MS BS	6 8 15	<ul style="list-style-type: none"> • Management of oil spill fate, trajectory, and environmental impact projects • Training and interface with ASA model system clients • Management of multidisciplinary code-generation projects • Design and implementation of oceanographic data analysis, display, and archiving systems • Applied physical oceanographic modeling and data analysis • Interaction of physical, chemical, biological model systems • Pollutant transport modeling
Scientist/Engineer Oceanographer Level III	PhD MS BS	6 8 15	<ul style="list-style-type: none"> • Numerical and laboratory modeling of thermal and chemical transport in fluids • Computational methods, including finite difference and finite element methods • Oceanographic data collection (including ADCP, CTD, swath bathymetry) • Analysis of geophysical and oceanographic data • Project management
Scientist/Engineer Biologist Level II	MS BS	3 5	<ul style="list-style-type: none"> • Natural resource damage assessment • Environmental risk and impact assessments • Geographic Information Systems (GIS) • Biological and environmental data analysis and management • Habitat assessment • Fisheries Biology and Ecology • Assessment and modeling of pollutant effects on aquatic biota and ecosystems • Oil fates and effects modeling
Scientist/Engineer Computer Spec. Level II	MS BS	3 5	<ul style="list-style-type: none"> • Numerous programming languages with C/C++, Java, Perl, and Visual Basic being strongest • OpenGL and DirectX 3D APIs • Database Management

<u>Employee Category</u>	<u>Min. Level of Educ.</u>	<u>Min. Years of Exp.</u>	<u>Capabilities</u>
			<ul style="list-style-type: none"> • Computer Instruction • WWW Software Development and Management
Scientist/Engineer Ocean Engineer Level II	MS BS	3 5	<ul style="list-style-type: none"> • Development of curvilinear hydrodynamic and transport models. • Oceanographic data analysis. • Application, calibration and validation of hydrodynamic and transport models. • Numerical techniques such as finite difference, finite element and curvilinear coordinates. • Generation of boundary-fitted and finite element grids. • Skill Assessment of hydrodynamic and transport models.
Scientist/Engineer Chemical Level I	MS BS	0 1	<ul style="list-style-type: none"> • Chemical fates and effects modeling • Oil fates and effects modeling • Natural resource damage assessment • Environmental risk and impact assessments • Geographic Information Systems (GIS) • Environmental data analysis and management • Research studies • Pollution prevention techniques • Physical data collection and analysis
Scientist/Engineer Computer Spec.	MS BS	0 1	<ul style="list-style-type: none"> • Code development, management, and design • Object-oriented programming • Event-driven programming • Windows-based network setup and maintenance

<u>Employee Category</u>	<u>Min. Level of Educ.</u>	<u>Min. Years of Exp.</u>	<u>Capabilities</u>
Level I			<ul style="list-style-type: none"> • Database management • Interactive web page design • Windows 3.x, Windows 95, 98, 2000, XP, and NT 4.0, extensive experience using Debian Linux, Red Hat Linux, Solaris on Sparc, and various other flavors of Linux/UNIX, and limited experience with Macintosh OS. • Microsoft Office family of products, JASC Paint Shop Pro 5.0, Adobe Photoshop 4.0, Macromedia Flash 3.0, the GIMP, Emacs, Forte for Java, Apache web server, ProFTPd FTP server, MySQL server, Microsoft IIS 5.0 web server, Microsoft SQL Server 7, Microsoft Visual Studio • Internet protocols and standard specifications, accessibility considerations for websites, and research techniques, as well as HTML 4.0, DHTML, XML, XSL, CSS
Scientist/Engineer Level I	MS BS	0 1	<ul style="list-style-type: none"> • Web development, management, and design • Windows-based network setup and maintenance • Database management
Intern	In school pursuing a BS	0	<ul style="list-style-type: none"> • Experience gained through study of the applicable field.
Senior Consultant Biologist	PhD MS	10 15	<ul style="list-style-type: none"> • Biological oceanography • Marine ecology • Phytoplankton and zooplankton dynamics • Benthic processes • Marine animal physiology • Sediment/water column chemistry • Field and laboratory data collection programs • Nutrient dynamics

<u>Employee Category</u>	<u>Min. Level of Educ.</u>	<u>Min. Years of Exp.</u>	<u>Capabilities</u>
			<ul style="list-style-type: none"> • Oil spill damage assessment
Senior Consultant Oceanographer	PhD MS	10 15	<ul style="list-style-type: none"> • Numerical and laboratory modeling of thermal and chemical transport in fluids • Computational methods, including finite difference and finite element methods • Oceanographic data collection (including ADCP, CTD, swath bathymetry) • Analysis of geophysical and oceanographic data

Performance Reviews

From: *RPS HR Manual - July 2015*

It is the policy of the Company that the job performance of each employee be formally reviewed at least once each year by the employee's immediate supervisor. Overall Company success depends upon the total of each individual employee's accomplishments. This review will be given verbally or in writing. The review process should:

- Assure quality feedback between employees and supervisors regarding work performance to
- establish a continuous method of improving overall Company performance
- Identify excellent performance and areas for job improvement by employees
- Identify motivated, capable employees who are suitable for growth and advancement within the Company
- Identify any current and future training needs

Employees should use this review to discuss with their supervisor ways the employee can improve their performance and ways the Company can assist the employee to reach his or her goals. Supervisors will discuss an employee's job performance on an informal basis whenever the need arises. Performance reviews are typically held at year-end but can be set up at any time that is convenient for both the employee and their supervisor.

Applied Science Associates Performance Evaluation – Technical Staff

Employee Name:	Position:
Evaluator Name:	
Evaluation Period:	

Job Review Categories:

Review each category and check (O-Outstanding Performer), (E-Exceeds Expectations), (M-Meets Expectation), (N-Needs Improvement), or (NA-Not Applicable).

O – Outstanding Performer – performance far exceeds job requirements on a regular basis. Employees in this category have clearly made the greatest contributions to the success of the company.

E – Exceeds Expectations – performance normally exceeds expectations of quality and quantity in job requirements. Performance of employees in this category is clearly better than others holding similar level assignments.

M – Meets Expectations – performance consistently meets the expectations of the position. Employees in this category perform their duties in a fully satisfactory manner.

N – Needs Improvement – performance often falls short of job requirements. Evaluations for employees in this category should include agreed upon development plan to reach an “M” rating in a reasonable period.

<i>Use the space under each category to add comment.</i>	<i>Goals</i>	O	E	M	N
1. Revenue Generation <ul style="list-style-type: none"> • Proposal Writing or Proposal Support • Business Development, Activities and Support 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quality <ul style="list-style-type: none"> • Accuracy • Attention to Detail • Timeliness • Technical Writing 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Firm Building <ul style="list-style-type: none"> • Innovation/Creativity • Initiative • Efficiency • Teamwork • Publications/Presentations • Marketing Efforts • Client Interactions • Education/Training • Leader in an area of expertise 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: *Include any additional comments(combination of self review and reviewer comments)*

Individual Goals and Objectives: *include personal goals, next review period objectives and/or development plans.*

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Company Goals/Comments: *include comments on the company performance, strengths, weaknesses, and ideas and suggestions for improvements,*

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Employee Signature*:			Reviewer:	
Human Resources:			Date:	

* The employee's signature above indicates that (s)he was given the opportunity to read this review and add comments, it does not necessarily signify total agreement.

Rutgers

All Rutgers Human Resources policies are detailed here: <http://policies.rutgers.edu/view-policies/human-resources-hr-%E2%80%93-section-60>.

In particular:

- Staff Classifications are described in Section 60.4.5 *Evaluation and Classification of Managerial, Professional, Supervisory, and Confidential (MPSC) Staff Positions*:
<http://policies.rutgers.edu/sites/policies/files/60.4.5%20-%20current.pdf>
- Performance evaluation procedures are described in Section 60.4.9 *Performance Appraisal of Managerial, Professional, Supervisory, Confidential, and Administrative Staff*:
<http://policies.rutgers.edu/view-policies/human-resources-hr-%E2%80%93-section-60>