



**EXECUTIVE MANAGEMENT AND AUDIT COMMITTEE
MAY 19, 2005**

SUBJECT: RECLASSIFICATION OF POSITIONS

ACTION: APPROVE PROPOSED CLASSIFICATION CHANGES

RECOMMENDATION

- A) Approve the reclassification upgrade of the non-represented position of Senior Secretary in the Office of the Inspector General (Grade E) to Administrative Aide (Grade F).
- B) Approve the reclassification upgrade of the non-represented position of Senior Secretary in the Board Office (Grade E) to Administrative Aide (Grade F).

ISSUES

In alignment with the Position Authorization and Compensation Policy adopted by the Board at its February 26, 2004 meeting, staff is seeking Board approval for reclassification upgrades of two (2) existing non-represented positions. This is consistent with the revised policy also on this months' agenda.

BACKGROUND

On January 1, 1997, the LACMTA implemented a new job classification and compensation system to replace the previous program. The objectives were to make the system internally equitable, flexible, and externally competitive. The new system created a more fair and equitable structure that focuses on the value of the job to the LACMTA. Under this system, the number of classification titles was decreased and the number of pay bands increased to reflect best practices within LACMTA's market.

The underlying methodology used to value jobs under this system is the Hay Guide Chart-Profile Method of Job Evaluation. Under this method of job measurement, position content is evaluated based on the knowledge required for the position, the kind of thinking needed to

solve problems, and the responsibilities assigned to the position. Positions are assigned points based on the various job content factors. Salary grades have been established based on point ranges, with positions assigned to a salary grade based on their point values. Additionally, in order to ensure competitiveness with the marketplace(s) in which the LACMTA attracts talent, market pay data is reviewed to ensure that positions are placed in the appropriate salary grade.

DISCUSSION

Approve the reclassification upgrade of the non-represented position of Senior Secretary in the Office of the Inspector General (Grade E) to Administrative Aide (Grade F)

This position performs independent and analytical-type work, including research, support to the Office of Inspector General (OIG) Information Technology Administrator, support to the Records Management Program, assistance in preparing special reports (such as the OIG Annual reports and periodic Investigative reports), design and development of the OIG website, and supporting activities around the OIG Hotline program. In addition, the position has completed major projects that are instrumental in creating a professional business image for the OIG, including the OIG Corporate Identity Campaign (including development of the OIG logo and brochure) and the OIG Policy/Procedure Manual Handbook. The incumbent is also responsible for preparing correspondence, memos, reports, minutes of meetings, assisting in records maintenance/retention, preparing documentation using a variety of software systems, and developing and maintaining filing systems, records and logs, including computerized database files.

Human Resources has evaluated the position using the LACMTA's job measurement methodology and recommends that this position be reclassified as an Administrative Aide in salary grade F, with a salary range of \$32,508 - \$40,635 - \$48,761. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the reclassification upgrade of the non-represented position of Senior Secretary in the Board Secretary's Office (Grade E) to Administrative Aide (Grade F)

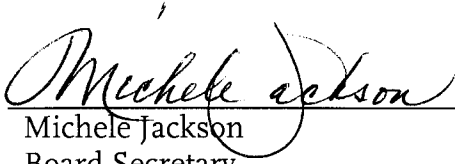
This position provides administrative support to various Board Members including Service Sector Governance Council Members, Board staff, elected officials, and staff members of the Board Secretary's Office. While approximately one-half of the incumbent's time is spent on performing administrative work to support the Board Secretary's Office, the other one-half is spent on providing administrative support to various Board Members including Service Sector Governance Council Members, Board staff, Elected Officials and LACMTA staff. Specific position duties include: maintaining the board calendar, coordinating and ensuring payment of monthly stipends for Board Members, preparing, compiling, and processing data on employee time sheets, ordering materials, supplies, and equipment for Board office staff and, as appropriate, Board Members, responding to incoming calls and providing information and referral to Authority personnel and to the public, and maintaining filing systems, records, and logs including computerized database files for faxes and board box items. The nature, level, and scope of the work being performed are consistent with the classification characteristics of an Administrative Aide (Grade F) job classification.

Human Resources has evaluated the position using the LACMTA's job measurement methodology and recommends that this position be reclassified as an Administrative Aide in salary grade F, with a salary range of \$32,508 - \$40,635 - \$48,761. This recommendation is based upon the classification description and a review of market pay data.

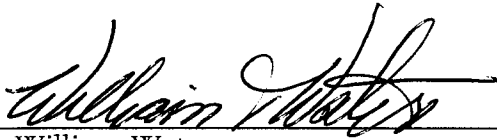
FINANCIAL IMPACT

The added salary cost for these two (2) reclassification upgrades is estimated to be \$4,460 for FY06. The strategic business units (SBUs) have budgeted these amounts in their proposed FY06 budgets.

Prepared by: Stefan Chasnov, Director of Human Resources



Michele Jackson
Board Secretary



William Waters
Inspector General