



**EXECUTIVE MANAGEMENT AND AUDIT COMMITTEE
SEPTEMBER 15, 2004**

SUBJECT: CREATION OF NEW POSITION CLASSIFICATION

ACTION: APPROVE PROPOSED NEW CLASSIFICATION

RECOMMENDATION

Approve the creation of a new non-represented classification entitled Chief of Business Services (Grade CC).

ISSUE

In May 2005, the Board approved the revised Position Authorization and Compensation Policy. Under the Policy, Board approval is required for the creation of new non-represented job classifications.

DISCUSSION

The proposed new classification of Chief of Business Services, pay grade CC, will assist the Chief Executive Officer in executing the overall mission of the agency by directing the activities of the major business support unit comprised of Finance, Accounting, Management and Budget, Information Technology, Procurement, Human Services (Labor and Employee Relations, Human Resources, General Services and Organizational Development and Training). The creation of this position was part of the organizational restructuring that was discussed and planned during the Board's review of the Chief Executive Officer's performance (see Attachment 1).

Human Resources recommends that this classification be placed in salary grade CC, with a salary range of \$125,363- \$156,774 - \$188,185. The recommendation is based upon the proposed classification description (see Attachment 2), and a review of market pay data.

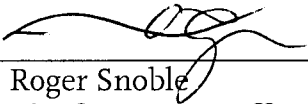
FINANCIAL IMPACT

Positions will be transferred and one position will be eliminated to avoid an impact to the FY06 Budget.

Prepared by: Don Ott, Executive Officer Administration
Stefan Chasnov, Director of Human Resources



Don Ott
Executive Officer, Administration

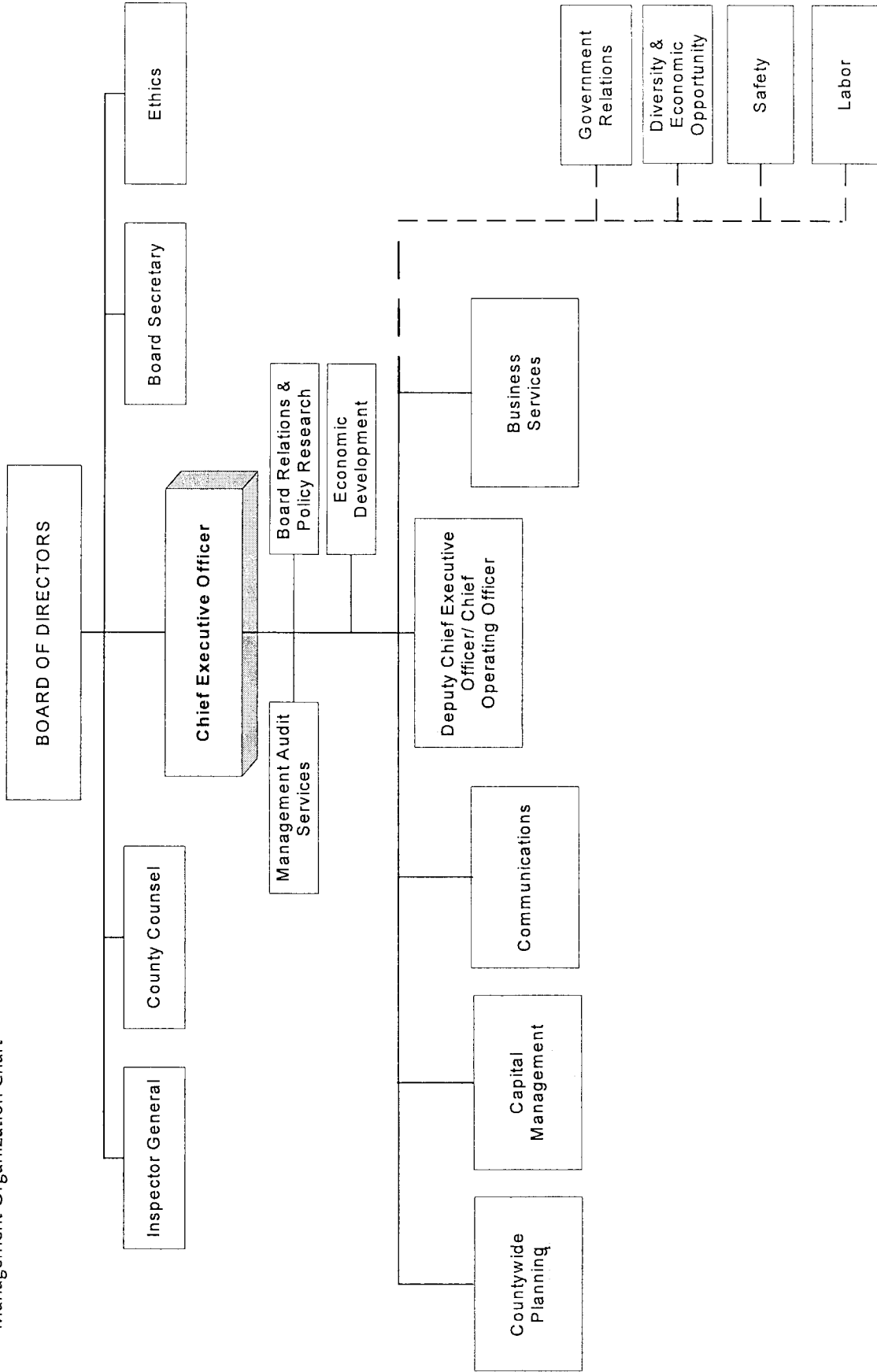


Roger Snoble
Chief Executive Officer



Metro

Management Organization Chart



Los Angeles County Metropolitan Transportation Authority

Job Class Specification

CHIEF OF BUSINESS SERVICES

Pay Grade H1CC

(\$125,363.16 - \$156,774.20 - \$188,185.24)

Basic Function

To assist the Chief Executive Officer in executing the overall mission of the Authority by directing the activities of the Finance, ITS, Procurement, Risk Management, and Human Services (Labor and Employee Relations, and Personnel & Building Services departments), and providing advice and counsel on LACMTA business matters.

Classification Characteristics

This classification is exempt/at will and the incumbent serves at the pleasure of the hiring authority.

Supervised by: Chief Executive Officer

Supervises: Executive Officer, Finance; Chief Information Officer, Executive Officer, Procurement; Executive Officer, Risk Management; Executive Officer, Labor and Employee Relations, Executive Officer, Administration (Personnel & Building Services); Administrative and Finance Manager, Senior Administrative Analyst, & Executive Secretary.

FLSA: Exempt

Work Environment

With the vision of leading the nation in safety, mobility, and customer satisfaction, the LACMTA's mission is to be responsible for the continuous improvement of an efficient and effective transportation system for Los Angeles County.

In order to achieve the Agency's goals in support of its' mission, potential candidates are required to continuously practice and demonstrate the following work values:

- **Safety** – Safety's 1st for the LACMTA's customers, employees, and business partners. Accidents and injuries are preventable.
- **Employees** – Employees are the LACMTA's most valuable resources and are to be treated with mutual respect and provided opportunities for professional development.
- **Fiscal Responsibility** – Individually and as a team we are accountable for safeguarding and wisely spending taxpayer dollars entrusted to the LACMTA.
- **Integrity** – We rely on the professional ethics and honesty of every LACMTA employee
- **Innovation** – Creativity and innovative thinking are valued and new ideas are welcomed.
- **Customer Satisfaction** – We strive to exceed the expectations of our customers.

- **Teamwork** – We actively seek to blend our individual talents in order to be the best in the nation.

Examples of Duties

- Establishes and executes programs to meet Authority objectives and develops an organization that will effectively administer the responsibilities and functions of the Finance, ITS, Procurement, Risk Management, Labor and Employee Relations, and Personnel & Building Services departments.
- Provides policy direction to assigned major functional areas, directing the establishment of goals, major priorities, and advising in the development of strategies and resolution of major problems.
- Provides advice to the CEO on business matters and undertakes special projects as directed.
- Monitors activities of assigned departments to ensure conformance with goals and objectives of reporting unit and to eliminate impediments to peak performance, and to ensure compliance with outside regulatory agencies and internal programs.
- Ensures adequate funding to meet ongoing and project commitments.
- Administers major funds, acquisitions, contracts and vendor relations.
- Formulates and develops financial instruments, procurement, risk management, labor relations, human resources and business services strategies.
- Oversees utilization of funding sources.
- Develops new sources of revenue.
- Serves as chair or member of various committees or boards.
- Participates in labor negotiations.
- Represents the Authority at meetings, conferences, and public events.
- Assists in the development of Authority's regional long-range strategic plans.
- Ensures coordination and cooperation of services among assigned departments.
- Formulates policy recommendations for Board of Directors and advises on related issues.
- Formulates internal administrative policies under CEO authority
- Directs the conducting of studies, investigations, and analyses at the direction of executive staff and Board of Directors, including reports of findings and recommendations.
- Keeps abreast of new developments and advancements within the areas of Finance, ITS, Procurement, Risk Management & Safety, Labor and Employee Relations, and Personnel & Building Services.
- Meets with officials on programs, proposals, and related issues.
- Supervises subordinate staff.
- Complies with LACMTA's efficient and effective bill paying standard to ensure project and cost center invoices are paid in a timely manner.
- Oversees, monitors, and adheres to departments/units budget, goals, and schedules which complies to agency-wide fiscal responsibility.
- Develops and delivers quality projects from inception to close-out on time and within scope and budget.

- Creates LACMTA's safety vision; approves and adopts the agency's safety rules, policies, and procedures; communicates safety expectations; and maintains accountability for the safety performance of the entire agency.
- Complies with all of LACMTA's safety rules, policies, and procedures.

Essential Knowledge and Abilities

Knowledge of:

- Theories, principles and practices of public finance, accounting, investing, procurement, risk management, organizational administration functions and strategic planning.
- Government procurement, risk control practices and funding sources.
- Benefit plan administration and regulations.
- Administrative principles and methods, including goal setting, program and budget development and implementation.
- Public administration and modern management theory.
- Capital and operating budgets.
- Social, political, and environmental issues influencing transit programs.

Ability to:

- Direct the overall activities of major organizational financial, risk management, procurement functions and business services.
- Determine strategies to achieve goals.
- Establish and implement policies and procedures.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements.
- Exercise judgment and creativity in making decisions.
- Communicate effectively orally and in writing.
- Represent Authority before elected officials and the public.
- Prepare comprehensive reports and correspondence.
- Interact professionally with various levels of Authority employees and outside representatives.
- Plan financial, procurement, risk management, business services and staffing needs.
- Supervise subordinate staff.

Minimum Qualifications

Potential candidates interested in the CHIEF OF BUSINESS SERVICES position MUST meet the following requirements:

- Bachelor's degree - Business, Finance, Economics, Accounting, Administration or other related field.
- 8 years' of extensive senior management-level experience in one or more of the relevant departmental functions.
- Professionnel certificates/licences: CPA desirable.
- Master's degree - Business, Finance, Economics, Administration or other related field desirable.

- Valid California Class C driver license.

Special Conditions

None.

Disclaimer

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.

