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**EXECUTIVE MANAGEMENT AND AUDIT COMMITTEE
NOVEMBER 16, 2006**

SUBJECT: CLASSIFICATION AND SALARY CHANGES

**ACTION: APPROVE CREATION OF NEW CLASSIFICATIONS, RECLASSIFICATION
UPGRADES AND ANNUAL SALARIES ABOVE \$125,000**

RECOMMENDATIONS

- A) Approve the creation of the non-represented classification of Assistant Ethics Officer (Grade H).
- B) Approve the creation of the non-represented classification of Principal Ethics Officer (Grade L).
- C) Approve the creation of the classification of Assistant Workers Compensation Analyst (Grade G).
- D) Approve the creation of the classification of Senior Network Administrator (Grade K)
- E) Approve the creation of the classification of Principal Workers Compensation Analyst (Grade L).
- F) Approve the reclassification upgrade of the Equipment Maintenance Supervisor (AFSCME Grade C04) in the Regional Rebuild Center to Assistant Manager, Equipment Maintenance (Grade L).
- G) Approve the creation of the classification of Assistant Public Communications Officer (Grade G) and the reclassification upgrade of the position of Communications Coordinator in Communications (Grade D) to Assistant Public Communications Officer (Grade G).
- H) Approve the reclassification upgrade of the position of Administrative Aide in Information Technology Services (Grade F) to Assistant Administrative Analyst (Grade G).
- I) Approve the reclassification upgrade of the position of Departmental Systems Assistant in Fleet Management & Support Services (Grade F) to Departmental Systems Analyst (Grade H).

- J) Approve the creation of the classification of Network Support Supervisor (Grade I) and the reclassification upgrade of the position of Office Supervisor in Information Technology Services (Grade H) to Network Support Supervisor (Grade I).
- K) Approve the reclassification upgrade of the position of Departmental Systems Analyst in Fleet Management & Support Services (Grade H) to Senior Departmental Systems Analyst (Grade K).
- L) Approve the reclassification upgrade of the non-represented position of Ethics Officer (Grade I) to Senior Ethics Officer (Grade K).
- M) Approve the reclassification upgrade of the position of Buyer in Procurement (Grade I) to Contract Administrator (Grade K).
- N) Approve the creation of the classification of Network Support Manager (Grade M) and the reclassification upgrade of the position of Computer Operations Supervisor in Information Technology Services (Grade I) to Network Support Manager (Grade M).
- O) Approve the creation of the classification of Motorist Services Program Administrator (Grade J).
- P) Approve the creation of the classification of Customer Programs & Services Supervisor (Grade L) and the reclassification of the position of Senior Customer Program & Services Officer (Grade J) to Customer Programs & Services Supervisor (Grade L).
- Q) Approve the reclassification upgrade of the position of Customer Relations Manager in Communications (Grade K) to Communications Manager (Grade M).
- R) Approve the creation of the classification of Spatial Analysis Project Leader (Grade M).
- S) Approve the creation of the classification of Principal Industrial Hygienist (Grade M) and the reclassification upgrade of the position of Senior Industrial Hygienist in Corporate Safety (Grade L) to Principal Industrial Hygienist (Grade M).
- T) Approve the reclassification upgrade of the position of ADA Compliance Administrator from Grade L to Grade M.
- U) Approve the reclassification upgrade of two Assistant Community Relations Manager positions in Community Relations (Grade K) to Community Relations Manager (Grade M).
- V) Approve the reclassification upgrade of two Government Relations Manager positions in Government Relations (Grade M) to Government Relations Manager (Grade N).

- W) Approve the creation of the classification of Director, Real Property Management and Development (Grade P) and the reclassification upgrade of the position of New Business Development Manager (Grade M) to Director, Real Property Management and Development (Grade P).
- X) Approve the creation of the classification of Motorist Services Program Manager (Grade N).
- Y) Approve the creation of the classification of Safety Certification & Operations Manager (Grade O) and the reclassification upgrade of the position of Corporate Health & Safety Manager (Grade N) to Safety Certification & Operations Manager (Grade O).
- Z) Approve the creation of the classification of Database Administration Manager (Grade O) and the reclassification upgrade of the position of Systems Project Manager in Information Technology Services (Grade N) to Database Administration Manager (Grade O).
- AA) Approve the reclassification upgrade of the position of Executive Administration Manager (Grade O) to Director, Customer Programs and Services (Grade P).
- BB) Approve the reclassification upgrade of the position of Director, Transportation Program Development in Communications from Grade O to Grade P.
- CC) Approve the reclassification upgrade of the position of Director, Metro Commute Services in Communications from Grade O to Grade P.
- DD) Approve the reclassification upgrade of the position of Director, Customer Relations in Communications from Grade O to Grade P.
- EE) Approve the creation of the classification of Director, Schedules, Staffing & Instruction (Grade Q) and the reclassification upgrade of the position of Schedules Manager in Rail (Grade O) to Director, Schedules, Staffing & Instruction (Grade Q).
- FF) Approve the creation of the classification of Director of Capital Projects, Facilities Operations (Grade Q) and the reclassification upgrade of the position of Project Manager, Facilities Operations (Grade O) to Director of Capital Projects, Facilities Operations (Grade Q).
- GG) Approve the reclassification upgrade of the position of Director of Corporate Safety from Grade P to Grade Q.
- HH) Approve the reclassification upgrade of the position of Director of Operations Support in Operations – Manpower from Grade P to Grade Q.
- II) Approve the creation of the classification of Deputy Executive Officer, General Services (Grade S) and the reclassification upgrade of the position of Director of General Services (Grade P) to Deputy Executive Officer, General Services (Grade S).

- JJ) Approve the creation of the classification of Deputy Executive Officer, Human Resources (Grade S) and the reclassification upgrade of the position of Director of Human Resources (Grade P) to Deputy Executive Officer, Human Resources (Grade S).
- KK) Approve the reclassification upgrade of the position of Deputy Inspector General, Audits from Grade P to Grade Q.
- LL) Approve the reclassification upgrade of the position of Deputy Inspector General, Investigations from Grade P to Grade Q.
- MM) Approve the reclassification upgrade of the position of Controller from Grade P to Grade AA, and the proposed annual salary for the incumbent of \$139,522.
- NN) Approve the creation of the classification of Deputy Executive Officer, Real Estate, the reclassification upgrade of the position of Director of Real Estate (Grade P) to Deputy Executive Officer, Real Estate (Grade S), and the proposed annual salary for the incumbent of \$136,985.
- OO) Approve the creation of the classification of Chief Auditor (Grade T), the reclassification upgrade of the position of Managing Director, Management Audit (Grade S) to Chief Auditor (Grade T), and the proposed annual salary for the incumbent of \$133,374.
- PP) Approve the creation of the classification of Executive Officer, Budget (Grade AA), the reclassification upgrade of the position of Deputy Executive Officer, Finance (Grade S) to Executive Officer, Budget (Grade AA), and the proposed annual salary of the incumbent of \$139,995.
- QQ) Approve the reclassification upgrade of the position of Chief Information Officer from Grade T to Grade AA, and the proposed annual salary for the incumbent of \$149,075.47.
- RR) Approve the creation of the new classification of Chief, Real Property Management and Development (Grade BB), the reclassification upgrade of the position of Executive Officer, Real Property Management and Development (Grade AA) to Chief, Real Property Management and Development (Grade BB) and the proposed annual salary for the incumbent of \$161,762.
- SS) Approve the creation of the new classification of Chief of Administrative Services (Grade BB), the reclassification upgrade of the position of Executive Officer, Procurement (Grade AA) to Chief of Administrative Services (Grade BB) and the proposed annual salary for the incumbent of \$173,261.
- TT) Approve the creation of the new classification of Chief of Financial Services (Grade BB), the reclassification upgrade of the position of Executive Officer, Finance (Grade AA) to Chief of Financial Services (Grade BB) and the proposed annual salary for the incumbent of \$178,960.

FROM			TO			
TITLE	GRADE	SALARY RANGE	TITLE	GRADE	SALARY RANGE	NUMBER OF POSITIONS
/A - Classification Doesn't Currently Exist	N/A	N/A	Assistant Ethics Officer	H	\$44,449.60 - \$66,684.80	N/A
/A - Classification Doesn't Currently Exist	N/A	N/A	Principal Ethics Officer	L	\$60,340.80 - \$90,500.80	N/A
/A - Classification Doesn't Currently Exist	N/A	N/A	Senior Network Administrator	K	\$55,494.60 - \$66,684.80	N/A
/A - Classification Doesn't Currently Exist	N/A	N/A	Assistant Workers' Compensation Analyst	G	\$40,310.40 - \$60,486.40	N/A
/A - Classification Doesn't Currently Exist	N/A	N/A	Principal Workers' Compensation Investigator	L	\$60,340.80 - \$90,500.80	N/A
Equipment Maintenance Supervisor	C04	\$59,545.00 - \$79,394.00	Assistant Manager, Equipment Maintenance	L	\$60,340.80 - \$90,500.80	1
Communications Coordinator	D	\$30,742.40 - \$46,113.60	Assistant Public Communications Officer	G	\$40,310.40 - \$60,486.40	1
Administrative Aide	F	\$36,649.60 - \$54,974.40	Assistant Administrative Analyst	G	\$40,310.40 - \$60,486.40	1
Departmental Systems Assistant	F	\$36,649.60 - \$54,974.40	Departmental Systems Analyst	H	\$44,449.60 - \$66,684.80	1
Office Supervisor	H	\$44,449.60 - \$66,684.80	Network Support Supervisor	I	\$47,673.60 - \$71,489.60	1
Departmental Systems Analyst	H	\$44,449.60 - \$66,684.80	Sr. Departmental Systems Analyst	K	\$55,494.40 - \$83,220.80	1
Ethics Officer	I	\$47,673.60 - \$71,489.60	Senior Ethics Officer	K	\$55,494.40 - \$83,220.80	1
Buyer	I	\$47,673.60 - \$71,489.60	Contract Administrator	K	\$55,494.40 - \$83,220.80	1
Computer Operations Supervisor	I	\$47,673.60 - \$71,489.60	Network Support Manager	M	\$65,894.40 - \$98,841.60	1
Transportation Planner II	J	\$51,334.40 - \$77,001.60	Motorist Services Program Administrator	J	\$51,334.40 - \$77,001.60	1
Senior Customer Program & Services Officer	J	\$51,334.40 - \$77,001.60	Customer Program & Services Supervisor	L	\$60,340.80 - \$90,500.80	1
Customer Relations Manager	K	\$55,494.40 - \$83,220.80	Communications Manager	M	\$65,894.40 - \$98,841.60	1
Schedule Planner	L	\$60,340.80 - \$90,500.80	Spatial Analysis Project Leader	M	\$65,894.40 - \$98,841.60	1
Industrial Hygienist	L	\$60,340.80 - \$90,500.80	Principal Industrial Hygienist	M	\$65,894.40 - \$98,841.60	1
ADA Compliance Administrator	L	\$60,340.80 - \$90,500.80	ADA Compliance Administrator	M	\$65,894.40 - \$98,841.60	1
Assistant Community Relations Manager	L	\$60,340.80 - \$90,500.80	Community Relations Manager	M	\$65,894.40 - \$98,841.60	2
Government Relations Manager	M	\$65,894.40 - \$98,841.60	Government Relations Manager	N	\$72,300.80 - \$108,451.20	2
New Business Development Manager	M	\$65,894.40 - \$98,841.60	Director of Property Management & Development	P	\$88,108.80 - \$132,142.40	1
Transportation Planning Manager IV	N	\$72,300.80 - \$108,451.20	Motorist Services Program Manager	N	\$72,300.80 - \$108,451.20	1
Corporate Health & Safety Manager	N	\$72,300.80 - \$108,451.20	Safety Certification & Operations Manager	O	\$79,643.20 - \$119,475.20	1
Systems Project Manager	N	\$72,300.80 - \$108,451.20	Database Administration Manager	O	\$79,643.20 - \$119,475.20	1
Executive Administration Manager	O	\$79,643.20 - \$119,475.20	Director, Customer Programs & Services	P	\$88,108.80 - \$132,142.40	1
Director of Transportation Program Development	O	\$79,643.20 - \$119,475.20	Director of Transportation Program Development	P	\$88,108.80 - \$132,142.40	1
Director of Metro Commute Services	O	\$79,643.20 - \$119,475.20	Director of Metro Commute Services	P	\$88,108.80 - \$132,142.40	1
Director of Customer Relations	O	\$79,643.20 - \$119,475.20	Director of Customer Relations	P	\$88,108.80 - \$132,142.40	1
Schedules Manager	O	\$79,643.20 - \$119,475.20	Director of Schedules, Staffing & Instruction	Q	\$97,884.80 - \$146,806.40	1
Project Manager, Facilities Operations	O	\$79,643.20 - \$119,475.20	Director of Capital Projects, Facilities Operations	Q	\$97,884.80 - \$146,806.40	1
Director of Corporate Safety	P	\$88,108.80 - \$132,142.40	Director of Corporate Safety	Q	\$97,884.80 - \$146,806.40	1
Director of Operations Support	P	\$88,108.80 - \$132,142.40	Director of Operations Support	Q	\$97,884.80 - \$146,806.40	1
Director of General Services	P	\$88,108.80 - \$132,142.40	DEO, General Services	S	\$112,923.20 - \$169,374.40	1
Director of Human Resources	P	\$88,108.80 - \$132,142.40	DEO, Human Resources	S	\$112,923.20 - \$169,374.40	1
Deputy Inspector General, Audit	P	\$88,108.80 - \$132,142.40	Deputy Inspector General, Audit	Q	\$97,884.80 - \$146,806.40	1
Deputy Inspector General, Investigation	P	\$88,108.80 - \$132,142.40	Deputy Inspector General, Investigation	Q	\$97,884.80 - \$146,806.40	1

FROM			TO			
TITLE	GRADE	SALARY RANGE	TITLE	GRADE	SALARY RANGE	NUMBER OF POSITIONS
Controller	P	\$88,108.80 - \$132,142.40	Controller	AA	\$124,841.60 - \$187,262.40	1
Director of Real Estate	P	\$88,108.80 - \$132,142.40	DEO, Real Estate	S	\$112,923.20 - \$169,374.40	1
Managing Director, Management Audit	S	\$112,923.20 - \$169,374.40	Chief Auditor	T	\$117,354.00 - \$176,051.00	1
DEO, Finance	S	\$112,923.20 - \$169,374.40	Executive Officer, Budget	AA	\$124,841.60 - \$187,262.40	1
Chief Information Officer	T	\$117,354.00 - \$176,051.00	Chief Information Officer	AA	\$124,841.60 - \$187,262.40	1
Executive Officer, Real Property Management and Development	AA	\$124,841.60 - \$187,262.40	Chief, Real Property Management and Development	BB	\$132,516.80 - \$198,785.60	1
Executive Officer, Office of Procurement	AA	\$124,841.60 - \$187,262.40	Chief of Administrative Services	BB	\$132,516.80 - \$198,785.60	1
Executive Officer, Finance	AA	\$124,841.60 - \$187,262.40	Chief of Financial Services	BB	\$132,516.80 - \$198,785.60	1

FINANCIAL IMPACT

The strategic business units (SBUs) will be required to absorb the additional costs (if any) resulting from the salary grade changes in their FY07 budgeted funds and FTE's. This added burdened cost is estimated to be \$370,014 for FY07. The total FTE's in the FY07 Budget will not change as a result of these changes. Each cost center manager will be responsible for budgeting for these costs in future year budgets.

ISSUES

Board approval is required for the creation of new non-represented classifications, for reclassification upgrades that include a salary increase, and for salaries in excess of \$125,000. Staff is proposing a total of 48 changes, which include the creation of 26 new non-represented classifications. Five of these new positions do not currently exist. They are being created for use by the department to underfill budgeted positions to create entry level positions and/or to create a job series for career development opportunities. Included in the 48, staff is proposing classification/salary changes that affect 39 budgeted positions.

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 creation of the non-represented classification of Assistant Ethics Officer (salary grade H).

This classification will serve as the entry-level classification for the Ethics Officer series, and will be responsible for administering ethics-related compliance programs required by law. Future incumbents in this classification will receive instruction and supervision from Senior Ethics Officers and Ethics Officers, and will have less direct contact with Board members. The creation of this classification will allow incumbents to attain relevant experience and demonstrate knowledge of ethics rules, laws and procedures as they begin their ethics careers.

This position is not budgeted for FY07. It is being created for use by the Ethics Department to underfill existing budgeted positions or for use in future fiscal years.

Approve the creation of the non-represented classification of Principal Ethics Officer (salary grade L).

This classification will perform the most complex Ethics work and will serve in a lead capacity with the Ethics Office. In addition to administering ethics-related compliance programs required by law, a position in this classification will also coordinate the development, and oversee the maintenance of the intranet and internet ethical web sites for staff and the general public. The creation of this classification will allow for more training and development activities to occur with staff around ethics issues and will allow for a career progression beyond the existing senior level.

This position is not budgeted for FY07. It is being created for use by the Ethics Department to underfill existing budgeted positions or for use in future fiscal years.

Approve the creation of the classification of Assistant Workers' Compensation Analyst (Grade G).

This position provides entry-level administrative and specialized support to personnel within Risk Management/Workers' Compensation. Incumbents prepare and process data for all aspects of workers' compensation claims, input data into the claims database from various sources, contact bus and rail divisions, doctors' offices, and injured workers to obtain required disability claims information needed to process claims, and monitor medical-only claims through closure or conversion.

This position is not budgeted for FY07. It is being created for use by Risk Management to underfill existing budgeted positions or for use in future fiscal years.

Approve the creation of the classification of Senior Network Administrator (Grade K).

This position performs more complex work and exercises lead responsibility over a project or work group. The position supports mainframe activities, development of projects and plans for system upgrades and network improvements, designs and implements workflow strategies, develops and tests network systems disaster recovery continuity plans, and formulates, analyzes and facilitates the implementation of network and system security requirements.

This position is not budgeted for FY07. It is being created for use by ITS for future staff growth and development opportunities.

Approve the creation of the classification of Principal Workers' Compensation Investigator (Grade L).

This position conducts highly complex investigation work for LACMTA's workers' compensation program in the areas of fraud and abuse, and other related cases of employee misconduct. Incumbents serve as project leaders for contract firms by overseeing, monitoring and reviewing work during claims investigations and auditing contractor

performance. Additionally, this position is responsible for presenting investigative findings both orally and in writing for determination of the prosecutorial merits of the case with County Counsel for concurrence before local government and state level reporting, and prepares and reviews suspected case files for filing and reporting of suspected fraud to the local District Attorney's offices, State Department of Insurance and the State of California Anti-fraud Initiative Division.

This position is not budgeted for FY07. It is being created for use by Risk Management in place of an existing budgeted position or for use in future fiscal years.

Approve the reclassification upgrade of the Equipment Maintenance Supervisor (AFSCME Grade C04) in the Regional Rebuild Center to Assistant Manager, Equipment Maintenance (Grade L).

This position oversees the daily activities of non-revenue and eleven satellite locations. The incumbent is responsible for managing assets of approximately 1,500 pieces of non-revenue equipment such as pool vans and cars, boom trucks, forklifts, generators and compressors. The position directs the preparation of non-revenue's operating budget of \$12 million and developing, managing and monitoring approximately \$9 million of bus and rail capital call for replacement and expansion vehicle projects.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to Assistant Manager, Equipment Maintenance in salary grade L, with a salary range of \$60,341 - \$75,421 - \$90,501. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the creation of the classification of Assistant Public Communications Officer (Grade G) and the reclassification upgrade of the position of Communications Coordinator in Communications (Grade D) to Assistant Public Communications Officer (Grade G).

This position serves as a liaison with the media to ensure they receive LACMTA press releases, Board agenda packets and other information. The incumbent responds to and transmits the concerns of local elected officials, the community and special interest groups to management, assembles and distributes media clips to senior management and designated staff, coordinates media projects for special events, photographs media events for internal or promotional purposes, provides support at press events or news conferences such as coordinating production and distribution of press kits and promotional materials and ensuring needed logistics are at hand, and cultivates and maintains effective working relationships with Spanish-speaking reporters, editors and producers in the print and electronic media on national, regional and local levels.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to the newly created position of Assistant Public Communications Officer in salary grade G, with a salary range of \$40,310 - \$50,398 - \$60,486. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the reclassification upgrade of the position of Administrative Aide in Information Technology Services (Grade F) to Assistant Administrative Analyst (Grade G).

This position provides analytical support in managing the telecommunications budget by performing account analysis and reconciliation of invoices. The incumbent assists in the annual budget preparation and works closely with Accounts Payable and with telecommunications vendors to resolve billing discrepancies ensuring invoices are paid timely and accurately. In addition, the incumbent is responsible for coordinating the purchasing card program for the entire ITS department, as well as administering the Cellular Automated billing system which electronically delivers cell phone statements to approximately 500 LACMTA users for validation and management approval.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified as an Assistant Administrative Analyst in salary grade G, with a salary range of \$40,310 - \$50,398 - \$60,486. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the reclassification upgrade of the position of Departmental Systems Assistant in Fleet Management & Support Services (Grade F) to Departmental Systems Analyst (Grade H).

This position supports the day-to-day functions of the Maintenance Operation Divisions and the Regional Rebuild Center by providing reports used to monitor division operational and performance activities. The incumbent develops application programs to generate custom or regular reports, conducts in-depth analysis to determine the root cause of data problems and provides corrective action, and participates in the design, review, testing, and implementation of the M3 System.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified as a Departmental Systems Analyst in salary grade H, with a salary range of \$44,450 - \$55,578 - \$66,685. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the creation of the classification of Network Support Supervisor (Grade I) and the reclassification upgrade of the non-represented position of Office Supervisor in ITS (Grade H) to Network Support Supervisor (Grade I).

This position oversees and manages the ITS Help Desk and coordinates procurement, distribution, maintenance, repair and inventory of all employee cell phones and pagers. The incumbent supervises all Help Desk personnel, manages the ticketing system and telephone support for the Help Desk, oversees the employee cell phone and pager program including procuring, distributing and repairing all employee cell phones and pagers, troubleshoots minor personal computer hardware and software problems by providing technical alternatives or other troubleshooting options while waiting for ITS assistance, and monitors network/hardware performance to mitigate and/or eliminate system problems.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a newly-created classification of Network Support Supervisor in salary grade I, with a salary range of \$47,674 - \$59,571 - \$71,490. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the reclassification upgrade of the position of Departmental Systems Analyst in Fleet Management & Support Services (Grade H) to Senior Departmental Systems Analyst (Grade K).

This position is responsible for the Focus Management Reporting System within Operations, which provides comprehensive information pertaining to division operational and performance activities to a variety of users. The incumbent directly supervises the work of the Departmental Systems Assistant and actively participates in the determination of the root cause of data problems and in providing corrective action. The position also participates in the design, review, testing and implementation of the M3 System.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to Senior Departmental Systems Analyst in salary grade K, with a salary range of \$55,494 - \$69,347 - \$83,221. 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 Ethics Officer (salary grade I) to Senior Ethics Officer (salary grade K).

This position performs complex Ethics work in the administration of ethics-related compliance programs required by law. The incumbent ensures compliance with the lobbyist registration and statement of economic interest disclosure functions, including direct interaction with Board staff and prospective/current vendors, and conducts complex investigations regarding ethical issues.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified as a Senior Ethics Officer in salary grade K, with a salary range of \$55,494 - \$69,347 - \$83,221. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the reclassification upgrade of the position of Buyer in Procurement (Grade I) to Contract Administrator (Grade K).

This position is performing contract administration duties for General Services, including issuing requests for proposals and administering contracts around restoration activities, plant activities, the cafeteria and back flow (plumbing) activities. These duties were assigned to the incumbent in 2005 as a result of department reorganization.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a Contract Administrator in salary grade K, with a salary range of \$55,494 - \$69,347 - \$83,221. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the creation of the classification of Network Support Manager (Grade M) and the reclassification upgrade of the position of Computer Operations Supervisor in ITS (Grade I) to Network Support Manager (Grade M).

This position manages the daily operations of ITS' Data Center and Help Desk functions. The incumbent plans, directs and coordinates the activities of the ITS Data Center Customer Support Services function, oversees the disaster recovery and information security programs, monitors online network management systems and contacts appropriate personnel when experiencing malfunctions and network outages, oversees computer processing jobs and the checking and distribution of output, communicates with service providers of hardware and software maintenance, fire suppression and uninterruptible power systems, and participates in selection and contract negotiation for acquisition of large-scale data processing products.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a newly-created position entitled Network Support Manager in salary grade M, with a salary range of \$65,894 - \$82,368 - \$98,842. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the creation of classification of Motorist Services Program Administrator (Grade J).

These positions perform journey-level technical planning and programming support activities associated with plan development, project implementation, capital management and technical analysis in Motorist Services. Incumbents evaluate project description forms and proposals for various funding categories and prepare recommendations, prepare specific components of scopes of work, financial plans, schedules, contracts and agreements, participate in meetings with staff, community organizations, cities and other public agencies concerning the development, funding, management, operation or modification of a transportation-related project, and negotiate and execute cooperative agreements or memorandums of understanding with various agencies on projects or funding programs.

Two Transportation Planner II positions (Grade J) will be reclassified to this new classification. There will be no change in the incumbents' salary grade or actual salary.

Approve the creation of the classification of Customer Programs & Services Supervisor (Grade L) and the reclassification of the position of Senior Customer Program & Services Officer (Grade J) to Customer Programs & Services Supervisor (Grade L).

This position supervises a major function within the Customer Programs and Services Unit associated with the receipts, control, distribution, and sales of fare media by providing supervision and training to the unit's employees. The incumbent manages and monitors the "Metro Online Passes" web-based store and Metro Passes by Mail database, follows-up on all discrepancies related to bank deposits and credits on fare media/pass sales, and tracks and monitors all LACMTA Mail, e-commerce and stockroom sales and deliveries.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to Customer Programs & Services Supervisor in salary grade L, with a salary range of \$60,341 - \$75,421 - \$90,501. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the reclassification upgrade of the position of Customer Relations Manager in Communications (Grade K) to Communications Manager (Grade M).

This position oversees 10 employees in Passenger Relations (including activities around the Passenger Comment Management System, bulk Distribution and Customer Complaints). One of the positions being supervised (Senior Departmental Systems Analyst) is currently at the same salary grade as this position.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified as a Communications Manager in salary grade M, with a salary range of \$65,894 - \$82,368 - \$98,842. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the creation of the classification of Spatial Analysis Project Leader (Grade M).

This position researches, acquires, integrates, manipulates, and analyzes LACMTA transit service data extracted from operations and scheduling databases. The incumbent produces meaningful graphic spatial analyses and presentations as requested by internal staff and outside agencies.

One Schedule Planner position (Grade I) will be reclassified to this new position. There will be no change in the incumbent's salary grade or actual salary.

Approve the creation of the classification of Principal Industrial Hygienist (Grade M) and the reclassification upgrade of the position of Senior Industrial Hygienist in Corporate Safety (Grade L) to Principal Industrial Hygienist (Grade M).

This position provides technical expertise, program management, and project oversight for LACMTA's industrial hygiene, employee health and environmental safety programs that impact the delivery of LACMTA's transportation services. The incumbent reviews and approves engineering designs and contract specifications related to safety, health and environmental hazards prior to construction, and has the authority to shut down operations if it was determined that a facility or division is unsafe.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a newly-created position entitled Principal Industrial Hygienist in salary grade M, with a salary range of \$65,894 - \$82,368 - \$98,842. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the reclassification upgrade of the position of ADA Compliance Administrator from Grade L to Grade M.

The ADA Compliance Administrator administers LACMTA's programs, services and activities in compliance with the Americans with Disabilities Act (ADA) regulations, providing accommodation to qualified individuals with disabilities for easy access and use of LACMTA's transportation system and facilities. The incumbent prepares LACMTA's ADA compliance plan, reviews and interprets federal and state accessibility rules and regulations for compliance by LACMTA, reviews the Bus Operator Rulebook to ensure consistency with federal and state ADA rules and regulations, reviews construction plans for new bus and rail facilities to ensure ADA compliance, reviews customer accessibility complaints on LACMTA's bus and rail lines, reviews LACMTA's accessibility policies for compliance with FTA ADA Rules and Regulations and the Federal Department of Justice ADA Rules and Regulations, assists in the design and location of signage for rail and bus facilities, administers the SAFETEA-LU's New Freedom funds, administers the bus training program to older adults, coordinates and monitors the activities of Metro's elderly and disabled advisory committee, and assists Human Resources with recommending reasonable accommodations for employees.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to salary grade M, with a salary range of \$65,894 - \$82,368 - \$98,842. This recommendation is based upon the proposed classification description and a review of market data.

Approve the reclassification of two Assistant Community Relations Manager positions (Grade L) to Community Relations Manager (Grade M).

These positions supervise Senior Community Relations Officers and Community Relations Officers/Administrative Analysts each engaged in community relations, promotion and support of the construction of the LACMTA's mass transit capital projects (such as the Orange Line and the Eastside Extension of the Gold Line) and in promoting rail safety, including outreach, education and mitigation. The positions perform duties comparable to other existing Community Relations Managers, including preparing goals, objectives, budgets and work plans for their assigned areas, developing and implementing strategies to promote LACMTA's services and programs, serving as liaisons with elected officials, private and public agencies, and citizens, and providing advice or recommendations to internal departments regarding media, marketing, and communications strategies.

Human Resources evaluated the positions using LACMTA's job measurement methodology and recommends that these positions be reclassified as Community Relations Managers in salary grade M, with a salary range of \$65,894 - \$82,368 - \$98,842. This recommendation is based upon the proposed classification descriptions and a review of market pay data.

Approve the reclassification upgrade of two non-represented Government Relations Manager positions (Grade M) to Government Relations Manager (Grade N).

These positions provide advanced-level representation of and advocacy for LACMTA's policies, projects and programs before federal, state and regional legislative bodies and regulatory agencies. The incumbents serve as chief liaison for LACMTA with members of the United States Congress, California State Legislature, Los Angeles County Board of

Supervisors, City of Los Angeles Council and other local elected officials to inform and support the legislation and policies benefiting transportation services and projects, provide advice, counsel and direction for LACMTA staff, elected officials and regional agencies to develop legislative policies and issues supporting transportation, drafts LACMTA-sponsored legislation and review and analyzes legislation to determine possible effects on LACMTA's operations, funding and special programs, develop and direct strategy for the passage or defeat of legislation of importance to LACMTA, and testify before legislative policy and fiscal committees and regulatory agencies to enlist support for LACMTA operations and projects.

Human Resources evaluated the positions using LACMTA's job measurement methodology and recommends that these positions be reclassified as Government Relations Managers in salary grade N, with a salary range of \$72,301 - \$90,376 - \$108,451. This recommendation is based upon the proposed classification descriptions and a review of market pay data.

Approve the creation of the classification of Director, Real Property Management and Development (Grade P) and approve the reclassification upgrade of the position of New Business Development Manager (Grade M) to Director, Real Property Management and Development (Grade P).

This position plans and oversees projects and/or programs associated with joint development of LACMTA real estate assets and other transit-adjacent property, and special projects involving new LACMTA business opportunities. The incumbent directs, plans, analyzes and evaluates project costs, benefits and alternative action plans, leads negotiations of all business-related terms and conditions associated with joint development and new business opportunities, oversees preparation of RFPs and RFQs related to joint development projects and new business opportunities, participates in the selection and hiring of consultants, oversees the drafting and preparation of related contracts, and monitors and ensures projects are completed according to LACMTA policies, procedures, deadlines and standards.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to the newly-created position of Director, Property Management and Development in salary grade P, with a salary range of \$88,109 - \$110,136 - \$132,142. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the creation of the classification of Motorist Services Program Manager (Grade N).

These positions manage and execute activities associated with plan development, project implementation, capital management, and technical analysis in Motorist Services. Incumbents conduct complex planning, implementation, funding and analytical projects and programs, manage major transportation and research studies and projects, provide technical support to public and private groups participating in regional and statewide transportation forums, and negotiate and execute cooperative agreements and memorandums of understanding with various agencies.

Two Transportation Planning Manager IV positions (Grade N) will be reclassified to this new position. There will be no change in the incumbents' salary grade or actual salary.

Approve the creation of the classification of Safety Certification & Operations Manager (Grade O) and the reclassification upgrade of the position of Corporate Health & Safety Manager (Grade N) to Safety Certification & Operations Manager (Grade O).

This position oversees safety certification and fire/life safety programs for all operating rail and bus lines and construction projects to ensure the safety of employees, passengers, contractors, and the public. The incumbent also supervises professional employees in the planning and implementation of industrial hygiene and environmental safety programs, and manages all LACMTA emergency preparedness activities.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a newly-created position entitled Safety Certification & Operations Manager in salary grade O, with a salary range of \$79,643 - \$99,570 - \$119,475. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the creation of the classification of Database Administration Manager (Grade O) and the reclassification upgrade of the position of Systems Project Manager (Grade N) in Information Technology Services to Database Administration Manager (Grade O).

This position manages and monitors all incoming user database requests to ensure they are met in an efficient and timely manner. The incumbent maintains systems for highest possible uptimes, manages the application systems patches and security fixes including virus protection updates, provides daily monitoring of critical systems for operational problems and reviews existing monitoring techniques to recommend more comprehensive fault detection and notification systems, provides recommendations in support of business continuity, and impellents processes and provides resources in support of a 24/7 production system.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a newly-created position entitled Database Administration Manager in salary grade O, with a salary range of \$79,643 - \$99,570 - \$119,475. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the creation of the classification of Director, Customer Programs and Services (Grade P) and the reclassification upgrade of the position of Executive Administration Manager (Grade O) to Director, Customer Programs and Services (Grade P).

This position directs the overall activities of the Communications Division's Customer Programs and Services unit, which is involved in customer service and the design, production, sales and distribution of fare media throughout Los Angeles County. The position is responsible for developing, implementing and ensuring compliance with LACMTA-wide fare policies, leading LACMTA's Tariff Committee, which is responsible for resolving fare policy issues and updating fare regulations, and administering LACMTA's reduced fare programs and the lost and found operation. This position will be use immediately in the Communications Department and replace the Executive Administration Manager position. Board approval is required for the creation of the new position, but not the upgrade.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified as a Director, Customer Programs & Services in salary grade P, with a salary range of \$88,109 - \$110,136 - \$132,142. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the reclassification upgrade of the position of Director, Transportation Program Development in Communications (Grade O) to Director, Transportation Program Development (Grade P).

This position directs and manages the research and development associated with LACMTA Communication's Division transportation programs, including developing, implementing and securing funding sources for policies, programs, plans and projects that improve the efficient utilization of the countywide transportation system, and offer customers enhanced transportation options (including ridesharing, carsharing, vanpools and school pool programs) that improve mobility in Los Angeles County. The position directs the management of various rideshare programs/grants, including the Mobilization Source Reduction Committee (MSRC), State Transportation Improvement Program (STIP), Call for Projects grants, and Job Access Reverse Commute (JARC) grants, and negotiates and executes major cooperative agreements and interagency funding plans.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified as a Director, Transportation Program Development in salary grade P, with a salary range of \$88,109 - \$110,136 - \$132,142. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the reclassification upgrade of the position of Director, Metro Commute Services in Communications (Grade O) to Director, Metro Commute Services (Grade P).

This position directs and manages the marketing of rideshare programs, products and services that are designed to improve mobility and air quality, reduce traffic congestion, and help employers retain and recruit employees. The incumbent oversees staff and consultants engaged in the development and promotions of rideshare programs and services, including fostering and maintaining partnerships with businesses and educational institutions, plans, implementing and coordinating regional rideshare efforts with County Transportation Commissions, and developing and implementing new pass program (such as Juror Pass, Institutional Pass, Business Pass, Annual Pass, EZ Transit Pass, and EZ Transit Day Pass). In addition, the position assists with Smart Card/Transit Access Pass integration and program implementation by providing leadership in customer interface and input on fare media promotion, equipment design and user requirements.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified as a Director, Metro Commute Services in salary grade P, with a salary range of \$88,109 - \$110,136 - \$132,142. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the reclassification upgrade of the position of Director, Customer Relations in Communications (Grade O) to Director, Customer Relations (Grade P).

This position directs, plans and controls overall activities of LACMTA's Customer Relations and Customer Information functions within Communications to ensure customers receive timely and accurate responses to their travel inquiries and resolution to their complaints or concerns. The incumbent analyzes, oversees and monitors reports on the compliance process for customer complaints, advises management regarding performance indicators/trends, ensures timely response by staff to customer correspondence, inquiries and requests, personally responds to more complex incidents, complaints/concerns with internal and external customers and works to achieve resolutions, and provides recommendations to executive staff and municipal and transportation officials on the direction, progress, preparation and funding of customer-related policies and programs.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified as a Director, Customer Relations in salary grade P, with a salary range of \$88,109 - \$110,136 - \$132,142. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the creation of the classification of Director, Schedules, Staffing & Instruction (Grade Q) and the reclassification upgrade of the position of Schedules Manager in Rail (Grade O) to Director, Schedules, Staffing & Instruction (Grade Q).

This position directs the scheduling and rail instruction functions within Rail. The position leads the development of rail schedules/schedule changes, workruns, timetables, and special event planning, as well as directs the development and updating of LACMTA's comprehensive Rail Operations Training Program for Train Operators, Train Operator Candidates, Rail TOS (Control Center), Rail TOS (Field Supervision), CCTV Observers, Contractors and Consultants. In addition, the position participates in the CPUC and FTA mandated audits by ensuring integrity in the data and reports provided, and follows-through on implementation of audit recommendations, as well as coordinates and produces the yearly Rail Fleet Management Plan. With the addition of the rail instruction function, the position has expanded in both scope and size (reporting staff has increased from two to thirteen).

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a newly-created position of Director of Schedules, Staffing & Instruction in salary grade Q, with a salary range of \$97,885 - \$122,346 - \$146,806. This recommendation is based upon the proposed classification description and a review of market pay data, as well as a comparison with LACMTA's existing Director of Bus Operations Training (consisting of instructional training within Bus Operations – no scheduling component), which is currently one grade below at Grade P.

Approve the creation of the classification of Director of Capital Projects, Facilities Operations (Grade Q) and the reclassification upgrade of the position of Project Manager, Facilities Operations (Grade O) to Director of Capital Projects, Facilities Operations (Grade Q).

This position directs and oversees the activities of the Facilities Engineering Department, including the implementation and administration of Operations' Bus Facilities' Capital Projects Program. The incumbent oversees design, engineering, construction, technical

support, schedules, budget, funding, grants management, staffing, agency reporting, and prioritization of work activities. The position is also responsible for developing procurement and contract strategies for professional services and construction contracts in connection with capital projects.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a newly-created position entitled Director of Capital Projects, Facilities Operations in salary grade Q, with a salary range of \$97,885 - \$122,346 - \$146,806. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the reclassification upgrade of the position of Director of Corporate Safety from Grade P to Grade Q.

This position directs the agency's employee health, environmental and safety programs. The incumbent manages a staff of 13, including 5 Safety Managers, 3 Senior Safety Specialists, 2 Senior Industrial Hygienists, and 3 administrative support staff.

Prior to the department's reorganization in FY06, the position did not direct rail operations safety. This additional responsibility justifies an increase in salary grade for the position. Please note that the Director of Rail Operations Safety position previously held by the incumbent was eliminated in the FY06 budget.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to salary grade Q, with a salary range of \$97,885 - \$122,346 - \$146,806. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the reclassification upgrade of the position of Director of Operations Support in Operations – Manpower from Grade P to Grade Q.

This position directs Transit Operations' performance monitoring and analysis of on-going financial forecasts to assure compliance with both the adopted budget and the agency's operational goals. The incumbent authorizes the reallocation of resources to resolve operational problems and/or changes in operational priorities, and ensures operational effectiveness through monitoring and maintaining manpower levels, production and cost efficiencies. The position also serves as management representative in interactions with union officials on matters related to management' decision regarding disciplinary actions, demotions, and other personnel or labor issues, supports labor relations' decentralization through facilitation and coordination activities with the sectors and other operations' departments, and services as project manager on major administrative, analytical, and systems projects, including the development and implementation of the new transit Operators Activity Scheduling and Tracking system, and the upgrade of the revenue vehicle scheduling system.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to salary grade Q, with a salary range of \$97,885 - \$122,346 - \$146,806. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the creation of the classification of Deputy Executive Officer, General Services (Grade S and the reclassification upgrade of the position of Director of General Services (Grade P) to Deputy Executive Officer, General Services (Grade S).

This position plans, directs, manages and oversees General Services, including Gateway Building Services, Records & Mail Services, Copy Services and Travel Services. Additionally, the position has oversight responsibility over facilities maintenance staff assigned to the Gateway Building for the building's upkeep and maintenance, and is actively involved in the property management of the Patsaouras Plaza, East Portal and garage. The incumbent has taken a direct involvement interacting with executive management in matters pertaining to administrative services for personnel within the building and/or at other LACMTA facilities. The position has been designated as the official contact with various law enforcement/fire agencies within the City and County of Los Angeles and other governmental agencies for activities being performed at the Gateway Building, including securing building permits, plan reviews, and safety/security-related activities (such as fire drills).

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a newly-created position entitled Deputy Executive Officer, General Services in salary grade S, with a salary range of \$112,923 - \$141,149 - \$169,374. This recommendation is based upon the proposed classification description and a review of market pay data.

Approve the creation of the non-represented classification of Deputy Executive Officer, Human Resources (Grade S) and the reclassification upgrade of the position of Director of Human Resources (Grade P) to Deputy Executive Officer, Human Resources (Grade S).

This position plans, directs and manages the activities of the Human Resources function, including employment, compensation/HRIS and standards and employee programs. The incumbent is responsible for developing and administering all LACMTA-wide human resources policies and ensuring that these policies support LACMTA's vision, mission and core values. The position manages the hiring of all LACMTA personnel, administers the non-contract/AFSCME Individual Performance Plan program, develops, implements and administers a variety of employee programs, including LACMTA's Drug and Alcohol Testing Program, Employee Assistance Program, Violence Prevention Program, the various Leave of Absence Programs, the Transportation Assistance Program, and the Childcare Center, manages all personnel record keeping, recommends and advises senior management of human resources activities, develops strategies to effect positive organizational changes and serves as an advisor to management on a broad range of human resources topics.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a newly-created position entitled Deputy Executive Officer, Human Resources in salary grade S, with a salary range of \$112,923 - \$141,149 - \$169,374. 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 Deputy Inspector General, Audits from Grade P to Grade Q.

This position manages and supervises all audit operations and administrative functions within the Office of the Inspector General (OIG). The position identifies internal control weaknesses within LACMTA and makes recommendations to improve the efficiency and effectiveness of programs and operations as well as identifies opportunities for reducing cost, and deterring fraud, waste and abuse.

With the appointment of the new Inspector General in January 2003, the department subsequently reorganized, abolishing the Management Review & Analysis unit. Job duties of eliminated positions (including 1 Deputy Inspector General position) were assigned to two major units, the Office of Audits and the Office of Investigations, headed respectively by Deputy Inspector Generals. Classification studies were conducted in 2003 for affected remaining staff-level positions that resulted in changes in job classifications to better reflect their new levels of responsibilities and job duties. However, the Deputy Inspector General – Audits position was not reviewed, pending final determination by the Inspector General of Office management accountabilities.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be upgraded to salary grade Q, with a salary range of \$97,885 - \$122,346 - \$146,806. 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 Deputy Inspector General, Investigations from Grade P to Grade Q.

This position directs the overall operations and activities of the Office of the Inspector General (OIG) Investigations unit which covers the planning and execution of investigation concerning fraud, waste and abuse of LACMTA resources, programs and operations. In addition, the incumbent is responsible for the development, management and oversight of general OIG programs and operations to ensure achievement of the office's mission, goals and objectives.

With the appointment of the new Inspector General in January 2003, the department subsequently reorganized, abolishing the Management Review & Analysis unit. Job duties of eliminated positions (including 1 Deputy Inspector General position) were assigned to two major units, the Office of Investigations and the Office of Audits, headed respectively by Deputy Inspector Generals. Classification studies were conducted in 2003 for affected remaining staff-level positions that resulted in changes in job classifications to better reflect their new levels of responsibilities and job duties. However, the Deputy Inspector General – Investigations position was not reviewed, pending final determination by the Inspector General of Office management accountabilities.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be upgraded to salary grade Q, with a salary range of \$97,885 - \$122,346 - \$146,806. 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 Controller (Grade P) to Controller (Grade AA), and the proposed annual salary for the incumbent of \$139,522.24.

This position directs the activities of LACMTA's accounting functions, including accounts payable, accounts receivable, payroll, general ledger and financial reporting, fixed assets, project accounting, grants billing and the FIS system. The position establishes and implements accounting policies, procedures and practices, provides advice to LACMTA departments regarding financial policies and procedures, established and maintains LACMTA-wide financial data collection and reporting processes, implements changes in state and federal accounting and reporting regulations and procedures, and oversees the preparation of various reports, including the State Controller's Report, Section 3 and Section 9 grant billings, Section 15 report, LACMTA audited financial statements and monthly financial statements and variance analysis reports.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified as a Controller in salary grade AA, with a salary range of \$124,842 - \$156,042 - \$187,262. This recommendation is based upon the proposed classification description and a review of market pay data.

Given the incumbent's current salary level, Human Resources is recommending a 10% salary increase to an annual salary of \$139,522.24.

Approve the creation of the classification of Deputy Executive Officer, Real Estate (Grade S), the reclassification upgrade of the position of Director of Real Estate (Grade P) to Deputy Executive Officer, Real Estate (Grade S), and the proposed annual salary of the incumbent of \$136,985.47.

This position plans, directs, manages and oversees the activities and operations of the Real Estate Department, including appraisals, acquisitions, property management, disposition and other real estate services. The department has been tasked with the management of a real estate portfolio valued at close to \$1 billion, and over \$50 million in capital projects, including the acquisition of real property for bus, rail and administrative projects (including Eastside Extension of the Gold Line, Division 10 expansion, Gold Line Traction Power Substation). The position is also responsible for the consistent generation of over \$12 million in revenue from the leasing of LACMTA real property assets.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a newly-created position entitled Deputy Executive Officer, Real Estate in salary grade S, with a salary range of \$112,923 - \$141,149 - \$169,374. This recommendation is based upon the proposed classification description and a review of market pay data.

Given the incumbent's current salary level, Human Resources is recommending an 8% salary increase to an annual salary of \$136,985.47.

Approve the creation of the classification of Chief Auditor (Grade T) and the reclassification upgrade of the non-represented position of Managing Director of Management Audit (Grade S) to Chief Auditor (Grade T) and the proposed annual salary of the incumbent of \$133,374.38.

This position acts as Chief Auditor for LACMTA. As Chief Auditor, the position directs the overall operation of the Management Audit Services Department to ensure the integrity and efficiency of LACMTA policies and practices, protection of assets and revenues, compliance with applicable laws and regulations, and adequacy of internal controls. The incumbent develops on an annual basis, a comprehensive risk-based audit plan to set out the priorities of the department consistent with organizational objectives and strategic direction for the input and approval of the Board of Directors.

As a result of a recent organization change, the position was provided more independence in conducting and performing its job duties, and now reports directly to the Chief Executive Officer. The incumbent also responds directly to the Board of Directors as required. As a direct report to the Chief Executive Officer, the incumbent is part of LACMTA's senior management team, and is actively involved in the development and execution of LACMTA's annual goals and objectives.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a newly-created classification entitled Chief Auditor in salary grade T, with a salary range of \$117,354 - \$146,702 - \$176,051. This recommendation is based upon the proposed classification description and a review of market pay data.

Given the incumbent's current salary level, Human Resources is recommending a 10% salary increase to an annual salary of \$133,374.38.

Approve the creation of the classification of Executive Officer, Budget (Grade AA), the reclassification upgrade of the position of Deputy Executive Officer, Finance (Grade S) to Executive Officer, Budget (Grade AA), and the proposed annual salary of the incumbent of \$139,995.86

This position directs and manages the overall programs/activities of LACMTA's \$2.859 billion budget. The position establishes budget goals and major priorities, facilitates and monitors progress against budget throughout the fiscal year, directs the development of budget strategies and resolutions to the planning and budget cycle, formulates budget policy recommendations for LACMTA's Board of Directors, and presents reports to the Board.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a newly-created position entitled Executive Officer, Budget in salary grade AA, with a salary range of \$124,842 - \$156,042 - \$187,262. This recommendation is based upon the proposed classification description and a review of market pay data.

Given the incumbent's current salary level, Human Resources is recommending a 10% salary increase to an annual salary of \$139,995.86.

Approve the reclassification upgrade of the non-represented position of Chief Information Officer (Grade T) to Chief Information Officer (Grade AA), and the proposed annual salary for the incumbent of \$149,075.47.

This position directs the overall operations of LACMTA's Information Technology Services Department. The position directs, plans, develops and administers all departmental policies and procedures, oversees the administration of all departmental functions, including information systems development and support, data processing operations and technical support, forecasts LACMTA's information systems needs concerning hardware, software and staffing, and directs the acquisition of all computer hardware and software for LACMTA.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified as a Chief Information Officer in salary grade AA, with a salary range of \$124,842 - \$156,042 - \$187,262. This recommendation is based upon the proposed classification description and a review of market pay data.

Given the incumbent's current salary level, Human Resources is recommending a 5% salary increase to an annual salary of \$149,075.47.

Approve the creation of the new classification of Chief Real Property Management and Development (Grade BB), the reclassification upgrade of the position of Executive Officer, Real Property Management and Development (Grade AA) to Chief, Real Property Management and Development (Grade BB) and the proposed annual salary for the incumbent of \$161,762.

The Chief Real Property Management and Development develops, plans, directs and manages joint development projects and new business opportunities within LACMTA and provides high-level direction on all LACMTA real estate activity. The incumbent coordinates, interfaces and negotiates with outside interests, including investors, developers, consultants, architects and contractors in developing new business ventures to achieve LACMTA's joint development and new business goals, and serves as project leader to monitor and ensure projects are completed according to deadlines and standards.

The incumbent is facilitating high-profile multi-million dollar transit oriented development deals that provide innovative transit solutions critical to improving transit connectivity within the region. These activities have been emphasized in Goal 4 of the Agency's FY2007 Goals & Objectives, the success of which is leading to greater regional mobility and significant increases in revenue to the Agency.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a new position in salary grade BB, with a salary range of \$132,517 - \$165,651 - \$198,786. Given the incumbent's current salary level, Human Resources is recommending a 10% salary increase to an annual salary of \$161,762. This recommendation is based upon the proposed classification description and a review of market data.

Approve the creation of the new classification of Chief of Administrative Services (Grade BB), the reclassification upgrade of the position of Executive Officer, Procurement (Grade AA) to Chief of Administrative Services (Grade BB) and the proposed annual salary for the incumbent of \$173,261.

The Executive Officer of Procurement has taken on additional responsibilities in FY07 previously assigned to the Chief Financial Officer, including oversight of Information Technology Services and Human Services (including Administration, General Services, Employee Relations, Human Resources and Organizational Development & Training). Additionally, this position is now a direct-report to the Chief Executive Officer. These additional responsibilities and new reporting relationship constitute a promotion for the incumbent.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to a new classification at salary grade BB, with a salary range of \$132,517 - \$165,651 - \$198,786. Given the incumbent's current salary level, Human Resources is recommending a 5% salary increase to an annual salary of \$173,261. This recommendation is based upon the proposed classification description and a review of market pay data.

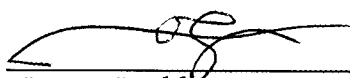
Approve the creation of the new classification of Chief of Financial Services (Grade BB), the reclassification upgrade of the position of Executive Officer, Finance (Grade AA) to Chief of Financial Services (Grade BB) and the proposed annual salary for the incumbent of \$178,960.

The Executive Officer of Finance has taken on additional responsibilities in FY07 previously assigned to the Chief Financial Officer, including oversight of Accounting, Office of Management & Budget, and Risk Management. Additionally, this position is now a direct-report to the Chief Executive Officer. These additional responsibilities and new reporting relationship constitute a promotion for the incumbent.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends that this position be reclassified to salary grade BB, with a salary range of \$132,517 - \$165,651 - \$198,786. Given the incumbent's current salary level, Human Resources is recommending a 10% salary increase to an annual salary of \$178,960. This recommendation is based upon the revised classification description and a review of market pay data.



Don Ott
Executive Officer, Administration



Roger Snoble
Chief Executive Officer