

LOS ANGELES COUNTY METROPOLITAN TRANSIT AUTHORITY
 LISTING OF COMMITTEE POSITION EVALUATIONS
 JANUARY 29, 1996

| Position | Job # | # of ees | Function | KH | | | PS | | AC | | Total Points | A/P | Profile |
|---------------------------------------------------|-------|-------------|-----------------|------|-------|-----|---------|-----|------|-----|-----------------|-----|----------|
| | | | | Com. | Slot | Pts | Slot | Pts | Slot | Pts | | | |
| Board Liaison | 4216 | 1 | Board | A | E+I3 | 264 | E3+(38) | 100 | D3C | 100 | 464 | L | 56-22-22 |
| Assistant Board Secretary | 4215 | 1 | Board | A | D+I2 | 175 | D3(29) | 50 | C1P | 66 | 291 | A2 | 60-17-23 |
| Recording Secretary | 8613 | 2 | Board | A | CI2 | 115 | C3(25) | 29 | C1C | 33 | 177 | A1 | 65-16-19 |
| Assistant Custodian Of Records | 8610 | 2 | Board | A | CI2 | 100 | C2(22) | 22 | CNC | 25 | 147 | A1 | 68-15-17 |
| Passenger Relations Manager | 3007 | 1 | Cust. Relations | A | EI3 | 264 | D3(33) | 100 | D4C | 132 | 496 | A2 | 56-19-25 |
| Passenger Relations Supervisor | 3006 | 1 | Cust. Relations | A | DI3 | 200 | C3(29) | 57 | C2C | 76 | 333 | A2 | 63-16-21 |
| Passenger Relations Technician | 3005 | 2 | Cust. Relations | A | DI2 | 175 | D3(29) | 50 | C2C | 57 | 282 | A2 | 60-17-23 |
| Assistant Director of Customer Relations | 3013 | 1 | Cust. Relations | A | EII3 | 350 | E4(43) | 152 | E4C | 200 | 702 | A3 | |
| Customer Information Manager | 3004 | 1 | Cust. Relations | A | EI3 | 264 | E3(38) | 100 | D2P | 152 | 516 | A3 | |
| Sr. Customer Information Supervisor | 3003 | 1 | Cust. Relations | A | DI3 | 200 | D3(29) | 57 | C2P | 100 | 357 | A2 | |
| Customer Information Instructor | 3001 | 1 | Cust. Relations | A | DI3 | 200 | D3(29) | 57 | C2C | 76 | 333 | A2 | |
| Customer Information Supervisor | 3002 | 8 | Cust. Relations | A | DI3 | 175 | D3(29) | 50 | C1P | 66 | 291 | A2 | |
| Director, Facility Engineering | 3802 | 1 | Engineering | A | FII3 | 460 | E4(50) | 230 | E4P | 304 | 994 | A2 | 46-23-31 |
| Director Equipment Engineering | 3301 | 1 | Engineering | A | FII3 | 460 | F4(50) | 230 | E4C | 200 | 890 | P1 | 52-26-22 |
| Director, Engineering | 3803 | 0 | Engineering | A | FII3 | 460 | E4(50) | 230 | E4C | 200 | 890 | P1 | 52-26-22 |
| Deputy Project Manager - Engineering | 3814 | 2 | Engineering | A | FII3 | 400 | E4(43) | 175 | E4S | 230 | 805 | A2 | 49-22-29 |
| Supervising Engineer | 3804 | 5 | Engineering | A | FII3 | 400 | E4(43) | 175 | E2P | 230 | 805 | A2 | 49-22-29 |
| Project Engineer | 3805 | 20 | Engineering | A | FI2 | 264 | E3(38) | 100 | D3C | 115 | 479 | A1 | 55-21-24 |
| Senior Engineer | 3806 | 9 | Engineering | A | FI2 | 264 | D4(38) | 100 | D3C | 100 | 464 | L | 56-22-22 |
| Engineer | 3807 | 21 | Engineering | A | EI2 | 230 | E3(38) | 87 | D2C | 87 | 404 | L | 56-22-22 |
| Equipment Engineering Tech. | 3302 | 4 | Engineering | A | EI2 | 230 | E3(38) | 87 | D2C | 87 | 404 | L | 56-22-22 |
| Construction Inspector | 3812 | 2 | Engineering | A | EI2 | 200 | D3(29) | 57 | D2C | 76 | 333 | A2 | 60-17-23 |
| Engineer Associate | 3810 | 9 | Engineering | A | EI2 | 175 | D3(29) | 50 | D1C | 50 | 275 | L | 64-18-18 |
| Engineer Assistant | 3811 | 3 | Engineering | A | EI1 | 152 | D3(29) | 43 | C1C | 43 | 238 | L | 64-18-18 |
| Director of Equal Opportunity Programs | 2605 | 1 | Equal Opp. | A | FII3 | 400 | E4(50) | 200 | E5C | 264 | 864 | A1 | 48-24-28 |
| Equal Opportunity Programs Manager | 2604 | 3 | Equal Opp. | A | FI3 | 304 | E3(38) | 115 | D4C | 132 | 551 | A1 | 55-21-24 |
| Senior Equal Opportunity Programs Representative | 2603 | 8 | Equal Opp. | A | EI3 | 230 | E3(33) | 76 | D3C | 87 | 393 | A1 | 59-19-22 |
| Equal Opportunity Programs Representative | 2602 | 7 | Equal Opp. | A | E-I2 | 200 | D3(33) | 66 | C3C | 66 | 332 | A1 | 59-19-22 |
| Assist. Equal Opportunity Programs Representative | 2601 | 3 | Equal Opp. | A | DI2 | 152 | C3(29) | 43 | C2C | 50 | 245 | A1 | 62-18-20 |
| General Services Director | 4800 | 1 | General Svcs | A | E+II3 | 350 | E4(43) | 152 | D+3P | 200 | 702 | A2 | 49-22-29 |
| Printing Services Manager | 8402 | 1 | General Svcs | A | EI3 | 230 | E3(38) | 87 | D2P | 132 | 449 | A3 | 55-18-27 |
| General Services Manager | 4802 | 1 | General Svcs | A | DII3 | 230 | E3(38) | 87 | D2P | 132 | 449 | A3 | 55-18-27 |
| Record and Mail Services Manager | 7801 | 1 | General Svcs | A | EI3 | 230 | E3(38) | 87 | D2P | 132 | 449 | A3 | 55-18-27 |
| Graphics Arts Manager | 8407 | 1 | General Svcs | A | D+I3 | 200 | D3(33) | 66 | C2P | 87 | 353 | A2 | 56-19-25 |
| Printing Services Supervisor | 8401 | 3 | General Svcs | A | DI3 | 175 | D3(29) | 50 | C+1P | 76 | 301 | A3 | 58-17-25 |
| Records Management Supervisor | 7802 | 1 | General Svcs | A | DI3 | 175 | D3(29) | 50 | C+1P | 76 | 301 | A3 | 58-17-25 |
| Printing Production Estimator | 8403 | 1 | General Svcs | A | DI3 | 175 | D3(29) | 50 | C+1P | 76 | 301 | A3 | 58-17-25 |
| General Services Supervisor | 4802 | 11 | General Svcs | A | D-I3 | 152 | D3(29) | 43 | C1P | 66 | 261 | A3 | 58-17-25 |
| Senior Graphics Artist | 8406 | 2 | General Svcs | A | D+I1 | 152 | C3(29) | 43 | C1P | 57 | 252 | A1 | 62-18-20 |
| Records/Information Coordinator | 7806 | 2 | General Svcs | A | DI1 | 132 | C3(25) | 33 | CNS | 38 | 203 | A1 | 68-15-17 |
| Graphics Artist | 8405 | 7 | General Svcs | A | DI1 | 132 | C3(25) | 33 | C1C | 38 | 203 | A1 | 68-15-17 |
| Micrographics Coordinator | 7810 | 1 | General Svcs | A | DI1 | 132 | C2(22) | 29 | CNS | 33 | 194 | A1 | 68-15-17 |
| Assistant Graphics Artist | 8404 | 0 | General Svcs | A | D-I1 | 115 | B2(19) | 22 | B0C | 25 | 162 | A1 | 72-13-15 |

LOS ANGELES COUNTY METROPOLITAN TRANSIT AUTHORITY
 LISTING OF COMMITTEE POSITION EVALUATIONS
 JANUARY 29, 1996

| Position | Job # | # of ees | Function | KH | | PS | | AC | | Total Points | A/P | Profile | |
|--------------------------------------|-------|----------|--------------|------|------|-----|---------|-----|------|--------------|-----|---------|----------|
| | | | | Com. | Slot | Pts | Slot | Pts | Slot | | | | Pts |
| Controller | 1016 | 0 | Accounting | B | FII3 | 400 | E4(50) | 200 | E4C | 230 | 830 | A1 | 48-24-28 |
| Director of Accounting | 1018 | 1 | Accounting | B | FII3 | 350 | E4(43) | 152 | E4C | 175 | 677 | A1 | 52-22-26 |
| Accounting Manager | 1005 | 2 | Accounting | B | FI3 | 304 | E4(43) | 132 | E3C | 152 | 588 | A1 | 52-22-26 |
| Payroll Manager | 1012 | 1 | Accounting | B | FI3 | 264 | E3(38) | 100 | D1P | 115 | 479 | A1 | 55-21-24 |
| Assistant Accounting Manager | 1006 | 1 | Accounting | B | EI2 | 230 | E3(38) | 87 | D3C | 100 | 417 | A1 | 55-21-24 |
| Accounts Payable Supervisor | 1033 | 1 | Accounting | B | EI3 | 200 | D3(33) | 66 | D1P | 87 | 353 | A2 | 56-19-25 |
| Assistant Payroll Manager | 1013 | 1 | Accounting | B | EI3 | 200 | D3(33) | 66 | D1P | 87 | 353 | A2 | 56-19-25 |
| Senior Accountant | 1004 | 14 | Accounting | B | EI2 | 200 | E3(33) | 66 | D2C | 76 | 342 | A1 | 59-19-22 |
| Assistant Accounts Payable Manager | 1032 | 1 | Accounting | B | EI2 | 175 | D3(29) | 50 | C1P | 66 | 291 | A2 | 60-17-23 |
| Accountant | 1003 | 14 | Accounting | B | EI1 | 175 | D3(29) | 50 | D1C | 57 | 282 | A1 | 62-18-20 |
| Accounting Assistant | 1002 | 1 | Accounting | B | DI1 | 152 | C3(25) | 38 | CNS | 43 | 233 | A1 | 65-16-19 |
| Payroll Analyst | 1014 | 1 | Accounting | B | DI2 | 152 | C3(25) | 38 | CNS | 38 | 228 | L | 66-17-17 |
| Accounting Aide | 1034 | 7 | Accounting | B | DI1 | 132 | C2(22) | 29 | CNS | 33 | 194 | A1 | 68-15-17 |
| Senior Statistical Analyst | 1218 | 1 | Admin. | A | EI3 | 264 | D4(43) | 115 | D4C | 132 | 511 | A1 | 52-22-26 |
| Statistical Analyst | 1219 | 1 | Admin. | A | EI1 | 175 | D3(33) | 57 | C2C | 50 | 282 | P1 | 62-20-18 |
| Statistical Assistant | 1220 | 2 | Admin. | A | EI1 | 152 | D3(29) | 43 | C1C | 38 | 233 | P1 | 65-19-16 |
| Travel Technician | 5205 | 1 | Admin. | B | C+I1 | 115 | C2(22) | 25 | CNC | 33 | 173 | A2 | 66-15-19 |
| Chief Administrative Analyst | 1205 | 5 | All | A | E+I3 | 264 | E3+(38) | 100 | D3C | 115 | 479 | A1 | 55-21-24 |
| Special Assistant to the CEO | 4213 | 3 | All | A | E+I3 | 264 | E3+(38) | 100 | D3C | 115 | 479 | A1 | 55-21-24 |
| Ethics/Lobby Registration Manager | 4219 | 1 | All | A | E+I3 | 264 | E3+(38) | 100 | D3C | 100 | 464 | L | 56-22-22 |
| Senior Administrative Analyst | 1212 | 10 | All | A | EI2 | 230 | E3(33) | 76 | D3C | 87 | 393 | A1 | 59-19-22 |
| Senior Departmental Systems Analyst | 5450 | 10 | All | B | EI2 | 230 | D4(38) | 87 | D2C | 76 | 393 | P1 | 59-22-19 |
| Support Services Supervisor | 8615 | 2 | All | A | EI3 | 230 | E3(33) | 76 | D3C | 87 | 393 | A1 | 59-19-22 |
| Senior Ethics Officer | 4218 | 0 | All | A | EI3 | 230 | E3+(33) | 76 | D2C | 76 | 382 | L | 60-20-20 |
| Executive Secretary to the CEO | 8603 | 1 | All | A | D+I2 | 175 | D3(29) | 50 | C1P | 66 | 291 | A2 | 60-17-23 |
| Administrative Analyst | 1211 | 34 | All | A | EI1 | 175 | D3(29) | 50 | C2C | 57 | 282 | A1 | 62-18-20 |
| Departmental Systems Analyst | 5451 | 17 | All | B | EI2 | 175 | D3(33) | 57 | D1C | 50 | 282 | P1 | 62-20-18 |
| Office Supervisor | 8614 | 2 | All | A | DI2 | 152 | C3(25) | 38 | C2C | 50 | 240 | A2 | 63-16-21 |
| Assistant Administrative Analyst | 1213 | 1 | All | A | E-I1 | 152 | C3(25) | 38 | C1C | 43 | 233 | A1 | 65-16-19 |
| Executive Secretary | 8601 | 4 | All | A | DI2 | 152 | C3(25) | 38 | C1C | 43 | 233 | A1 | 65-16-19 |
| Microcomputer Applications Assistant | 5453 | 3 | All | B | DI1 | 132 | C3(29) | 38 | CNS | 38 | 208 | L | 64-18-18 |
| Departmental Systems Assistant | 5452 | 2 | All | B | DI1 | 132 | C3(25) | 33 | CNS | 38 | 203 | A1 | 68-15-17 |
| Legal Secretary | 1216 | 3 | All | A | DI1 | 132 | C3(25) | 33 | C1C | 38 | 203 | L | 66-17-17 |
| Senior Secretary | 8602 | 33 | All | A | CI2 | 115 | C3(25) | 29 | C1C | 33 | 177 | A1 | 65-16-19 |
| Secretary | 8605 | 91 | All | A | CI2 | 100 | C2(22) | 22 | CNC | 25 | 147 | A1 | 68-15-17 |
| Administrative Aide | 1216 | 55 | All | A | CI1 | 100 | B2(19) | 19 | BNC | 22 | 141 | A1 | 72-13-15 |
| Senior Architect | 1401 | 0 | Architecture | A | FI2 | 264 | D4(38) | 100 | D3C | 100 | 464 | L | 56-22-22 |
| Architect | 1402 | 3 | Architecture | A | EI2 | 230 | E3(38) | 87 | D2C | 87 | 404 | L | 56-22-22 |
| Associate Architect | 1403 | 2 | Architecture | A | EI1 | 175 | D3(29) | 50 | D1C | 50 | 275 | L | 64-18-18 |
| Director of Audit | 5602 | 1 | Auditor | A | FI3 | 350 | E4(43) | 152 | E-4C | 175 | 677 | A1 | 52-22-26 |
| Audit Manager | 5603 | 5 | Auditor | A | FI2 | 264 | E3(38) | 100 | D3C | 100 | 464 | L | 56-22-22 |
| Auditor | 5605 | 13 | Auditor | A | E+I1 | 200 | D3(33) | 66 | D2A | 57 | 323 | P1 | 62-20-18 |
| Assistant Auditor | 5606 | 0 | Auditor | A | EI1 | 175 | D3(33) | 57 | D1A | 50 | 282 | P1 | 62-20-18 |

LOS ANGELES COUNTY METROPOLITAN TRANSIT AUTHORITY
 LISTING OF COMMITTEE POSITION EVALUATIONS
 JANUARY 29, 1996

| Position | Job # | # of ees | Function | KH | | PS | | AC | | Total Points | A/P | Profile | |
|---------------------------------------------------------|-------|----------|---------------|------|--------|-----|--------|-----|------|--------------|-------|---------|----------|
| | | | | Com. | Slot | Pts | Slot | Pts | Slot | | | | Pts |
| Document Control Assistant | 8607 | 1 | General Svcs | A | CI1 | 100 | B2(19) | 19 | BNC | 22 | 141 | A1 | 72-13-15 |
| Senior Attendant | 4804 | 1 | General Svcs | A | BI1 | 76 | B2(16) | 12 | ANC | 14 | 102 | A1 | 74-12-14 |
| Maintainer | 4805 | 1 | General Svcs | A | BI1 | 76 | B2(16) | 12 | ANC | 14 | 102 | A1 | 74-12-14 |
| Deputy Inspector General- Investigations | 1103 | 1 | Insp. General | A | FII3 | 400 | E4(43) | 175 | E4C | 200 | 775 | A1 | 52-22-26 |
| Deputy Inspector General- Audits | 1102 | 1 | Insp. General | A | FII3 | 400 | E4(43) | 175 | E4C | 200 | 775 | A1 | 52-22-26 |
| Deputy Inspector General- Mgmt Serv. & Analysis | 1104 | 1 | Insp. General | A | FII3 | 400 | E4(43) | 175 | E4C | 200 | 775 | A1 | 52-22-26 |
| Senior Inspector General Investigator | 1105 | 6 | Insp. General | A | FI3 | 304 | E3(38) | 100 | E2C | 115 | 519 | A1 | 55-21-24 |
| Inspector General Investigator | 1106 | 8 | Insp. General | A | EI3 | 230 | E3(33) | 76 | D2C | 87 | 393 | A1 | 59-19-22 |
| Management Services Analyst | 1101 | 3 | Insp. General | A | EI1 | 175 | D3(29) | 50 | C2C | 57 | 282 | A1 | 62-18-20 |
| Senior Media Relations Representative | 5015 | 5 | Media | A | EI3 | 230 | E3(33) | 76 | D3C | 87 | 393 | A1 | 59-19-22 |
| Media Relations Representative | 5014 | 2 | Media | A | E-12 | 200 | D3(33) | 66 | C3C | 66 | 332 | A1 | 59-19-22 |
| Assistant Director of External Affairs - Media Relation | 5012 | 1 | Media | A | FII3 | 350 | E4(50) | 175 | E4C | 200 | 725 | A1 | 48-24-28 |
| Assistant Director of I&T Services | 5402 | 2 | MIS | B | FII3 | 350 | E4(50) | 175 | E2P | 200 | 725 | A1 | 48-24-28 |
| Systems Project Leader | 5403 | 7 | MIS | B | FI3 | 304 | E4(50) | 152 | D3P | 175 | 631 | A1 | 48-24-28 |
| Information Processing Services Manager | 5433 | 0 | MIS | B | EII3 | 304 | E4(43) | 132 | E2P | 175 | 611 | A2 | 49-22-29 |
| Systems Programming Supervisor | 5405 | 1 | MIS | B | FI2 | 264 | E4(50) | 132 | D2P | 152 | 548 | A1 | 48-24-28 |
| Software Engineer | 5421 | 1 | MIS | B | FI2 | 264 | E4(43) | 115 | D2S | 100 | 479 | P1 | 55-24-21 |
| Information Security Manager | 5426 | 1 | MIS | B | EI3 | 264 | E3(38) | 100 | D3C | 100 | 464 | L | 56-22-22 |
| Database Analyst/Senior Database Analyst | 5418 | 1 | MIS | B | EI2 | 230 | D4(43) | 100 | D2S | 100 | 430 | L | 54-23-23 |
| Senior Programmer Analyst | 5412 | 24 | MIS | B | E+12 | 230 | D4(38) | 87 | D2S | 100 | 417 | A1 | 55-21-24 |
| System Programmer | 5406 | 4 | MIS | B | FI1 | 230 | D4(43) | 100 | D2S | 87 | 417 | P1 | 55-24-21 |
| Programmer Analyst | 5411 | 10 | MIS | B | EI2 | 200 | D3(33) | 66 | D1S | 66 | 332 | L | 60-20-20 |
| Information Security Analyst | 5427 | 1 | MIS | B | EI2 | 200 | D3(33) | 66 | D1C | 66 | 332 | L | 60-20-20 |
| Telecommunications Analyst | 4612 | 3 | MIS | B | EI2 | 200 | D3(29) | 57 | D2C | 66 | 323 | A1 | 62-18-20 |
| Computer Operations Supervisor | 5414 | 3 | MIS | B | DI3 | 175 | D3(29) | 50 | C1P | 66 | 291 | A2 | 60-17-23 |
| Programmer | 5409 | 1 | MIS | B | DI1 | 152 | D3(29) | 43 | CNS | 43 | 238 | L | 64-18-18 |
| Computer Facilities Supervisor | 5423 | 1 | MIS | B | DI2 | 152 | C3(25) | 38 | C1C | 43 | 233 | A1 | 65-16-19 |
| Programmer Assistant | 5422 | 6 | MIS | B | DI1 | 152 | C3(25) | 38 | CNS | 38 | 228 | L | 66-17-17 |
| Computer Operations Analyst | 5413 | 4 | MIS | B | DI2 | 132 | C3(25) | 33 | CNS | 33 | 198 | L | 66-17-17 |
| Information System Technical Librarian | 5424 | 1 | MIS | B | CI1 | 115 | C2(22) | 25 | CNC | 29 | 169 | A1 | 68-15-17 |
| Data Processing Librarian | 5408 | 0 | MIS | B | CI1 | 100 | C2(19) | 19 | BNC | 22 | 141 | A1 | 72-13-15 |
| Regional General Manager - Rail Operations | 9613 | 1 | Operations | A | FIII3 | 528 | F4(50) | 264 | E4P | 400 | 1,192 | A3 | 44-22-34 |
| Service Operations Manager | 9611 | 10 | Operations | A | FIII-3 | 460 | E4(50) | 230 | E+3P | 304 | 994 | A2 | 46-23-31 |
| Rail Equipment Maintenance Superintendent | 7001 | 1 | Operations | A | FII3 | 400 | E4(43) | 175 | E3P | 264 | 839 | A3 | 47-21-32 |
| Rail Equipment Maintenance Manager | 7002 | 3 | Operations | A | EII3 | 350 | E3(38) | 132 | D3P | 175 | 657 | A2 | 51-19-30 |
| Deputy Service Operations Manager | 9612 | 26 | Operations | A | E+II3 | 350 | E3(38) | 132 | D3P | 175 | 657 | A2 | 51-19-30 |
| Director of Congestion Relief Operations | 9811 | 1 | Operations | A | EII3 | 304 | E3(38) | 115 | E3C | 132 | 551 | A2 | 53-20-27 |
| Stops and Zones Manager | 4613 | 1 | Operations | A | EI3 | 230 | E3(38) | 87 | D4C | 115 | 432 | A3 | 55-21-24 |
| Senior Rail Equipment Maintenance Supervisor | 7006 | 4 | Operations | A | DII3 | 230 | D3(33) | 76 | D2P | 115 | 421 | A3 | 55-18-27 |
| Rail Equipment Maintenance Supervisor | 7005 | 9 | Operations | A | D+I3 | 200 | D3(33) | 66 | D1P | 100 | 366 | A3 | 55-18-27 |
| Rail Track Supervisor | 4608 | 4 | Operations | A | D+I3 | 200 | D3(33) | 66 | D1P | 100 | 366 | A3 | 55-18-27 |
| Rail Traction Supervisor | 4609 | 2 | Operations | A | D+I3 | 200 | D3(33) | 66 | D1P | 100 | 366 | A3 | 55-18-27 |
| Rail Signal Supervisor | 4610 | 3 | Operations | A | D+I3 | 200 | D3(33) | 66 | D1P | 100 | 366 | A3 | 55-18-27 |

LOS ANGELES COUNTY METROPOLITAN TRANSIT AUTHORITY
 LISTING OF COMMITTEE POSITION EVALUATIONS
 JANUARY 29, 1996

| Position | Job # | # of ees | Function | Com. | KH | | PS | | AC | | Total Points | A/P | Profile |
|--------------------------------------------|-------|-------------|-----------------|------|--------|-----|---------|-----|------|-----|-----------------|-----|----------|
| | | | | | Slot | Pts | Slot | Pts | Slot | Pts | | | |
| Senior Drafting Technician | 1404 | 2 | Operations | A | DI2 | 175 | D3(29) | 50 | C1P | 76 | 301 | A3 | 58-17-25 |
| Stops and Zones Maintenance Supv. | 4614 | 1 | Operations | A | DI3 | 175 | C3(25) | 43 | C1P | 66 | 284 | A3 | 62-15-23 |
| Stops and Zones Representative | 4615 | 2 | Operations | A | DI3 | 175 | C3(29) | 50 | C3C | 57 | 282 | A1 | 62-18-20 |
| Call Box Systems Analyst | 4618 | 0 | Operations | A | DI2 | 152 | C3(25) | 38 | C1C | 43 | 233 | A1 | 65-16-19 |
| Drafting Technician | 1405 | 3 | Operations | A | DI1 | 132 | C3(25) | 33 | C1C | 38 | 203 | A2 | 63-16-21 |
| Organizational Program Manager | 5301 | 1 | Org Plan & Dev. | A | FI3 | 304 | E4(43) | 132 | D4C | 152 | 588 | A1 | 52-22-26 |
| Director, Capital Planning | 9921 | 1 | Plan/Progr. | A | FI3 | 400 | E4(43) | 175 | E4C | 200 | 775 | A1 | 48-24-28 |
| Transportation Program Manager IV | 9902 | 20 | Plan/Progr. | A | FI3 | 304 | E4(43) | 132 | D4C | 152 | 588 | A1 | 52-22-26 |
| Transportation Program Manager III | 9903 | 10 | Plan/Progr. | A | EI3 | 264 | E3(38) | 100 | D3C | 100 | 464 | L | 56-22-22 |
| Transportation Program Planner II | 9904 | 9 | Plan/Progr. | A | EI2 | 200 | D3(33) | 66 | C3C | 66 | 332 | L | 60-20-20 |
| Transportation Program Planner I | 9905 | 0 | Plan/Progr. | A | EI2 | 175 | D3(29) | 50 | C2C | 50 | 275 | L | 64-18-18 |
| Director of Air Quality & Mobility | 9822 | 1 | Planning | A | FI3 | 400 | F4(50) | 200 | E4C | 230 | 830 | L | 50-25-25 |
| Scheduling Operations Planning Manager | 8216 | | Planning | A | FI3 | 400 | E4(50) | 200 | E4C | 230 | 830 | A1 | |
| Scheduling Systems Manager | 8203 | | Planning | A | FI3 | 400 | E4(50) | 200 | E4C | 200 | 800 | L | |
| Schedule Manager | 8202 | | Planning | A | FI3 | 350 | E4(43) | 152 | E3P | 230 | 732 | A3 | |
| Transportation Technical Manager III | New | 4 | Planning | A | FI3 | 350 | E4(43) | 152 | D+4C | 152 | 654 | L | 54-23-23 |
| Scheduling Operations Planning Supervisor | 8215 | | Planning | A | EI3 | 350 | E4(43) | 152 | D+4C | 152 | 654 | A1 | |
| Transportation Technical Manager II | 9911 | 0 | Planning | A | EI3 | 304 | E4(43) | 132 | D+4C | 152 | 588 | A1 | 52-22-26 |
| Scheduling Systems Supervisor | 8205 | | Planning | A | FI3 | 304 | D4(38) | 115 | D3C | 132 | 551 | L | |
| Librarian Services Manager | 7803 | 1 | Planning | A | FI2 | 264 | E3+(38) | 100 | E-3C | 132 | 496 | A2 | 53-20-27 |
| Transportation Technical Manager I | 9915 | 4 | Planning | A | EI3 | 264 | E3(38) | 100 | D3C | 115 | 479 | A1 | 55-21-24 |
| Sr. Scheduling Operations Planner | 8214 | | Planning | A | EI3 | 264 | E3(38) | 100 | D3C | 115 | 479 | A1 | |
| Schedule Planner | 8208 | | Planning | A | E+I3 | 264 | E3(38) | 100 | D4C | 115 | 479 | A1 | |
| Scheduling Systems Analyst | 8211 | | Planning | A | E+I2 | 230 | D4(38) | 87 | D2S | 100 | 417 | A1 | 55-21-24 |
| Schedules Supervisor | 8207 | | Planning | A | EI3 | 230 | E3(33) | 76 | D1P | 100 | 406 | A1 | |
| Transportation Technical Planner | 9914 | 4 | Planning | A | EI2 | 230 | E3(38) | 87 | D3C | 87 | 404 | L | 56-22-22 |
| Scheduling Operations Planner | 8213 | | Planning | A | EI2 | 230 | E3(38) | 87 | D3C | 87 | 404 | L | |
| Transportation Technical Planner Assistant | 9916 | 2 | Planning | A | EI3 | 200 | D3(33) | 66 | C3C | 66 | 332 | L | 60-20-20 |
| Scheduling Systems Technician | 8210 | | Planning | A | EI2 | 200 | D3(33) | 66 | D1S | 66 | 332 | L | 60-20-20 |
| Senior Schedule Checking Supervisor | 8204 | | Planning | A | DI3 | 175 | D3(29) | 50 | C2P | 87 | 312 | A4 | |
| Document Production Supervisor | 8212 | | Planning | A | E-I3 | 175 | D3(29) | 50 | C1P | 76 | 301 | A1 | |
| Schedule Checking Supervisor | 8206 | | Planning | A | D-I3 | 152 | D3(29) | 43 | C2P | 76 | 271 | A4 | |
| Librarian | 7804 | 1 | Planning | A | F-I2 | 230 | E3(33) | 76 | D2C | 76 | 382 | L | 60-20-20 |
| Transit Police Chief | 8806 | 1 | Police | A | F+III3 | 608 | F4(57) | 350 | F5C | 400 | 1,358 | A1 | 45-26-29 |
| Transit Police Captain | 8805 | 4 | Police | A | FI3 | 400 | E4+(50) | 200 | E3P | 304 | 904 | A3 | 44-22-34 |
| Transit Police Lieutenant | 8803 | 8 | Police | A | EII3 | 304 | E4(43) | 132 | D3P | 200 | 636 | A3 | 47-21-32 |
| Assistant to the Chief of Police | 8809 | 1 | Police | A | E+I3 | 264 | E3+(38) | 100 | D3C | 115 | 479 | A1 | 55-21-24 |
| Crime Analyst | 8801 | 1 | Police | A | EI1 | 175 | D3(29) | 50 | C2C | 57 | 282 | A1 | 62-18-20 |
| Director of Inventory Management | 6223 | 1 | Procurement | B | FI3 | 400 | E4(50) | 200 | E3P | 264 | 864 | A2 | 46-23-31 |
| Director of Purchasing | 6220 | 1 | Procurement | B | FI3 | 400 | E4(50) | 200 | E3P | 264 | 864 | A2 | 46-23-31 |
| Director - Contract Administration | 2401 | 0 | Procurement | B | FI3 | 400 | E4(50) | 200 | E3P | 264 | 864 | A2 | 46-23-31 |
| Contract Administration Manager | 2402 | 7 | Procurement | B | FI3 | 350 | E4(43) | 152 | E3C | 175 | 677 | A1 | 52-22-26 |
| Purchase Contract Manager | 6205 | 2 | Procurement | B | FI3 | 304 | E4(43) | 132 | D3P | 175 | 611 | A2 | 49-22-29 |

LOS ANGELES COUNTY METROPOLITAN TRANSIT AUTHORITY
 LISTING OF COMMITTEE POSITION EVALUATIONS
 JANUARY 29, 1996

| Position | Job # | # of ees | Function | KH | | | PS | | AC | | Total Points | A/P | Profile |
|---------------------------------------------------------|-------|----------|----------------|------|------|-----|---------|-----|------|-----|--------------|-----|----------|
| | | | | Com. | Slot | Pts | Slot | Pts | Slot | Pts | | | |
| Inventory Planning Manager | New | 1 | Procurement | B | FI3 | 304 | E4(43) | 132 | E3C | 152 | 588 | A1 | 52-22-26 |
| Manager - Central Warehouse | New | 2 | Procurement | B | EII3 | 304 | E3(38) | 115 | D2P | 152 | 571 | A2 | 53-20-27 |
| Inventory Control Manager | New | 1 | Procurement | B | EI3 | 264 | E3(38) | 100 | D3C | 115 | 479 | A1 | 55-21-24 |
| Inventory System Manager | New | 1 | Procurement | B | EI3 | 264 | E3(38) | 100 | D3C | 115 | 479 | A1 | 55-21-24 |
| Senior Contract Administrator | 2403 | 13 | Procurement | B | EI3 | 264 | E3(38) | 100 | D3C | 115 | 479 | A1 | 55-21-24 |
| Senior Buyer | 6212 | 4 | Procurement | B | EI2 | 230 | D3(33) | 76 | D2C | 87 | 393 | A1 | 59-19-22 |
| Contract Administrator | 2404 | 15 | Procurement | B | EI2 | 230 | D3(33) | 76 | D3C | 87 | 393 | A1 | 59-19-22 |
| Buyer | 6213 | 8 | Procurement | B | EI2 | 200 | D3(29) | 57 | D2C | 66 | 323 | A1 | 62-18-20 |
| Assistant Contract Administrator | 2405 | 2 | Procurement | B | EI2 | 200 | D3(29) | 57 | D2C | 66 | 323 | A1 | 62-18-20 |
| Assistant Buyer | 6214 | 3 | Procurement | B | DI2 | 152 | C3(25) | 38 | C2C | 50 | 240 | A2 | 62-15-23 |
| Assistant Director of External Affairs - Public Affairs | 6605 | 1 | Public Affairs | B | FII3 | 400 | E4(50) | 200 | E3P | 264 | 864 | A2 | 46-23-31 |
| Director of Construction Affairs | 4101 | 1 | Public Affairs | B | FII3 | 350 | E4(50) | 175 | E4C | 200 | 725 | A1 | 48-24-28 |
| Assist. Dir. of External Affairs-Fed. State. Reg Rel. | 5801 | 1 | Public Affairs | A | FII3 | 350 | E4(50) | 175 | E4C | 200 | 725 | A3 | |
| Public Affairs Manager | 6604 | 0 | Public Affairs | B | FI3 | 350 | E4(43) | 152 | D3S | 175 | 677 | A1 | 52-22-26 |
| Public Affairs Supervisor (Assistant Manager) | 6606 | 2 | Public Affairs | B | FI3 | 304 | E3(38) | 115 | D2S | 132 | 551 | A1 | 55-21-24 |
| Government Relations Administrator | 5803 | 1 | Public Affairs | A | FI3 | 304 | E3(38) | 115 | D4C | 132 | 551 | A1 | |
| Senior Public Affairs Officer | 6603 | 8 | Public Affairs | B | EI3 | 264 | E3(38) | 100 | D2S | 100 | 464 | L | 56-22-22 |
| Public Affairs Officer | 6602 | 10 | Public Affairs | B | EI3 | 200 | D3(33) | 66 | D1S | 66 | 332 | L | 60-20-20 |
| Community Outreach Aide | 6607 | 0 | Public Affairs | B | CI1 | 87 | B2(16) | 14 | BNC | 16 | 117 | A1 | 74-12-14 |
| Ass't Director of Ext. Affairs - Art Program | 6701 | 1 | Public Arts | B | EI3 | 264 | E3(38) | 100 | E2C | 100 | 464 | L | 56-22-22 |
| Senior Public Arts Officer | 6703 | 0 | Public Arts | B | EI2 | 175 | D3(29) | 50 | D1C | 50 | 275 | L | 64-18-18 |
| Public Arts Officer | 6704 | 2 | Public Arts | B | DI2 | 152 | C3(25) | 38 | C1A | 33 | 223 | P1 | 68-17-15 |
| Director of Real Estate | 7601 | 1 | Real Estate | A | FII3 | 400 | E4(50) | 200 | E5C | 264 | 864 | A1 | 48-24-28 |
| Real Estate Project Manager | 7605 | 6 | Real Estate | A | E+I3 | 264 | E3(38) | 100 | D+2P | 152 | 516 | A2 | 53-20-27 |
| Real Estate Environmental Officer | 7609 | 1 | Real Estate | A | E+I3 | 264 | E3(38) | 100 | D3C | 100 | 464 | A1 | |
| Senior Real Estate Officer | 7606 | 12 | Real Estate | A | EI3 | 230 | E3(33) | 76 | D3C | 87 | 393 | A1 | 59-19-22 |
| Real Estate Officer | 7607 | 3 | Real Estate | A | E-I2 | 200 | D3(33) | 66 | C3C | 66 | 332 | A1 | 59-19-22 |
| Real Estate Assistant | 7608 | 4 | Real Estate | A | DI1 | 132 | C3(25) | 33 | C1C | 38 | 203 | A1 | 68-15-17 |
| Director of Risk Management | 8001 | 1 | Risk Mgmt. | B | FII3 | 400 | F4(50) | 200 | E3P | 264 | 864 | A2 | 46-23-31 |
| Claims Manager | 8009 | 1 | Risk Mgmt. | B | FI+3 | 350 | E4(43) | 152 | E3C | 175 | 677 | A1 | 52-22-26 |
| Manager - Occupational Health/Safety | 8002 | 1 | Risk Mgmt. | B | FI3 | 350 | E4(43) | 152 | E3C | 175 | 677 | A1 | 52-22-26 |
| Senior Transit Safety Engineer | 8024 | 1 | Risk Mgmt. | B | EI3 | 264 | E3(38) | 100 | D3C | 100 | 464 | L | 56-22-22 |
| Workers Compensation Supervisor | 8022 | 1 | Risk Mgmt. | B | EI3 | 230 | E3(38) | 87 | D3C | 100 | 417 | A1 | 55-21-24 |
| PL/PPD Supervisor | N/A | 1 | Risk Mgmt. | B | EI3 | 230 | E3(38) | 87 | D3C | 100 | 417 | A1 | 55-21-24 |
| Occupational/Environmental Safety Supervisor | 8026 | 1 | Risk Mgmt. | B | EI3 | 230 | E3(38) | 87 | D3C | 100 | 417 | A1 | 55-21-24 |
| Senior Industrial Hygienist | 8008 | 1 | Risk Mgmt. | B | EI2 | 230 | E3(38) | 87 | D2C | 76 | 393 | P1 | 59-22-19 |
| Transit System Safety Engineer | 8004 | 1 | Risk Mgmt. | B | EI2 | 230 | E3(33) | 76 | D1C | 66 | 372 | P1 | 62-20-18 |
| Senior Workers Compensation Analyst | 8012 | 1 | Risk Mgmt. | B | EI2 | 200 | D3(33) | 66 | D1C | 66 | 332 | L | 60-20-20 |
| Safety Analyst | 8005 | 2 | Risk Mgmt. | B | EI2 | 175 | D3(29) | 50 | D1C | 50 | 275 | L | 64-18-18 |
| Workers Compensation Analyst | 8011 | 3 | Risk Mgmt. | B | EI2 | 175 | D3(29) | 50 | D1C | 50 | 275 | L | 64-18-18 |
| PL/PPD Analyst | 8013 | 2 | Risk Mgmt. | B | EI2 | 175 | D3(29) | 50 | D1C | 50 | 275 | L | 64-18-18 |
| Workers Compensation Coordinator | 8010 | 2 | Risk Mgmt. | B | DI1 | 132 | C2+(22) | 29 | CNC | 33 | 194 | A1 | 68-15-17 |

MAY 14 2003

29178

HF
5549.5
.J613
L5
archive

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ACCOUNTS REPRESENTATIVE

Basic Function

To coordinate activities of pass and ticket sales network of commissioned and non-commissioned pass selling agencies

Classification Characteristics

Supervised by: Customer Services and Sales Manager; Customer Service Supervisor
Supervises: Assistant Accounts Representative; Customer Service Agent II,
Customer Service Agent I

Examples of Duties

- Reviews passenger claims for pass and ticket price adjustments and resolves claims for refunds
- Responds to written inquiries and complaints regarding fare documents, commissioned pass selling agencies, and discount pass qualifications
- Monitors pass and ticket seller sales activities and customer service conduct to ensure adherence to Authority policies and standards
- Ensures prompt remittance of due monies to the Authority
- Visits offsite Customer Centers and pass selling agencies to observe operations and ensure compliance with Authority policies and procedures regarding pass sales
- Prepares reports and correspondence
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of customer service and sales
 - Applicable laws, rules, and regulations related to prepaid sales and administration, customer services, and Authority operations and programs
 - Business math and basic accounting procedures
 - Principles of supervision
- Ability to:
 - Plan, organize, and monitor sales activities
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements

Accounts Representative

(Continued)

- Analyze situations, identify problems, and recommend solutions
- Supervise subordinate staff
- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees and outside representatives
- Travel to offsite locations within reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience performing customer relations work in ticket operations or fare media sales
- Valid California Class C driver's 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ADMINISTRATIVE AIDE

Basic Function

To provide administrative support to an assigned department

Classification Characteristics

Supervised by: Various

Examples of Duties

- Prepares, compiles, and processes data on employee time sheets, payroll changes, attendance, leave, and payments
- Administers departmental projects and performs special assignments related to the department's business
- Handles confidential or legal documents
- Gathers and compiles data and prepares simple statistical and narrative reports
- Prepares, processes, and maintains records of departmental purchase requisitions
- Prepares petty cash reimbursement
- Prepares reports and correspondence
- Orders materials, supplies, equipment, and furniture
- Assists in preparation of graphs, programs, and posters
- Provides information and referral to Authority personnel and to the public
- Develops and maintains filing systems, records, and logs including computerized database files

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of basic bookkeeping and office administration
 - Business computer software applications
- Ability to:
 - Gather, compile, and summarize data
 - Prepare reports and correspondence
 - Operate computers and general office equipment
 - Perform highly repetitive work
 - Handle confidential information

Administrative Aide
(Continued)

- Exercise judgment and creativity in making decisions
- Think and act independently
- Devise record-keeping and reporting systems
- Interact professionally with various levels of Authority employees and outside representatives
- Communicate effectively orally and in writing
- Understand, interpret, and apply laws, rules, regulations, policies, and procedures

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Business, Public Administration, or other related field; OR
- 3 years' experience performing administrative or secretarial work

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ADMINISTRATIVE ANALYST

Basic Function

To perform journey-level professional work in support of a department's administrative programs and projects

Classification Characteristics

Supervised by: Various

Examples of Duties

- Provides administrative support for a department or division in one or more of the following areas as assigned: budget preparation and administration, contract monitoring, and personnel administration
- Conducts research and prepares reports, requiring compilation and analysis of data
- Conducts forecasting analyses and studies
- Develops program management, data tracking, and other software applications on personal computers
- Develops and implements records maintenance and analysis systems
- Monitors projects and programs
- Represents the department at meetings, committees, and conferences
- Performs and formulates financial, administrative, policy, and organizational analyses and recommendations
- Advises management and staff regarding performance and funding matters
- Monitors assigned departmental operating and capital budgets
- Recommends appropriate action regarding performance and budget variances
- Reviews grant requests
- Prepares recommendations for proposed expenditures of capital funds
- Monitors grant expenditures

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of budget or grant planning, design, and administrative and technical analysis
 - Mathematics and business statistics
 - Business computer software applications

Administrative Analyst
(Continued)

- Ability to:
 - Compile and analyze data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Communicate effectively orally and in writing
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 2 years' experience performing management, operations, budgeting, or professional administrative work

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT ACCOUNTS REPRESENTATIVE

Basic Function

To promote and service various pass and student identification programs

Classification Characteristics

Supervised by: Senior Accounts Representative; Accounts Representative

Examples of Duties

- Oversees the administration of the Pass Seller Student Identification Card, Cycle Express, and On Time Performance Warranty Programs
- Recruits new vendors for the Monthly Pass, Student Identification, and other customer service and sales programs
- Conducts site visits to pass sales outlets to evaluate security of facilities, monitor compliance with contracts and procedures; recommends commission or decommission of vendors
- Explains contract provisions and credit applications to potential prepaid sales vendors; reviews applications; trains and activates approved vendors
- Visits schools and corporations to promote and monitor various pass sales programs
- Responds to customer and seller complaints, inquiries, and suggestions regarding the Authority's customer service and sales programs
- Maintains sales records, generates monthly sales reports, and assists in the collection of delinquent invoices
- Transports prepaid sales stock to pass outlets and customer centers
- Prepares comprehensive reports and correspondence

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of customer service and sales
 - Applicable laws, rules, and regulations related to prepaid sales and administration, customer services, and Authority operations and programs
 - Business math and basic accounting procedures

Assistant Accounts Representative

(Continued)

- Ability to:
 - Plan, organize, and monitor sales activities
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, and budgets
 - Analyze situations, identify problems, and recommend solutions
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 1 years' experience performing customer relations work in ticket operations or fare media sales
- Valid California Class C driver's 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT ADMINISTRATIVE ANALYST

Basic Function

To perform entry-level work in support of a department's administrative programs and projects

Classification Characteristics

This is an entry-level classification within the professional administrative analyst series.

Supervised by: Various

Examples of Duties

- Conducts research studies and collects data for management reports and programs
- Responds to inquiries for information from staff, management, and the public
- Troubleshoots software and basic hardware problems
- Prepares reports and correspondence
- Maintains and updates reference and procedural materials and computer databases
- Assists in developing policies and procedures
- Reviews and approves invoices
- Catalogs, orders, organizes, and disburses reference and technical materials
- Purchases manuals and materials for department
- Performs analytical work in support of a department's business

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of budget or grant planning
 - Business computer software applications
 - Mathematics and business statistics
- Ability to:
 - Prepare reports and correspondence
 - Research and compile data for reports and inquiries
 - Communicate effectively orally and in writing
 - Operate computers and general office equipment
 - Analyze situations and identify problems
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures
 - Interact professionally with various levels of Authority employees and outside representatives

Assistant Administrative Analyst
(Continued)

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree or equivalent number of units
- 2 years experience performing secretarial or paraprofessional work OR
- Bachelor's degree - Related field

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT AUDITOR

Basic Function

To perform entry-level financial and operational auditing work

Classification Characteristics

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

Differs from Auditor in that Assistant Auditor performs entry-level auditing work, while Auditor performs complex journey-level auditing work

Supervised by: Senior Auditor

Supervises: None

Examples of Duties

- Conducts contract, management, performance, claim, and operational audits
- Writes audit reports and summaries identifying non-compliance with rules and regulations
- Examines and assesses security, internal control, and accounting systems
- Reviews, analyzes, and evaluates Authority and vendor accounting records and reports
- Analyzes cost and price of vendor contract proposals
- Evaluates reliability of contractor payroll, accounting records, and revenue/expense documents
- Performs accounting and invoice processing activities for departmental contracts
- Reviews, analyzes, and evaluates Authority's accounting, budgeting, and management records

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of accounting, budgeting, auditing, and research
 - Applicable local, state, and federal laws, rules, and regulations governing internal audits for a public agency
 - Applicable Federal Acquisition Regulations and Cost Accounting Standards
 - Relevant computer business software applications

Assistant Auditor
(Continued)

- Ability to:
 - Conduct research and analyze data
 - Perform statistical and financial analyses
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Operate computers and general office equipment
 - Handle highly confidential information
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Think and act independently
 - Determine strategies to achieve goals
 - Compile and analyze complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and fiscal practices
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Accounting, Business, Public Administration, or other related field
- 1 year's experience conducting financial and operational audits
- Valid California Class C driver's license

Special Conditions

- May require overtime work, day or overnight trips

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT BOARD SECRETARY

Basic Function

To assist with the overall management of the Board Secretary's Office

Classification Characteristics

Differs from Board Secretary in that Assistant Board Secretary manages the day-to-day operations of the department and assists the Board Secretary in all phases of the work, while Board Secretary is a member of the Executive Staff and is responsible for the overall functioning of the department

Supervised by: Board Secretary

Supervises: Recording Secretary; Assistant Custodian of Records; Secretary

Examples of Duties

- Develops and implements office systems and procedures; prepares procedures manuals
- Manages the legal service function on behalf of the Board of Directors by ensuring proper receipt and distribution of all summons, complaints, and subpoenas, and functions as Custodian of Records
- Assists in the development and administration of the departmental budget
- Administers the public hearing process
- Interfaces with Board members and/or alternates to discuss and resolve issues and problems
- Prepares reports and correspondence
- Performs special projects requested by Board members and the Board Secretary
- Represents the Board of Directors before public agencies, the business community, and the public
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Interaction of political agencies in federal, state, and local government
 - Laws, rules, and procedures pertaining to notices, minutes, records, reports, agendas, materials, and correspondence for a public agency
 - Board responsibilities, policies, procedures, and regulations
 - General office practices and procedures

Assistant Board Secretary

(Continued)

- Personal computer business software applications
- Principles of supervision

- Ability to:
 - Plan, organize, and monitor the work of a corporate secretary's office
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, and recommend solutions
 - Prepare comprehensive reports and correspondence
 - Maintain official records and files
 - Communicate effectively orally and in writing
 - Take fast notes and record motions
 - Maintain and process confidential information discreetly
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Related field
- 5 years' increasingly responsible secretarial or administrative experience working with an elected/appointed Board of Directors or City Council
- 1 year's supervisory or lead experience over secretarial, clerical, or administrative personnel desirable

Special Conditions

- May be required to work late or irregular hours

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT CUSTODIAN OF RECORDS

Basic Function

To assist in the processing of subpoenas and summonses served on the Authority through the Board Secretary's Office

Classification Characteristics

Supervised by: Assistant Board Secretary

Examples of Duties

- Accepts and processes subpoenas and summons served on the Authority
- Assists in the preparation of Director/Staff books prior to Board meetings
- Assists in conducting special assignments for the Board or the Chief Executive Officer
- Appears in court to testify and present records
- Maintains official contract and pink-slip records

Required Knowledge and Abilities

- Knowledge of:
 - California code of procedures, subpoenas, summons, and complaints
 - General office procedures and equipment
- Ability to:
 - Maintain filing systems
 - Ascertain and maintain confidential information
 - Read and follow city street maps
 - Follow oral and written directions
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Operate general office equipment
 - Travel to offsite locations within a reasonable timeframe

Assistant Custodian of Records
(Continued)

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience performing work leading to a familiarity with Authority operations and records
- Valid California Class C driver's 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT DIRECTOR OF CUSTOMER RELATIONS

Basic Function

To provide direction to the customer information and passenger relations functions

Classification Characteristics

Supervised by: Director of External Affairs
Supervises: Passenger Relations Manager; Customer Information Manager;
Senior Departmental Systems Analyst; Administrative Analyst;
Administrative Aide

Examples of Duties

- Plans, develops, and monitors department programs; implements policy guidelines, and evaluates and approves management work plans
- Assists in the development and implementation of departmental goals and objectives, policies, procedures, budgets, and contracts
- Oversees the computerization of departmental information systems
- Consults with and advises management and staff on policies and practices of Customer Relations Department and related matters
- Represents department on interdepartmental committees and task forces; represents the Authority at meetings with public agencies, private businesses, and the general community
- Develops and administers departmental budget
- Prepares and approves written reports to management and the Board of Directors
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of customer relations
 - Applicable local, state, and federal laws, rules, and regulations related to prepaid sales and administration, customer services, and Authority operations and programs
 - Capital and operating budgets
 - Modern management theory

Assistant Director of Customer Relations
(Continued)

- Ability to:
 - Direct the work of customer information services and passenger relations functions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, implement solutions, and evaluate outcomes
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 4 years' experience management-level experience in customer relations in public transit operations
- Master's degree in related field desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT DIRECTOR OF EXTERNAL AFFAIRS/ FEDERAL, STATE, REGIONAL RELATIONS

Basic Function

To direct federal, state, and regional relations activities

Classification Characteristics

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

Supervised by: Director of External Affairs
Supervises: Governmental Relations Administrator; Senior Secretary

Examples of Duties

- Meets with government, regulatory agency, and other association officials to foster support for Authority's transportation services, projects, and programs
- Advises management and Board of Directors of proposed, pending, and new legislation which may or will impact Authority services or programs
- Reviews and analyzes literature, legal decisions, and proposed/enacted legislation to determine impact on the Authority and makes recommendations regarding Authority action
- Prepares comprehensive reports and correspondence
- Directs consultants in state and national capitals
- Represents department and Authority on task forces and committees
- Provides information and guidance to public groups, committees, etc.
- Develops annual legislative updates
- Travels to state and national capitals for various meetings
- Conducts presentations and facilitates meetings
- Negotiates with service providers
- Coordinates tours and special events
- Develops and administers departmental budget
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of legislative processes and protocol
 - Lobbying techniques

**Assistant Director of External Affairs/
Federal, State, Regional Relations**
(Continued)

- Applicable local, state, and federal laws, rules, and regulations
- Modern management theory
- Ability to:
 - Plan, organize, and direct the work of a federal, state, and regional relations work unit
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements
 - Compile, analyze, and interpret complex data
 - Communicate effectively orally and in writing
 - Mediate and negotiate
 - Represent Authority before the public and governmental entities
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Interact professionally with various levels of Authority employees, outside representatives, and public officials
 - Exercise judgment and creativity in making decisions
 - Plan financial and staffing needs
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Political Science or related field
- 4 years' management-level experience administering legislative affairs programs for a public or governmental agency
- Valid California Class C driver's license
- Master's degree in related field desirable

Special Conditions

- Travel required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT DIRECTOR OF EXTERNAL AFFAIRS - MARKETING

Basic Function

To direct the activities of the marketing function

Classification Characteristics

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

Supervised by: Executive Officer, External Affairs

Supervises: Marketing Manager; Communications Manager; Senior Secretary

Examples of Duties

- Develops, plans, and oversees the implementation of Authority marketing, promotional, and public information programs
- Determines content, and plans and supervises the production and costs of transit communications projects, video programs, advertising, and public information materials
- Develops and implements communications and promotional goals for each fiscal year
- Meets with management, department, government, community group, and business organization representatives to recommend joint promotional programs
- Develops and monitors project plans, budgets, and costs for communications and promotional programs
- Prepares reports and recommendations on communications and promotional goals and activities
- Writes, edits, and proofreads copy for publications, footage, and scripts for public information materials and video productions
- Analyzes production contracts and vendors' performance and identifies solutions to minimize production and printing costs
- Conducts surveys and market research; prepares reports and recommendations
- Develops annual strategic marketing plans
- Directs and oversees development and implementation of public events
- Develops goals for revenue-generating advertising and promotional programs
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of communications, sales, advertising, and promotional methods
 - Mass communication techniques and promotional program management
 - Production and print methods, including proofreading symbols and terminology

Assistant Director of External Affairs - Marketing

(Continued)

- Print media materials and processes, including photographic, video, and graphic media
- Electronic media materials and processes, including advertising, copywriting, script-writing, production techniques, distribution, and placement
- Editing techniques
- Modern management theory
- Ability to:
 - Plan, organize, and direct large-scale marketing and video programs and projects
 - Apply and evaluate promotional and advertising strategies
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements
 - Compile, analyze, and interpret complex data
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Mediate and negotiate
 - Represent Authority before the public and governmental entities
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise judgment and creativity in making decisions
 - Plan financial and staffing needs
 - Travel to offsite locations within a reasonable timeframe
 - Interact professionally with various levels of Authority employees, outside representatives, and public officials

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Communications, Marketing, Journalism, or other related field
- 4 years' management-level experience administering public relations, communications, marketing, or advertising programs
- Valid California Class C driver's license
- Membership in National Transportation Marketing Association desirable
- Master's degree in related field desirable

Special Conditions

- Overtime, on-call, weekend work, and travel is required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT DIRECTOR OF FACILITIES MAINTENANCE

Basic Function

To plan, direct, and monitor activities and services of a major component of the Facilities Maintenance Department

Classification Characteristics

Supervised by: Director of Facilities Maintenance
Supervises: Facilities Maintenance Superintendent; Facilities Maintenance Manager; Senior Engineer; Engineer; Administrative Analyst; Secretary

Examples of Duties

- Plans, directs, and evaluates the performance of assigned functions
- Manages and administers major capital programs for the Authority and the department
- Assists in developing and implementing department goals, policies, and procedures
- Responds to facilities maintenance emergencies
- Plans, develops, and implements department budget
- Approves department expenditures
- Assigns and approves service requests received by the department
- Performs complex technical assignments including projects, reports, and studies on facilities maintenance subjects
- Represents the department on major operational committees and task forces
- Conducts second-level grievance hearings
- Represents the Authority and department in labor relations discussions and labor negotiations
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of facilities maintenance management
 - Public agency procurement procedures and contract administration
 - Applicable local, state, and federal laws, rules, and regulations governing a public agency including CPUC, FRA, and FAA
 - Telecommunications
 - Capital and operating budgets

Assistant Director of Facilities Maintenance
(Continued)

- Modern management theory
- Ability to:
 - Develop and implement major capital and operational programs
 - Assist in the overall management of the Facilities Maintenance Department
 - Direct a major Facilities Maintenance organization component
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements
 - Understand and interpret technical documents and engineering plans
 - Plan financial and staffing needs
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Exercise judgment and creativity in decision making
 - Determine strategies to achieve goals
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff
 - Travel to offsite locations within reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering, Business, Public Administration, or other related field
- 4 years' management-level experience in facilities maintenance management
- Valid California Class C driver's license
- Master's degree in related field desirable

Special Conditions

- 24-hour emergency response

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT DIRECTOR OF REVENUE

Basic Function

Assists in the overall management of activities associated with the receipt, disbursement, and processing of passenger revenue

Classification Characteristics

Supervised by: Director of Revenue
Supervises: Customer Service and Sales Manager; Revenue Equipment Manager;
Cash Operations Manager; Senior Accountant

Examples of Duties

- Interprets and administers policies and procedures to ensure the efficient collection, reconciliation, and processing of revenue for the agency
- Develops and administers policies and procedures regarding the selling, collection, protection, and processing of fare media on buses, stations, and customer service centers
- Manages activities of in-house cash counting and vaulting personnel, facilities, and processes
- Coordinates with various departments to ensure security and proper handling of fare media revenue
- Oversees repair and maintenance of fareboxes, ticket vending machines, and other equipment related to the collection, processing, and security of fare media and revenue
- Interacts with Authority management to resolve problems arising from financial transactions and discrepancies
- Oversees security and distribution of fare media to outside vendors
- Develops standardized criteria, including credit checks, for selection of vendors authorized to sell Authority fare media
- Administers contracts for printing of fare media
- Assists in developing audit objectives, policies, and procedures for the Revenue Department; participates in audits of revenue operations
- Prepares reports, correspondence, and summaries of findings as required
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of accounting, revenue operations, and banking procedures
 - Applicable local, state, and federal laws, rules, and regulations relating to revenue operations and recordkeeping for a public agency

Assistant Director of Revenue
(Continued)

- Financial recordkeeping and cash transaction procedures
- Modern management theory
- Ability to:
 - Plan, organize, and direct the work of a revenue operations function
 - Develop and implement security procedures for the protection of cash and funds
 - Establish and implement laws, rules, regulations, policies, and procedures governing disbursement and collection of revenues
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Meet tight time constraints and frequent deadlines
 - Handle highly confidential information
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Determine strategies to achieve goals
 - Exercise judgement and creativity in making decisions
 - Plan financial and staffing needs
 - Make financial decisions within a budget
 - Compile, analyze, and interpret complex data
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree in Accounting, Finance, or other related field
- 4 years' management-level experience in revenue operations or accounting
- Master's degree desirable

Special Conditions

- Must pass a security clearance check

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT EQUAL OPPORTUNITY PROGRAMS REPRESENTATIVE

Basic Function

To perform entry-level work in support of equal opportunity programs functions

Classification Characteristics

Differs from Equal Opportunity Programs Representative in that Assistant Equal Opportunity Programs Representative is an entry-level class which assists and learns to perform journey-level equal opportunity programs work, while Equal Opportunity Programs Representative is an experienced journey-level professional and performs equal opportunity programs work.

Supervised by: Equal Opportunity Programs Manager; Senior Equal Opportunity Programs Representative

Examples of Duties

Learns and assists with the following:

- Goal setting for Authority compliance in EEO and DBE/MBE/WBE programs
- Investigates businesses requesting certification
- Monitors contract compliance regarding labor issues, DBE/WBE/MBE goals, and Affirmative Actions hiring goals
- Conducts field reviews and site visits
- Analyzes, reviews, and investigates complaints from employees, businesses, and enforcement agencies regarding contract compliance, EEO, and DBE/MBE/WBE violations and recommends Authority actions when warranted
- Provides technical advice to DBE/WBE/MBEs involved in Authority programs
- Conducts studies and prepares oral and written reports of findings

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of equal opportunity programs management
 - EEO and affirmative action principles and goals
 - Discrimination laws



**Assistant Equal Opportunity
Programs Representative**
(Continued)

- Business computer software applications
- Ability to:
 - Perform entry-level equal opportunity programs management work
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Prepare reports and correspondence
 - Handle highly confidential information
 - Meet tight time constraints and deadlines
 - Analyze situations and identify problems
 - Exercise judgment and creativity in making decisions
 - Compile and analyze data
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Business, Public Administration, or other related field; OR
- 2 years' college credits and 2 years' paraprofessional experience implementing Equal Employment Opportunity, Contract Compliance, and/or DBE/WBE/MBE programs preferred; OR
- Bachelor's degree - Business, Public Administration, or other related field

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.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT DIRECTOR OF EXTERNAL AFFAIRS - MEDIA RELATIONS

Basic Function

To direct the activities of the media relations function

Classification Characteristics

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

Supervised by: Director of External Affairs
Supervises: Senior Media Relations Representative; Media Relations Representative; Senior Secretary; Office Assistant

Examples of Duties

- Directs implementation of major media relations programs and activities
- Develops media relations policies and strategies
- Provides general and emergency public/media relations advice to management
- Reviews and approves written materials
- Represents the department at meetings, conferences, and public events
- Prepares and administers department budgets and contracts and monitors expenditures
- Directs production of publications and communication programs
- Prepares comprehensive reports and correspondence
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of print and broadcast media, public relations
 - Mass communications techniques
 - Applicable local, state, and federal laws, rules, and regulations regarding disclosure of information
 - Modern management theory
- Ability to:
 - Plan, organize, and direct media relations for a public agency



Assistant Director of External Affairs - Media Relations (Continued)

- Analyze situations, identify problems, recommend solutions, and evaluate outcome
- Exercise judgment and creativity in making decisions
- Think and act independently
- Represent Authority before the public, outside representatives, and public officials
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Plan financial and staffing needs
- Prepare comprehensive reports, correspondence, and press releases
- Compile, analyze, and interpret complex data
- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees, outside representatives, and public officials
- Supervise subordinate staff
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Journalism, Communications, Marketing, or other related field
- 4 years' management-level experience administering media relations, communications, marketing programs
- Valid California Class C driver's license
- Master's degree in related field desirable

Special Conditions

- Occasional exposure to weather and physical hazards
- On-call, weekend work, and travel is required

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.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT GRAPHICS ARTIST

Basic Function

To perform entry-level in designing, producing, updating, and maintaining graphic materials for reports, displays, and presentations

Classification Characteristics

Supervised by: Graphic Arts Manager

Examples of Duties

- Designs, revises, and produces materials and computer-generated maps for public display and distribution, and printed materials and graphic displays for Authority use and presentations to the Board of Directors
- Creates and develops graphic presentations to enhance publications, newsletters, cover page designs, reports, and memos; develops and erects graphic displays at various locations
- Maintains database and regional resource maps
- Creates posters, custom forms, logos, signage designs, exhibits, and three-dimensional models
- Works with staff to determine design, format, and production requirements of graphic displays

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of graphic design
 - Computer-based page layout, illustrations, and graphics software
 - Basic printing processes and requirements
- Ability to:
 - Prepare comprehensive charts, schedules, and graphs
 - Gather, compile, and analyze data
 - Analyze situations, identify problems, and recommend solutions
 - Utilize computerized retrieval and filing systems, graphic packages, and plotter printer
 - Draw free-hand

Assistant Graphics Artist (Continued)

- Interact professionally with various levels of Authority employees and outside representatives
- Communicate effectively orally and in writing
- Work under time constraints to meet deadlines

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Graphics Design or related field
- 1 year's experience developing graphic presentations and using computer graphics software packages
- Bachelor's degree - Graphics Design desirable
- Experience working with a variety of graphics and desk-top publishing software desirable

Special Conditions

- Frequent use of graphic artist knives, paper-cutters, and chemicals such as rubber cement, paint, and other types of spray materials

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT RAIL TRANSPORTATION DIVISION MANAGER

Basic Function

To assist with the overall management of a rail transportation division

Classification Characteristics

Supervised by: Rail Division Transportation Manager

Supervises: Rail Transit Operations Supervisor; Train Operator

Examples of Duties

- Monitors day-to-day operations of a rail division and works closely with division personnel to ensure that the goal of providing safe, reliable and courteous service is met
- Oversees, plans, and schedules the work of supervisory personnel to ensure full service coverage of division and main-line and efficient utilization of personnel
- Maintains employee records and division statistics
- Conducts disciplinary hearings and resolves contract disputes
- Assists in the review and analysis of division operations to identify and solve problems and improve division performance
- Investigates accidents to identify trends, take appropriate actions to minimize probability of recurrence, and determine culpability of Train Operator
- Coordinates division shake-ups and weekly bidding process
- Prepares written incident reports, summaries of disciplinary hearings, and performance documents
- Assists in developing goals and objectives for division
- Coordinates with other departments and outside agencies to ensure quality transit service
- Acts as Manager when assigned
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public transit operations
 - Applicable local, state, and federal laws, rules, and regulations governing public transit systems
 - Rail operating lines, routes, and fares
 - Rail Operations Department operating policies, procedures, and rules

Assistant Rail Transportation Division Manager (Continued)

- California Vehicle Code regulations
- Modern management theory
- Ability to:
 - Plan, organize, and monitor the work of an operating rail division
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Prepare correspondence and reports
 - Exercise judgment and creativity in making decisions
 - Determine strategies to achieve goals
 - Operate office equipment and computers
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 3 years' experience as a Rail Transit Operations Supervisor OR
- 1 year's experience as a Senior Rail Transit Operations Supervisor
- Valid California Class C driver's license
- Bachelor's degree - related field desirable

Special Conditions

- Overtime, on-call, weekend/holiday work required when necessary

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT TO THE CHIEF OF POLICE

Basic Function

To provide management-level administrative and analytical support to the Transit Police Chief

Classification Characteristics

Supervised by: Transit Police Chief

Examples of Duties

- Plans, develops, directs, and evaluates a wide range of special studies and projects in support of Transit Police Department operations
- Assists the Transit Chief of Police in developing departmental goals and objectives
- Writes policies, procedures, plans, and programs in support of the department's mission and goals and objectives
- Conducts organizational development and makes recommendations regarding organizational structure, staffing, funding, budgeting, and work flow relationships
- Oversees development of department strategic plan
- Conducts policy and program analysis; makes recommendations to Chief of Police
- Represents the Chief of Police and the department before governmental, private, and public sector organizations and agencies
- Works with and responds to inquiries from Board members and executive staff regarding Transit Police operations
- Conducts financial analysis of department requirements; determines fully allocated costs of police programs

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public administration, management, organizational, budgeting and financial administration
 - Applicable local, state, and federal laws, rules, regulations, governmental policies, trends, and developments affecting police operations
 - Relevant computer business software applications

Assistant to the Chief of Police
(Continued)

- Ability to:
 - Direct complex programs and projects
 - Establish and maintain business relationships of a politically-sensitive nature
 - Understand, develop, and apply principles and practices of modern business and public administration
 - Communicate effectively orally and in writing
 - Prepare complex reports and correspondence
 - Exercise judgment and creativity in making decisions
 - Determine strategies to achieve goals
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Establish and implement policies and procedures
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 5 years' senior-level experience performing advanced management, operations, budgetary, or administrative work
- Valid California Class C driver's license
- Law enforcement background desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSISTANT VEHICLE OPERATIONS MANAGER

Basic Function

To assist with the overall management of the vehicle operations supervision function of the Transportation Department

Classification Characteristics

Supervised by: Assistant Director of Transportation
Supervises: Senior Transit Operations Supervisor; Transit Operations Supervisor

Examples of Duties

- Coordinates vehicle service for seasonal and special events, including projecting equipment and staffing demands, scheduling appropriate personnel, and tabulating related statistics
- Reroutes bus lines and writes detour notices during major road construction projects, civil and tactical emergencies, and other situations affecting street operations; coordinates services with police, fire, road, and flood control agencies
- Participates in the resolution of major delays in service
- Assists in the review and analysis of vehicle operations activities to identify and solve problems and improve performance
- Investigates major accidents to identify trends
- Prepares written incident reports, summaries of disciplinary hearings, and performance documents
- Coordinates bus operations activities with other departments and outside agencies to ensure quality transit service
- Maintains mileage and usage records of Company Equipment Assigned (CEA) units and coordinates assignment of vehicles
- Oversees activities of Service Directors
- Supervises subordinate staff

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices of public transit operations
 - Applicable local, state, and federal laws, rules, and regulations governing public transit systems
 - Operating lines, routes, and fares
 - Transportation Department operating policies, procedures, and rules

Assistant Vehicle Operations Manager

(Continued)

- California Vehicle Code regulations
- Modern management theory
- Ability to:
 - Plan, organize, and monitor the work of a special transportation function
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, labor/management agreements
 - Exercise judgment and creativity in making decisions
 - Determine strategies to achieve goals
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Interact professionally with various levels of employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 3 years' experience as a Transit Operations Supervisor OR
- 1 year's experience as a Senior Transit Operations Supervisor
- Valid California Class C driver's license
- Bachelor's degree in related field desirable

Special Conditions

- Overtime, on-call, weekend/holiday work required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ASSOCIATE ARCHITECT

Basic Function

To perform commercial interior design services and office space planning work

Classification Characteristics

Supervised by: Supervising Engineer

Supervises: None

Examples of Duties

- Works with consultants and architects in the design of interiors
- Reviews consultant proposals
- Creates furniture budget for review and approval
- Plans, designs, or modifies new or existing offices and work stations
- Supplies information and answers consultants' questions
- Attends design meetings
- Prepares drawings and specifications for renovations
- Designs layouts for providing accessibility for disabled individuals
- Specifies furniture and furnishings
- Researches new products
- Maintains furniture repair contracts and expenditure records

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of architectural and interior design related to large-scale facilities
 - Construction methods and materials as they affect architectural and interior design; fundamentals of structural, mechanical, electrical, and civil engineering as they relate to architectural design
 - Regulations and codes pertaining to the design and construction of facilities
 - Graphic presentations of data
- Ability to:
 - Analyze and conceptualize architectural designs
 - Prepare architectural drawings, sketches, and specifications
 - Apply aesthetic considerations to facility designs
 - Monitor the work of design consultants and construction contractors

Associate Architect
(Continued)

- Select furnishings that correspond to architectural designs
- Communicate effectively orally and in writing
- Travel to offsite locations within reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Architecture or related field
- 2 years' experience performing interior and architectural design or facilities planning work
- Professional certificates/licenses: California registered architect certificate; certified interior designer
- Valid California Class C driver's 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ARCHITECT

Basic Function

To perform architectural design of facilities and oversee design work performed by consultants

Classification Characteristics

Supervised by: Supervising Engineer

Supervises: Associate Engineer

Examples of Duties

- Interacts with user departments in response to service requests for facilities improvements to determine functional requirements
- Conducts preliminary studies of scope of work, prepares preliminary designs for projects, and presents alternatives to user departments
- Researches and gathers all details related to construction projects, including site analysis, cost estimates, code requirements, and space functions
- Prepares final design and construction documents
- Oversees consultants' preparation of preliminary design studies, cost estimates, and project schedules of proposed building projects
- Reviews design consultants' work for conformance with Authority design criteria and contract provisions
- Approves construction shop drawings and samples; assists in resolving design issues and interpreting design specifications during construction; initiates or assists in review and approval of construction change orders
- Prepares technical reports and correspondence
- Interacts with local, state, and federal agencies to resolve code, regulation, and legal issues related to the design of projects
- Serves as member of American with Disabilities Act task force responsible for overseeing Authority's compliance in ensuring all facilities are accessible
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of architectural design related to large-scale commercial and industrial facilities
 - Construction methods and materials affecting architectural design
 - Fundamentals of structural, mechanical, electrical, and civil engineering as they related to architectural design

Architect

(Continued)

- Regulations and codes pertaining to the design and construction of facilities
- Principles of supervision
- Ability to:
 - Perform complex architectural work
 - Analyze and conceptualize architectural designs
 - Prepare architectural schematics, drawings, specifications, and cost estimates
 - Monitor and evaluate the work of design consultants and construction contractors
 - Use computer-aided architectural and drafting tools and products
 - Manage a project from inception to culmination
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Prepare technical reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Travel to offsite locations within a reasonable timeframe
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Architecture or related field
- 4 years' professional architectural experience in design and construction of large commercial and industrial facilities
- Professional certificates/licenses: California registration as a Professional Architect
- Valid California Class C driver's license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazard

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

AUDIT MANAGER

Basic Function

To manage the overall activities of a major audit function

Classification Characteristics

Supervised by: Director of Audit; Deputy Inspector General - Audits
Supervises: Senior Auditor; Auditor

Examples of Duties

- Plans and manages programs to fulfill contracts, financial, operations, performance, and internal audits
- Recommends and develops auditing policies, procedures, and programs
- Oversees audit program by reviewing all accounting procedures, confirming accounts, inspecting physical operations for detection, investigation, and prevention of fraud
- Establishes and monitors long-range goals, workplans, schedules, and strategies
- Analyzes and resolves audit-related issues; investigates and determines causes of irregularities and errors
- Ascertains the reliability of accounting and other data developed within the organization
- Prepares reports of audits and presents findings to management and executive staff
- Oversees accounting compliance with government regulations
- May administer computer systems audits
- Performs complex audit technical work
- Reviews all audit work and reports completed by subordinate staff
- Makes formal presentations to Board, public agencies, and the media
- Monitors work of external consultants
- Represents department at meetings, conferences, and public events
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of contracts, financial, operational, and performance audits
 - Applicable local, state, and federal laws, rules, and regulations
 - Research, financial, and statistical methods

Audit Manager

(Continued)

- Controls and accountability required of large public agencies
- Modern management theory
- Ability to:
 - Oversee the operations of an auditing function
 - Conduct and manage large-scale, complex audits
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Meet tight time constraints and deadlines
 - Handle highly confidential information
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Plan financial and staffing needs
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's Degree - Accounting or related field
- 3 years' supervisory-level experience overseeing contract, financial, operational, and performance audits
- Valid California Class C driver's license
- Professional certificates/licenses: CPA, CIA, or MBA preferred

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

AUDITOR

Basic Function

To perform financial audits and audits of operational functions and programs, and management systems, or special audits to ensure the efficiency of Authority departments

Classification Characteristics

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

Supervised by: Audit Manager; Senior Auditor

Examples of Duties

- Reviews, analyzes, and monitors construction contract, financial, information systems, or procedures and internal control audits
- Evaluates payroll records, accounting procedures, management systems, and contract audits to ensure compliance with Federal Acquisition Regulations (FAR) and Cost Accounting Standards (CAS)
- Compiles working papers and reports to discuss audit results with responsible officials and contractors, initiates improvements, revises procedures, and assists in resolving problems
- Provides technical support to Authority departments, follows up on recommendations, and assists with implementation to ensure internal system and financial controls
- Selects appropriate samples for auditing
- Prepares audit program schedules with proposed timeframes and budgetary expenditures
- Conducts studies on fiscal or management projects
- Completes field audits and prepares final audit reports
- Verifies the accuracy and completeness of departmental accounting and recordkeeping practices and procedures, and recommends improved operating procedures and methods of internal control

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of accounting, auditing, and budgeting
 - Applicable local, state, and federal laws, rules, and regulations governing

Auditor
(Continued)

- internal audits for a public agency
- Relevant computer business software applications
- Applicable Federal Acquisition Regulations and Cost Accounting Standards
- Ability to:
 - Perform statistical and financial analyses
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Prepare comprehensive reports and correspondence
 - Operate computers and general office equipment
 - Handle highly confidential information
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Determine strategies to achieve goals
 - Compile and analyze complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and fiscal practices
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Accounting, Finance, Business, or other related field
- 2 years' journey-level internal audit experience in a public agency or governmental entity
- Professional certificates/licenses: CPA, CIA, CISA, or CFE
- Valid California Class C driver's license

Special Conditions

- May require overtime, day or overnight trips

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

BOARD LIAISON

Basic Function

To establish and maintain direct link of communication between the Authority's Board of Directors, the Chief Executive Officer, and staff

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: Senior Administrative Analyst

Examples of duties

- Supports the CEO in Authority's management and interactions with the Board of Directors, including preparation of Board agendas and support of Board meetings
- Fosters and maintains trusting relationships with the Board of Directors, and designs briefing programs to meet individual needs of members
- Develops and implements strategies for dealing with controversial issues being submitted to the Board of Directors for action
- Coordinates and facilitates agenda and issue briefings for the Board of Directors
- Briefs the CEO on agendas and keeps the CEO abreast of Board concerns
- Provides short-range and long-range policy and strategic support to the CEO
- Participates in internal CEO and Executive Office policy and planning meetings
- Acts as liaison between Executive Office and other units
- Designates and supervises Board-assigned Authority staff
- Represents the Authority at meetings with the public and with a variety of public and private organizations
- Fosters cooperative working relationships with public agencies, civic groups, contractors, consultants, and staff
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Organizational dynamics between the Board of Directors and staff
 - Theories, principles, and practices of administrative and program areas related to planning, design, construction, operation of multi-modal transportation

Board Liaison

(Continued)

services, public information, communications, and community and government relations

- Applicable local, state, and federal laws, rules, and regulations governing legislative and funding processes and policies for a public agency
 - Urban public works projects and in-depth understanding of the community-impact issues that may be encountered in such projects
 - Social, political, and environmental issues influencing policy development
 - Modern management theory
- Ability to:
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Communicate effectively orally and in writing
 - Negotiate CEO and staff positions on agenda items with the Board of Directors
 - Handle highly controversial and/or confidential information
 - Analyze situations, identify problems, and recommend solutions
 - Interact professionally with various levels of Authority employees, the Board of Directors, and outside representatives
 - Participate in and communicate the budget process to the Board of Directors
 - Prepare comprehensive reports and correspondence
 - Determine strategies to achieve goals
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Political Science, or other related field
- 5 years' management-level experience performing community or government relations work
- Master's degree in a related field and experience in construction, transit operations, planning, and programming are desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

BUS OPERATIONS CONTROL CENTER MANAGER

Basic Function

To manage the overall activities of the Bus Operations Control Center

Classification Characteristics

Supervised by: Director of Operations Support Services
Supervises: Senior Transit Operations Supervisor

Examples of Duties

- Develops goals, establishes plans and priorities, and assigns and monitors work for the Bus Operations Control Center
- Directs the review and analysis of Bus Operations Control Center operations to identify and solve problems and ensure efficient and cost effective service
- Evaluates performance of the Center's operations to ensure conformance with department's goals and objectives and eliminate impediments to peak performance
- Evaluates the effectiveness of staff assignments and resources to ensure maximum utilization
- Develops training programs, procedures, and materials required for Bus Operations Control Center staff
- Directs staff compliance with policies, procedures, and practices and adherence to labor contracts
- Prepares reports, correspondence, standard operating procedures, and transportation notices
- Interacts with various department personnel and outside agencies to resolve problems and issues
- Oversees the repair, maintenance, and enhancements of radio equipment and computerized systems
- Supervises subordinate staff

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, practices, and principles of public transit operations
 - Operating lines, routes, and fares
 - Department operating policies, procedures, and rules
 - Applicable local, state, and federal laws, rules, and regulations governing public transit systems

Bus Operations Control Center Manager

(Continued)

- California Vehicle Code regulations
- Federal Communications Commission regulations
- Modern management theory
- Ability to:
 - Oversee the work of a transportation communications center
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 3 years' experience as a Senior Transit Operations Supervisor

Special Conditions

- Overtime, on-call, weekend/holiday work required when necessary

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CALL BOX SYSTEMS ANALYST

Basic Function

To provide technical support of highway call box network and services for the Service Authority for Freeway Emergencies (SAFE) within the Congestion Relief Operations Department

Classification Characteristics

Supervised by: Facilities Maintenance Supervisor

Examples of Duties

- Oversees and monitors the operations of highway call box network and services, including sub-systems, ancillary equipment, and complex networking software
- Extracts and analyzes information from computer databases to evaluate system performance; takes appropriate actions to remedy problems
- Performs diagnostic checks of telecommunications systems and ancillary equipment to detect and isolate system problems using computerized tools
- Monitors and directs the work of consultants, contractors, and technical personnel
- Certifies the installation of new call boxes and the reinstallation of new equipment
- Notes discrepancies and problems of installations and refers them to contractor for resolution
- Makes recommendations regarding call box sites
- Inspects call boxes on annual basis to ensure proper operation
- Maintains call box inspection status reports
- Surveys cellular coverage with computer controlled cellular radio test set
- Interacts with Cal-Trans and California Highway Patrol staff to ensure proper functioning of call box system and compliance with rules and regulations

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles and practices of electronic equipment and software
 - Applicable local, state, and federal laws, rules, and regulations governing telecommunications for a public agency
 - Applicable cellular telephone industry standards, practices, and terminology
 - Software tools

Callbox Systems Analyst

(Continued)

- Ability to:
 - Perform technical work in support of highway call box operations
 - Provide technical training and guidance to others
 - Diagnose, repair, and maintain hardware components of computer and electronic telecommunication systems used in support of highway call box operations
 - Compile and analyze complex data
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Think and act independently
 - Interact professionally with various levels of Authority employees and outside representatives
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Electronics or related field
- 5 years' experience troubleshooting and maintaining complex cellular telephone or other electronic systems
- Valid California Class C driver's license

Special Conditions

- On call 24 hours to respond to occasional emergency situations
- Frequently works on freeway shoulder

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CASH COUNTING SUPERVISOR

Basic Function

To supervise and train clerical staff engaged in counting, sacking, and sealing farebox revenues

Classification Characteristics

Supervised by: Senior Cash Counting Supervisor
Supervises: Cash Clerk

Examples of Duties

- Assists in the supervision of receiving, sorting, counting, sacking, and sealing of all money extracted from fareboxes
- Arranges and monitors loading and pick-up of deposits and farebox revenues
- Trains staff in the safe operation of machinery and Cash Counting Office practices, rules, and procedures
- Plans, organizes, and assigns work of cash counting clerical staff
- Ensures that all divisions have a sufficient supply of mobile safes and vault carts
- Ensures that appropriate security practices are enforced at all times, including ensuring that the Cash Counting Office is locked and secured at the end of each day
- Performs visual searches of persons and belongings
- Makes minor repairs on machinery
- Prepares timekeeping and attendance reports
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of financial recordkeeping procedures and basic math
 - Principles of supervision
- Ability to:
 - Oversee the activities of a money counting operation
 - Operate a calculator
 - Prepare reports and correspondence

Cash Counting Supervisor

(Continued)

- Balance cash transactions
- Understand, interpret, and apply laws, rules, regulations, policies, and procedures
- Understand and execute instructions
- Exercise judgment and creativity in emergency situations
- Interact professionally with various levels of Authority employees and outside representatives
- Communicate effectively orally and in writing
- Move objects weighing up to 50 pounds
- Stand, bend, stoop, and work on irregular surfaces
- Work in an enclosed and noisy environment
- Use a personal computer and other general office equipment
- Perform highly repetitive work
- Meet tight time constraints and deadlines
- Meet precision and productivity demands
- Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience performing bookkeeping, accounting, cashiering, or financial recordkeeping, or handling large sums of money
- Supervisory experience desirable

Special Conditions

- Must wear safety shoes during the performance of duties
- May be subject to periodic, unannounced searches of his/her person and belongings
- May be subject to on-call status weekends and nights
- Must pass a security clearance check

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CASHIER

Basic Function

To receive, verify, and record receipts and disbursements

Classification Characteristics

Differs from Senior Cashier in that Cashier performs routine cashier duties, while Senior Cashier performs first-level supervisory duties in the Cashier's Office

Supervised by: Senior Cashier

Examples of Duties

- Prepares and distributes payroll and other checks
- ~~Cashes~~ Cashes personal and expense checks for employees
- Verifies and reimburses petty cash funds for departments
- Processes garnishments, support payments, Chapter XIII, and tax levies
- Prepares and maintains financial statements
- Processes all checks received
- Calculates receipts, disbursements, and cash on hand
- Prepares and makes bank deposits
- Verifies receipts from ticket, token, and bus pass sales and cash counting office
- Prepares and presents reports to supervisor

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of financial recordkeeping, banking, and basic accounting procedures
 - Tax regulations and bankruptcy process
- Ability to:
 - Balance and reconcile cash transactions
 - Learn Authority fares and tariffs
 - Communicate effectively orally and in writing
 - Prepare reports and correspondence
 - Operate computers and general office equipment

Cashier

(Continued)

- Meet tight time constraints and deadlines
- Meet productivity and production demands
- Handle highly confidential information
- Perform highly repetitive work
- Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 1 year's cashiering experience

Special Conditions

- Must pass a security clearance check

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CENTRAL CONTROL FACILITY MANAGER

Basic Function

To manage the overall activities of a rail communications center

Classification Characteristics

Supervised by: Rail Operations Superintendent

Supervises: Senior Rail Transit Operations Supervisor; Secretary

Examples of Duties

- Develops goals, establishes plans and priorities, and assigns and monitors work for a rail communications center
- Directs the review and analysis of Central Control Facility (CCF) operations and monitors system performance to identify and solve problems and ensure efficient and cost effective operations
- Evaluates performance of CCF operations to ensure conformance with department's goals and objectives and eliminate impediments to peak performance
- Directs the availability and assignment of proper operating and supervisory staff and resources to ensure that service objectives are achieved within budgetary constraints; administers staff training programs
- Directs staff compliance with policies, procedures, and practices and adherence to labor contracts
- Conducts disciplinary investigations, hearings, and counseling sessions
- Prepares reports, correspondence, standard operating procedures, and rail transportation notices
- Interacts with various departments, outside agencies, contractors, and consultants to coordinate schedule and procedural changes and ensure quality service
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public transit operations
 - Applicable local, state, and federal laws, rules, and regulations governing public rail transit systems
 - Rail operating lines, routes, and fares
 - Department operating policies, procedures, and rules
 - Federal Communications Commission and California Vehicle Code regulations

Central Control Facility Manager (Continued)

- Operations of computerized communication systems
- Modern management theory
- Ability to:
 - Oversee the operations of a rail operations control center
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, implement solutions, and evaluate outcomes
 - Represent Authority before the public
 - Determine strategies to achieve goals
 - Exercise judgement and creativity in making decisions
 - Plan financial and staffing needs
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Related field
- 1 year's experience as a Division Transportation Manager OR
- 2 years' experience as an Assistant Transportation Division Manager OR
- 1 year's supervisory-level rail transit operations experience OR
- 2 years' supervisory-level rail transit tunnel operations experience

Special Conditions

- Overtime, on-call, weekend/holiday work required when necessary
- Must be able to respond to emergencies 24 hours a day, 7 days a week

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CENTRAL MAINTENANCE SUPERINTENDENT

Basic Function

To direct and administer the overall operations of the Regional Rebuild Center of the Equipment Maintenance Department

Classification Characteristics

Supervised by: Deputy Executive Officer, Operations
Supervises: Equipment Maintenance Manager; Senior Equipment Maintenance Supervisor; Equipment Maintenance Supervisor; Secretary

Examples of Duties

- Directs, manages, and supervises the activities of the fleet overhaul facility and bus refurbishing unit for Authority and contracted services
- Directs the development of new repair methods and service procedures to improve quality and decrease costs
- Reviews production data and reports to ensure goals are achieved and adjusts activities of facility accordingly
- Assists in the development of departmental goals, objectives, policies, procedures and budget
- Represents the department and organization with outside agencies
- Prepares specifications for equipment purchases and consultant services
- Directs managers in first-level disciplinary and grievance hearings and advises appropriate disciplinary action for both represented and non-represented employees
- Administers the safety and training programs for the Regional Rebuild Center
- Prepares complex technical reports and studies on maintenance-related subjects
- Assists in preparation for labor negotiations
- Administers section's hazardous material handling and disposal programs
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of fleet maintenance, hazardous material handling and disposal and environmental law

Central Maintenance Superintendent (Continued)

- Applicable local, state, and federal laws, rules, and regulations governing the maintenance of public transit systems
- Modern management theory
- Ability to:
 - Direct activities of a large repair facility and a production environment
 - Manage a project from inception to culmination
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, implement solutions, and evaluate outcome
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Prepare comprehensive reports and correspondence
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Industrial Engineering, Mechanical Engineering, or other related field
- 4 years' management-level experience in a large fleet overhaul facility
- Valid California Class C driver's license

Special Conditions

- 24-hour on call assignment

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CHIEF ADMINISTRATIVE ANALYST

Basic Function

To provide management level administrative and analytical support to a Deputy Executive Officer

Classification Characteristics

Supervised by: Various executive management
Supervises: Administrative Analyst; Secretary

Examples of Duties

- Assists in the development and implementation of departmental policies, regulations, and procedures
- Directs the preparation of the departmental capital and operating budget
- Assists in the development and implementation of department goals, long range strategies, and schedules
- Reviews budget requests and makes funding recommendations
- Directs the study of department operations
- Acts as project manager to ensure projects are completed according to deadlines and standards
- Represents the Deputy Executive Officer at meetings, committees, and conferences
- Directs the development and implementation of department personnel programs
- Prepares and presents reports to management and the Board
- Oversees and approves the preparation of comprehensive proposals, contracts, applications for funds, and reports
- Performs complex cost, budgetary, and statistical analysis
- Performs special projects as assigned
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public administration, management, organization, budgeting and financial administration, personnel administration, grants administration, and cost accounting
 - Relevant computer software applications
 - Mathematics and business statistics
 - Principles of supervision

Chief Administrative Analyst

(Continued)

- Ability to:
 - Communicate effectively orally and in writing
 - Handle highly confidential information
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Plan financial and staffing needs
 - Operate computers and general office equipment
 - Interact professionally with various levels of employees and outside representatives
 - Travel to offsite locations within a reasonable timeframe
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 5 years' senior-level experience performing advanced management, operations, budgetary, or administrative work
- Valid California Class C driver's license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards when traveling to offsite locations

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CLOSED CIRCUIT TELEVISION (CCTV) OBSERVER

Basic Function

To observe passenger activities on rail station platforms through the use of closed circuit televisions

Classification Characteristics

Supervised by: Senior Rail Transit Operations Supervisor

Examples of Duties

- Conducts observations on closed circuit television monitors of rail passenger station platforms, ticket vending machines, and other structures and facilities
- Provides assistance via telephone to patrons who have problems with ticket vending machines, locating lost articles, and schedule information
- Makes announcements regarding schedule changes, delays in service, and/or emergencies using public address system
- Operates a diagnostic computer to verify the amount of money deposited in ticket vending machines or identify other problems
- Video records criminal activities that are observed at rail station platforms
- Logs daily activities and maintains records of observations
- Compiles data for computer input to generate various reports
- Reports crimes in progress to appropriate law enforcement agencies for action
- Assists supervisory personnel when necessary during emergency situations

Essential Knowledge and Abilities

- Knowledge of:
 - Observational surveillance practices
 - Safety precautions and procedures
 - English usage, grammar, punctuation, and spelling
- Ability to:
 - Conduct surveillance
 - Observe and retain information
 - Accurately and clearly report facts and details concerning observations
 - Represent Authority before the public

Closed Circuit Television (CCTV) Observer
(Continued)

- Analyze situations and identify problems
- Operate computers and general office equipment
- Exercise good judgment in emergency situations
- Record observations and maintain logs of daily activities and incidents
- Understand and follow instructions and apply procedures
- Interact professionally with various levels of Authority employees and outside representatives
- Maintain extended visual concentration

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 1 year's experience performing independent work assignments and working with the public

Special Conditions

- May be assigned to work any shift
- Holiday work necessary

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

COMMUNICATIONS MANAGER

Basic Function

To manage and oversee the production of major transit communications and promotional publications

Classification Characteristics

Supervised by: Assistant Director of External Affairs - Marketing
Supervises: Senior Communications Officer, Communications Officer

Examples of Duties

- Plans, prepares, and oversees the design, typesetting, and printing of publications for ridership clientele, the public, Board of Directors, and Authority staff
- Plans, prepares, and oversees the conceptual design, production, and distribution of video programs to mass media outlets, community groups, staff, and other audiences
- Writes, edits, and proofreads copy for publications, footage, and scripts for public information materials and video productions
- Plans and acquires photography and graphics for publications and footage and other video-related elements for use in video productions
- Develops and monitors project plans, budgets, and costs for communications and promotional publications
- Analyzes production contracts and vendors' performance and identifies solutions to minimize production and printing costs
- Prepares reports and recommendations on communications and promotional goals and activities
- Conducts surveys and research on publications; prepares reports and recommendations
- Assists in developing annual strategic marketing plans
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of communications and public relations
 - Mass communication techniques and promotional program management
 - Production and print methods
 - Print media materials and processes, including photographic, video, and graphic media
 - Proofreading symbols and terminology
 - Electronic media materials and processes, including advertising, copy writing, script-writing, production techniques, distribution, and placement

Communications Manager

(Continued)

- Editing techniques
- Modern management theory
- Ability to:
 - Oversee the operations of large-scale communications programs and projects
 - Apply and evaluate publication strategies
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements
 - Compile, analyze, and interpret complex data
 - Communicate effectively orally and in writing
 - Mediate and negotiate
 - Represent Authority before the public and governmental entities
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise judgment and creativity in making decisions
 - Interact professionally with various levels of Authority employees, outside representatives, and public officials
 - Travel to offsite locations within a reasonable timeframe
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Communications, Marketing, Journalism, or other related field
- 3 years' senior-level experience performing work in marketing, advertising, or communications programs
- Valid California Class C driver license
- Master's degree in related field desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

COMMUNICATIONS OFFICER

Basic Function

To design, develop, and implement campaigns and strategies to market the Authority's transportation programs

Classification Characteristics

Supervised by: Senior Communications Officer

Examples of Duties

- Assists in the development and implementation of the Authority's marketing programs
- Prepares and edits news releases and other related marketing materials
- Researches issues and develops and presents specialized information programs to target audiences
- Attends Authority's Board of Directors and committee meetings to keep informed of current and proposed activities and programs
- Assists in special media events to promote Authority activities
- Coordinates and negotiates outreach efforts with the private sector and other public agencies
- Prepares and distributes public information regarding the Authority's services
- Plans joint marketing programs with the private sector
- Plans public events
- Prepares public literature and advertising and display materials
- Recommends and conducts research surveys
- Responds to requests for information
- Maintains records and prepares periodic and special reports
- Maintains video/film archives
- Researches and develops topics for video programming
- Supervises video production and reviews and edits video footage

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of budgeting, marketing, public information and media communications
 - Research and analytical techniques, methods, and procedures

Communications Officer

(Continued)

Ability to:

- Perform marketing work in support of major transit services and programs
- Represents the Authority before the public
- Understand, interpret, and apply laws, rules, regulations, policies, contracts, budgets, and labor/management agreements
- Coordinate multiple projects and meet critical deadlines
- Prepare comprehensive reports and correspondence
- Exercise judgment and creativity within established policy guidelines
- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees, the Board of Directors, public and private agencies, and the community
- Prepare written information for the general public
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Marketing, Communications, Journalism, or other related field
- 2 years' journey-level experience performing marketing, public relations, promotions, or other related work
- Valid California Class C driver license

Special Conditions

- May be required to work evenings and weekends

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CONSTRUCTION INSPECTOR

Basic Function

To inspect construction projects and facilities to ensure compliance with designs, specifications, building codes, and safety requirements

Classification Characteristics

Supervised by: Supervising Engineer
Supervises: None

Examples of Duties

- Makes visits to construction sites; inspects each stage of construction up to completion
- Interprets plans and specifications
- Interprets codes and checks for compliance with codes and standards
- Resolves conflicts/problems regarding code application, safety, and other operations
- Works with contractors, architects, engineers, and material staff
- Monitors installation of building systems
- Performs field tests and orders laboratory analysis of engineering materials
- Obtains permits from utility companies for service to construction sites
- Monitors construction sites for safety violations
- Prepares reports and maintains daily activity log
- Reviews or prepares interim reports for contractor payments
- Recommends changes during construction based on differing site conditions and cost savings

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of construction, repair, and alteration techniques
 - Sampling and testing of soil and construction materials
- Ability to:
 - Perform inspection work of construction projects
 - Read and interpret blueprints
 - Communicate effectively orally and in writing
 - Monitor and evaluate the work of others

Construction Inspector (Continued)

- Maintain logs and records
- Analyze situations, identify problems, and recommend solutions
- Think and act independently
- Compile and analyze complex data
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of Authority employees and outside representatives
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience as a General Contractor, Building Construction Supervisor, or Building Inspector of large commercial or industrial construction projects
- Valid California Class C driver's license
- ICBO Certificate of Reinforced Concrete or Masonry, ACIA Registered Construction Inspector License, or comparable Deputy Inspector License from a County or City agency desirable

Special Conditions

- Frequent exposure to weather, physical, mechanical, electrical, and chemical hazard

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CUSTOMER INFORMATION INSTRUCTOR

Basic Function

To administer training programs for customer information personnel

Classification Characteristics

Supervised by: Customer Information Manager

Supervises: Customer Information Agent I; Customer Information Agent I Trainee

Examples of Duties

- Plans, schedules, and conducts training of clerical and supervisory personnel
- Develops lesson plans, testing materials, and other training aides for manual and computerized applications
- Ensures information resources on routes, schedules, tariffs, regulations, and practices is current and accurate; reviews various materials and information regarding service changes
- Prepares reports related to training activities
- Supervises clerical personnel during new-hire probation and instructional periods
- Reviews copy clearance documents for accuracy; makes revisions as needed
- Represents the customer information function at various inter-departmental meetings
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of customer relations
 - Authority routes, schedules, tariffs, and regulations
 - Principles of supervision
- Ability to:
 - Conduct classroom and one-on-one training in customer information
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, and recommend solutions
 - Communicate effectively orally and in writing
 - Supervise subordinate staff

Customer Information Instructor
(Continued)

- Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience as a Customer Information Supervisor

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CUSTOMER INFORMATION MANAGER

Basic Function

To manage the overall activities of the Customer Information Service Center

Classification Characteristics

Supervised by: Assistant Director of Customer Relations
Supervises: Senior Customer Information Supervisor; Customer Information Instructor; Administrative Aide

Examples of Duties

- Evaluates performance of the customer information services function to ensure conformance with department goals and objectives; monitors department productivity to eliminate impediments to peak performance
- Plans, develops, and administers all policies and procedures related to customer information services
- Directs and evaluates staff compliance with policies, procedures, and practices
- Conducts disciplinary investigations, hearings, and counseling sessions in accordance with labor agreements
- Develops and implements training programs for section personnel
- Prepares written and oral reports to management; oversees section budget preparation, administration, and control
- Represents the department on interdepartmental task forces, committees, and at various external hearings
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of customer relations for a public transit services operation
 - Authority transportation system, including routes, schedules, tariffs, regulations, and practices
 - Use and operation of a major telephone communication system
 - Modern management theory

Customer Information Manager

(Continued)

- Ability to:
 - Oversee the operations of a customer information services department
 - Manage projects from inception to culmination
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Public Relations or related field
- 4 years' supervisory experience in customer information services

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CUSTOMER INFORMATION SUPERVISOR

Basic Function

To supervise an assigned group or shift of clerical personnel responsible for providing customer information on Authority services

Classification Characteristics

Supervised by: Senior Customer Information Supervisor
Supervises: Customer Information Agent I

Examples of Duties

- Oversees activities of assigned personnel responsible for responding to telephone inquiries from patrons concerning public transit services, including routes, schedules, tariffs, regulations and practices
- Assists personnel with difficult or complex customer calls
- Ensures current, accurate information on routes, schedules, tariffs, regulations, and practices is available to and used by agents in responding to calls
- Records number of calls received hourly and computes average call workload; writes group performance and workload reports; counsels agents on quality and quantity of information given
- Responds to customer complaints
- Reports equipment problems and assists in testing of equipment
- Handles calls on accessible service during off-business hours and on services for disabled customers
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of customer relations
 - Authority routes, schedules, tariffs, and regulations
 - Principles of supervision
 - Knowledge of TCU contract

Customer Information Supervisor
(Continued)

- Ability to:
 - Plan, organize, and monitor a customer information work unit
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, and recommend solutions
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 1 year's experience performing work in customer relations work, including six months' experience as a Customer Information Agent I
- Supervisory experience desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CUSTOMER SERVICE AND SALES MANAGER

Basic Function

To manage the overall activities of the customer service and sales function within the Revenue Department

Classification Characteristics

Differs from Customer Service Supervisor in that Customer Service and Sales Manager manages the overall customer services and sales function, while Customer Service Supervisor exercises first-level supervision over assigned customer service and sales clerical staff

Supervised by: Assistant Director of Revenue
Supervises: Customer Service Supervisor; Accounts Representative

Examples of Duties

- Oversees and administers all customer services and sales activities including Customer Service Centers, Lost and Found Section, Reduced Fare Office, Timetable Distribution Program, Student ID Card, Graffiti Abatement program, and other related services and programs
- Establishes and monitors long-range goals, budgets, schedules, and strategies
- Ensures fare information and schedules are widely available to the public
- Implements and manages Board-adopted fare policies and programs
- Prepares policy recommendations for the Board of Directors and management
- Negotiates and administers agreements with municipalities and vendors
- Develops and recommends policies and programs for customer service and sales
- Prepares and presents reports to supervisor, the Board of Directors, and management
- Represents department at meetings, conferences, and public events
- Ensures the collection of monies due the Authority from vendors
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of sales and customer relations
 - Authority fares and tariffs
 - Applicable local, state, and federal laws, rules, and regulations governing sales and fare collection
 - Modern management theory

Customer Service and Sales Manager

(Continued)

- Ability to:
 - Oversee the activities of a customer service and sales department
 - Manage high-volume sales operations
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Establish and implement policies and procedures
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 3 years' supervisory experience administering revenue-producing programs in a corporate environment

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CUSTOMER SERVICE SUPERVISOR

Basic Function

To supervise clerical sales staff and monitor contract agencies in the administration and distribution of prepaid sales documents

Classification Characteristics

Differs from Customer Service and Sales Manager in that Customer Service Supervisor exercises first-level supervision over ticket sales staff in the customer service and sales unit, while Customer Service and Sales Manager manages the overall customer service and sales function

Supervised by: Customer Service and Sales Manager

Supervises: Assistant Accounts Representative; Senior Customer Service Agent II;
Customer Service Agent I; General Clerk

Examples of Duties

- Oversees the daily operations of all Customer Service Centers, including personnel, materials, administration, security, recordkeeping, and service to the public
- Conducts site visits to monitor performance of Customer Service Center personnel and resolve problems
- Maintains liaison with contract agencies to ensure compliance with Authority policies and procedures and accurate dissemination of information
- Resolves problems and complaints regarding staff and contract agents
- Determines distribution schedule for all prepaid documents and ensures compliance, supervises distribution of timetables
- Evaluates prepaid sales procedures and makes recommendations to Customer Service and Sales Manager
- Establishes and maintains liaison with law enforcement agencies regarding abuse, forgery, and fraudulent distribution of fare media
- Prepares reports and correspondence
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of customer service and sales
 - Authority tariffs, regulations, and practices

Customer Service Supervisor

(Continued)

- Business math and bookkeeping
- Multi-unit sales operations
- Principles of supervision

- Ability to:
 - Plan, organize, and monitor sales activities
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Maintain accurate records
 - Analyze situations, identify problems, and recommend solutions
 - Supervise subordinate staff
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Travel to offsite locations with a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 3 years' experience performing retail/consumer service work within a high-volume, multi-unit sales and service operations
- 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

CRIME ANALYST

Basic Function

To analyze and identify crime trends within the Authority's service areas in support of Transit Police operations

Classification Characteristics

Supervised by: Support Services Supervisor
Supervises: None

Examples of Duties

- Collects, collates, analyzes, and reports crime data
- Recommends allocation, deployment, and use of police resources based on crime data analysis
- Analyzes crime incidents and trends as requested by Authority personnel, special task forces, elected officials, other agencies, and the media
- Identifies and documents current crime patterns
- Creates, maintains, and accesses computerized database files
- Prepares procedure manuals for Transit Police personnel
- Develops and manages crime analysis program
- Designs and implements routine and special reporting systems
- Trains new and temporary staff on interpreting and entering crime data in a variety of software applications and monitors work
- Represents the department with other police agencies and at interdepartmental meetings

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of relevant criminal law, criminal justice system, and law enforcement procedures
 - Mainframe and personal computer business software applications
 - Statistics and probabilities
 - Police records security and confidentiality
 - California Law Enforcement Telecom Systems (CLETS) and National Crime Information Center (NCIC) procedures

Crime Analyst (Continued)

- Ability to:
 - Perform complex crime analyst work
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures,
 - Represent Authority before the public
 - Analyze situations and identify problems, and document results
 - Develop data collection systems and recording instruments
 - Perform accurate calculations, computations, and analysis
 - Apply quantitative research methods
 - Handle highly confidential information
 - Recognize, identify, and document crime series and patterns
 - Evaluate the effectiveness of crime suppression/prevention programs
 - Prepare reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Criminal Justice, Computer Science, Mathematics, or other related field
- 2 years' experience in collection and statistical analysis of data
- Police agency experience desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DEPUTY EXECUTIVE OFFICER, ENGINEERING

Basic Function

To plan, direct, and control engineering activities in design and construction of major Authority capital projects

Classification Characteristics

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

Supervised by: Deputy Executive Officer, Technical Operations
Supervises: Director of Engineering; Director of Rail Activation; Director of Third Party Coordination; consultants

Examples of Duties

- Develops and directs the implementation of engineering goals and objectives budgets, schedules and strategies for rail transit projects
- Analyzes state, federal, and local regulations to determine impact on rail design and construction, and implements solutions and modifications
- Develops policies and procedures for program-wide engineering design, systems, start-up and testing and Third-Party activities
- Analyzes, develops, negotiates and monitors scope of work, funding and staffing levels concerning engineering consultant support for program-wide work
- Develops projections and makes decisions impacting engineering design standards and criteria, system-wide procurement practices, system integration, system configuration, quality, budget and schedules, and other appropriate polices and procedures
- Assists the Executive Officer, Rail Construction, and Deputy Executive Officer as assigned; provides engineering support and expertise to Project Managers
- Prepares and presents technical, managerial and policy issues and recommendations to executive management and Authority Board, and directs the preparation of supporting research
- Responsible for preparation, management and monitoring of engineering budget
- Oversees engineering staffing, training and resources needs
- Represents the Authority at meetings and conferences with elected and public officials, the community, public and private organizations and other staff
- Analyzes and develops appropriate engineering, third party and operations and maintenance staffing levels within engineering management and construction management contracts
- Supervises subordinate staff

Deputy Executive Officer, Engineering (Continued)

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of rail rapid transit systems engineering design, construction, commissioning operations, and maintenance
 - Applicable federal, state, and local regulatory requirements and standards
 - Social, political, and environmental issues influencing transit programs
 - Modern management theory
- Ability to:
 - Direct the overall operations of a major engineering function
 - Determine strategies to achieve goals
 - Plan financial needs and set budgets
 - Establish and implement policies and procedures
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise sound judgment and creativity in making decisions
 - Communicate effectively orally and in writing
 - Represent Authority before the Board of Directors, elected officials and the public
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or related field
- 5 years' director-level experience managing rail transit construction projects or related public works capital projects
- Professional licenses/certificates: California registration as a Professional Engineer
- Valid California Class C driver's license
- Master's degree - Engineering, Construction, Management, or other related field desirable
- Experience working with or for an operator of transit systems desirable

Special Conditions

- Exposure to weather and physical hazards during site visits

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DEPUTY INSPECTOR GENERAL - AUDITS

Basic Function

To direct the Audit unit of the Office of the Inspector General

Classification Characteristics

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

Differs from Inspector General in that Deputy Inspector General - Audits manages a section of the department, while the Inspector General directs the overall operation of the department

Supervised by: Inspector General
Supervises: Senior Auditor; Auditor

Examples of Duties

- Plans, develops, and directs a comprehensive audit program designed to ensure independent appraisal of all Authority programs and operations
- Plans, directs, and controls all operational and fiscal audit activity of Inspector General audits
- Identifies areas for potential audits and formulates audit schedules and audit plans
- Recommends corrective action to resolve problems, abuses, and deficiencies which may exist
- Represents the Inspector General before the Board of Directors, governmental agencies, and public sector organizations as appropriate
- Assists in the development of departmental goals, objectives, policies, procedures, and budget
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of fiscal and operational audits
 - Applicable local, state, and federal laws, rules, and regulations governing auditing of public agency finances and operational systems
 - Federal Acquisitions Regulations and Cost Accounting Standards
 - Modern management theory

Deputy Inspector General - Audits

(Continued)

- Ability to:
 - Plan, organize, and direct the operation of a specialized work unit
 - Manage large-scale audits from inception to culmination
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Communicate effectively orally and in writing
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Accounting, Business, Public Administration, or other related field
- 5 years' management-level experience in conducting audits
- Professional certificates/licenses: CPA or CIA desirable
- Master's degree in a related field desirable

Special Conditions

- May be required to travel to various locations

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DEPUTY INSPECTOR GENERAL - INVESTIGATIONS

Basic Function

To direct the Investigations unit of the Office of the Inspector General

Classification Characteristics

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

Differs from Inspector General in that Deputy Inspector General - Investigations manages a section of the department, while the Inspector General directs the overall operation of the department

Supervised by: Inspector General

Supervises: Senior Inspector General Investigator; Inspector General Investigator; Secretary

Examples of Duties

- Manages the investigations program of all Inspector General investigations
- Plans, directs, and controls all investigation activities related to criminal fraud, white collar crimes, abuse of public trust, employee integrity and misconduct
- Personally performs highly sensitive investigations, while also managing and directing highly sensitive investigations
- Coordinates with appropriate prosecuting and law enforcement agencies, including United States Attorney General, State Attorney General, District Attorney, or City Attorney as appropriate
- Recommends corrective action to resolve problems, abuses, and deficiencies which may exist
- Represents the Inspector General before the Board of Directors, governmental agencies, and public sector organizations as appropriate
- Assists in the development of departmental goals, objectives, policies, procedures, and budget
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Applicable local, state, and federal laws, rules, and regulations governing criminal investigations involving Authority employees, officers, vendors, or contractors

Deputy Inspector General - Investigations (Continued)

- Criminal rules of evidence, constitutional rights, search and seizure procedures, court procedures to be followed in criminal matters, formal hearings, and administrative actions
- Specialized investigative techniques
- Modern management theory
- Ability to:
 - Plan, organize, and direct the work of a specialized work unit
 - Identify criminal trends, patterns, and methods of operation within Authority facilities
 - Manage large-scale investigations from inception to culmination
 - Collect and assemble facts, bringing the investigation to a logical conclusion, and assisting the appropriate agency to prepare for trial or hearing
 - Communicate effectively orally and in writing
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Criminal Justice, Law, Business, Public Administration, or other related field
- 5 years' management-level experience in investigations of fraud, waste, and abuse
- Valid California Class C driver's license
- Master's degree in related field desirable

Special Conditions

- May be required to travel to various locations

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DEPUTY INSPECTOR GENERAL - MANAGEMENT SERVICES & ANALYSIS

Basic Function

To direct the Management Services and Analysis unit of the Office of the Inspector General (OIG)

Classification Characteristics

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

Differs from Inspector General in that Deputy Inspector General - Management Services and Analysis manages a section of the department, while the Inspector General directs the overall operation of the department.

Supervised by: Inspector General

Supervises: Management Services Analyst; Secretary

Examples of Duties

- Plans, directs, and controls all programs related to management reviews and analyses of Authority programs, operations, and activities
- Manages the HOTLINE program of the Office of Inspector General
- Personally performs highly sensitive reviews and analyses, while also managing and directing such reviews
- Ensures that Authority officials have reviewed and acted upon information and recommendations furnished by the OIG
- Recommends corrective action to resolve problems, abuses, and deficiencies which may exist
- Represents the Inspector General before the Board of Directors, governmental agencies, and public sector organizations as appropriate
- Assists in the development of departmental goals, objectives, policies, procedures, and budget
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of and fiscal and management operations
 - Applicable local, state, and federal laws, rules, and regulations governing actions and rights of Authority employees, officers, vendors, or contractors

Deputy Inspector General - Management Services & Analysis
(Continued)

- Specialized analytical techniques
- Operations of the Authority and its subsidiaries
- Research and statistical methods
- Modern management theory

- Ability to:
 - Plan, organize, and direct the work of a specialized work unit
 - Manage large-scale reviews from inception to culmination
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Communicate effectively orally and in writing
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 5 years' management-level experience in reviews and analyses of management and program performance
- Master's degree in related field desirable

Special Conditions

- May be required to travel to various locations

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DEPUTY PROJECT MANAGER, ENGINEERING

Basic Function

To manage engineering design activities of major Authority capital projects within the Metro Rail Construction branch

Classification Characteristics

Supervised by: Director of Engineering

Supervises: Secretary

Examples of Duties

- Analyzes, develops, negotiates, and monitors scope of work, funding, and staffing levels concerning engineering consulting support for assigned projects
- Directs a multi-disciplinary staff to manage A&E consultants engaged in the design and preparation of specifications for facilities and system engineering functions
- Participates as a senior member of the project team to manage the project, analyze and review the performance of the project, and initiate corrective actions to achieve project goals
- Oversees project management activities, including work plans, schedules, cost estimates, and specifications
- Monitors work for compliance with timing, budget, technical, safety, and legal requirements
- Consults on technical issues and resolves design, construction, and operations problems
- Assists in resolving disputes with consultants and contract personnel/vendors
- Reviews design and contract documents and assists with bid forms, pre-bid conferences, and proposal evaluations/recommendations
- Participates in negotiating final contract provisions and change orders; makes final decisions when agreement cannot be reached on changes
- Reviews and approves correspondence, technical documents, and invoices
- Participates in or leads special engineering studies; assists with staff planning, special projects and in setting project goals
- Participates in various meetings and reports on project status
- Supervises subordinate staff

Deputy Project Manager, Engineering (Continued)

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of engineering planning, design, and construction of transit facilities, equipment, and related systems
 - Applicable local, state, and federal laws, rules, regulations, and codes governing construction of rail facilities and systems
 - Construction methods, building codes, and material and construction costs
 - Public agency procurement procedures and contract administration
 - Modern management theory
- Ability to:
 - Direct the work of engineering design activities for major capital projects
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, implement solutions, and evaluate outcome
 - Prepare comprehensive reports and correspondence
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Travel to offsite locations within a reasonable timeframe
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering, Architecture, or other related field
- 5 years' management-level experience in large-scale rail transit construction or similar large public works capital projects
- Valid California Class C driver license

Special Conditions

- Occasional exposure to mechanical, electrical, chemical, physical, and weather hazards

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DEPUTY SERVICE OPERATIONS MANAGER

Basic Function

To assist in the overall management of a specific area of a public transit operating division

Classification Characteristics

Supervised by: Service Operations Manager
Supervises: Senior Transit Operations Supervisor; Transit Operations Supervisor;
Equipment Maintenance Supervisor

Examples of Duties

- . Assists in developing goals and objectives and planning the work of an operating division
- . Assists in the review and analysis of division operations to identify and solve problems and improve division performance
- . Monitors division shake-ups and weekly bidding to comply with labor contracts and guidelines
- . Analyzes division statistics to identify and forecast trends in problem areas and implement modifications to increase work productivity
- . Investigates or reviews the investigation of accidents to determine cause, identify trends, take corrective action, and minimize probability of recurrence
- . Prepares written incident reports, summaries of hearings and performance documents
- . Oversees preventive maintenance program and ensures all requirements are accomplished in a correct and timely manner
- . Administers labor contracts; resolves contract disputes; disciplines and counsels employees as necessary; conducts first-level grievance processes and hearings
- . Investigates probable causes for late pull-outs and repeat road calls and resolves problems
- . Identifies parts, materials, and supplies needed to maintain division operations
- . Coordinates with other departments and outside agencies to ensure quality transit service
- . Assists in preparation and administration of budget
- . Works closely with division personnel to ensure that the goal of providing safe, reliable and friendly service is met
- . Acts as Manager when assigned
- . Supervises subordinate staff



Deputy Service Operations Manager (Continued)

Essential Knowledge And Abilities

Knowledge of:

- Theories, principles and practices of public transit operations
- Authority operating lines, routes, fares, and policies and procedures
- Applicable local, state, and federal laws, rules, and regulations governing public transit systems
- California Vehicle Code regulations
- Modern management theory

Ability to:

- Oversee the activities of an operating division
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Communicate effectively orally and in writing
- Analyze situations, identify problems, and recommend solutions
- Prepare comprehensive reports and correspondence
- Interact professionally with various levels of Authority employees and outside representatives
- Operate computers and VMS terminal
- Supervise subordinate staff
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree in related field
- 3 years' supervisory experience in transit operations
- Valid California Class C driver's license
- Bachelor's degree in related field desirable

Special Conditions

- Overtime, on-call, weekend/holiday work required when necessary
- Frequent exposure to electrical, mechanical, chemical, and physical hazards

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.

1

2

3

4

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF ACCOUNTING

Basic Function

To plan and direct the overall operation of the Accounting Department

Classification Characteristics

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

Supervised by: Chief Financial Officer

Supervises: Accounting Manager; Payroll Manager; Senior Secretary

Examples of Duties

- Establishes and implements agency-wide accounting policies, procedures, work standards, and controls for payroll, accounts payable, and accounts receivable
- Responsible for preparation of all external financial reports
- Manages the Authority's annual audit
- Authorizes fund transactions, including transfers across accounts, withdrawals under letter of credit for grants and subsidies, issuance of checks, and cash working funds
- Establishes and monitors the department's long-range goals, budgets, schedules, and strategies
- Maintains systems of internal control
- Provides day-to-day leadership and supervision, including evaluating work, training, advising, and planning
- Advises management on the Authority's financial and accounting matters
- Participates in long-term strategic financial planning
- Represents the department at meetings, conferences, and public events
- Works on special projects as requested
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of governmental accounting, financial recordkeeping, and budgeting
 - Applicable local, state, and federal laws, rules, and regulations relating to governmental accounting and financial recordkeeping for a public agency
 - Modern management theory



Director of Accounting
(Continued)

- Ability to:
 - Plan, organize, and direct the work of an accounting department
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Operate computers and general office equipment
 - Meet tight time constraints and deadlines
 - Plan financial and staffing needs
 - Make financial decisions within a budget
 - Handle highly confidential information
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Determine strategies to achieve goals
 - Exercise judgment and creativity in making decisions
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Perform and coordinate financial audits
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Accounting or related field
- 5 years' management-level experience in accounting
- Professional certificates/licenses: CPA/CMA desirable

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.

1
2
3

4

5

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF AIR QUALITY & MOBILITY

Basic Function

To direct the overall activities of the air quality and mobility function

Classification Characteristics

Supervised by: Deputy Executive Officer, Planning & Programming
Supervises: Transportation Technical Manager IV, III; Technical Planning Analyst II, I; Secretary

Examples of Duties

- Develops, implements, and directs policies, programs, and standards for the overall functioning of programs related to air quality and mobility
- Develops scopes of work for contract documents; resolves legal, contractual, and technical issues
- Interfaces with other Authority departments and outside agencies to resolve problems
- Plans, develops, and administers department policies, procedures, and budgets
- Establishes and monitors long-range goals, budgets, strategies, and schedules for the department; directs resource allocation
- Analyzes federal, state, and local regulations and legislation to determine impact on day-to-day operations
- Oversees the administration of major contracts
- Prepares written and oral reports to management and Board of Directors
- Coordinates with other planning and programming staff on technical grant information with various government agencies
- Represents the Authority at meetings and conferences with staff, elected and public officials, the community, and public and private organizations
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of transportation planning and programming
 - Applicable local, state, and federal laws, rules, and regulations governing congestion relief programs
 - Contract administration
 - Modern management theory
- Ability to:
 - Plan, organize, and direct the work of specialized transportation projects and programs

Director of Air Quality & Mobility

(Continued)

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls
- Determine strategies to achieve goals
- Plan financial and staffing needs
- Compile, analyze, and interpret complex data
- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees and outside representatives
- Represent Authority before the public
- Analyze situations, identify problems, and recommend solutions
- Exercise judgment and creativity in making decisions
- Supervise subordinate staff
- Travel to offsite location within reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this positions duties, such as:

- Bachelor's degree - Business, Public Administration, Urban Planning, or other related field
- 5 years' management-level experience in transportation planning
- Valid California Class C driver's 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF AUDIT

Basic Function

To ensure the integrity and efficiency of Authority policies and practices, the protection of assets and revenues, compliance with law, and adequacy of internal controls

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: Audit Manager

Examples of Duties

- Plans, develops, implements, evaluates, and directs the activities, programs, policies and procedures, and personnel of the Internal Audit Unit
- Directs the Contract Audit function including completion of financial and accounting audits of construction, A&E, professional services, and other Authority contractor or consultant proposals for new or changed work; ensures the timely review and audit of contract close-outs, monthly contractor payment estimates, and defective cost and pricing data
- Directs the Internal Audit function including completion of analyses and audits which examine the integrity and safeguard of Authority's financial resources; ensures that transactions are completed in accordance with established policies and procedures, and financial and statistical records and reports are accurate and appropriate
- Ensures that applicable laws, rules, and regulations are followed, resources are effectively managed, and follow-up and corrective measures are implemented in a timely manner
- Establishes and monitors long-range goals, budgets, schedules, and strategies for internal audits
- Prepares and presents reports and recommendations to management and the Board of Directors
- Coordinates internal audit functions and projects with Authority departments and outside audit firms
- Resolves complex audit issues or problems; responds to inquiries on audit issues and reports
- Serves as audit liaison to outside governmental agencies and funding sources
- Represents Authority at meetings, conferences, and public events
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of budgeting, financial and operational audits

Director of Audit
(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing public agencies
- Research and statistical methods
- Applicable Federal Acquisition Regulations and Cost Accounting Standards
- Modern management theory
- Ability to:
 - Plan, organize, and direct the work of a large-scale audit function
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Interact professionally with various levels of Authority employees and outside representatives
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Make financial decisions within a budget
 - Establish and implement policies and procedures
 - Compile and analyze complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business Administration, Public Administration, Accounting, Finance, or other related field
- 5 years' management-level experience conducting internal audits in a public or governmental entity
- Professional certificates/licenses: Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF CAPITAL PLANNING

Basic Function

To direct and oversee the overall activities of the capital planning function

Classification Characteristics

Supervised by: Deputy Executive Officer, Planning and Programming

Supervises: Transportation Program Manager IV, III; Transportation Program Planner II, I; Senior Secretary

Examples of Duties

- Directs the management of capital planning programs for multi-modal transportation programs including the development of the Los Angeles County Transportation Improvement Program (TIP), and the negotiating of funding policies and guidelines with local, regional, state, and federal agencies
- Oversees the updates of the long range plan financial model and analyses in order to assess future financial trends and financing opportunities and constraints
- Oversees the administration of the Authority's Benefit Assessment District Program and the completion of various funding plans and grant programs
- Assists the Deputy Executive Officer as principal contact and negotiator for all federal and state grant funded projects
- Oversees the analysis and monitoring of forecasts, budgets, and financial plans for transportation programs and projects
- Serves as principal contact with federal and state governments regarding the required submission of reports for projects with federal or state funding
- Directs the advocacy and financing strategies for transit and highway capital programs for federal and state funding
- Manages administrative and organizational analysis of capital planning programs
- Participates in developing funding program guidelines, strategies, and policies; monitors status of funding for capital projects
- Monitors proposed legislation and analyzes impacts on Authority projects and programs
- Provides consultation and makes presentations to local, regional, state, and federal agencies and groups regarding multimodal funding programs
- Represents the Authority before committees, boards, business, citizens', governmental and civic organizations, and other agencies
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public financing techniques and fiscal analysis
 - Applicable local, state, and federal laws, rules, and regulations governing transportation programs and funding
 - Organization and processes of local, regional, state, and federal government, including legislative and funding processes and policies

Director of Capital Planning
(Continued)

- Financial, analytical, statistical, and mathematical processes and procedures
- Funding and programming requirements of various local, state, and federal funding sources
- Modern management theory
- Ability to:
 - Plan, organize, and direct the activities of a major capital planning unit
 - Manage comprehensive transportation studies and programs
 - Determine strategies to achieve goals
 - Establish and implement policies and procedures
 - Exercise judgement and creativity in making decisions
 - Represent Authority before the public
 - Plan financial and staffing needs
 - Make financial decisions within a budget
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, implement solutions, and evaluate outcome
 - Negotiate consensus solutions and complex transportation planning and programming issues
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees, the Board of Directors, and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 5 years' management-level experience in capital planning, fiscal management, or grants management
- Valid California Class C driver's license
- Master's degree - Business, Public Administration, Urban or Transportation Planning, or other related field desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF CONGESTION RELIEF OPERATIONS

Basic Function

To direct the overall functioning of the Congestion Relief Operations Department

Classification Characteristics

Supervised by: Deputy Executive Officer, Operations

Supervises: Congestion Relief Operations Manager; Facilities Maintenance Supervisor; Transportation Project Manager III; Administrative Aide; Secretary

Examples of Duties

- Develops, implements, and directs policies, programs, and standards for the overall functioning of congestion relief programs, including maintenance of the highway callbox system and freeway service patrol,
- Develops scopes of work for contract documents; resolves legal, contractual, and technical issues
- Interfaces with other Authority departments and outside agencies to resolve problems related to congestion relief programs
- Plans, develops, and administers department policies, procedures, and budgets
- Establishes and monitors long-range goals, budgets, strategies, and schedules for the department; directs resource allocation
- Analyzes federal, state, and local regulations and legislation to determine impact on day-to-day operations
- Oversees the administration of major contracts
- Prepares written and oral reports to management and Board of Directors
- Coordinates with Planning and Programming on technical grant information with various government agencies
- Represents the Authority at meetings and conferences with staff, elected and public officials, the community, and public and private organizations
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of transportation planning and programming
 - Applicable local, state, and federal laws, rules, and regulations governing congestion relief programs
 - Contract administration
 - Modern management theory

Director of Congestion Relief Operations
(Continued)

- Ability to:
 - Plan, organize, and direct the work of specialized transportation projects and programs
 - Develop and implement goals, objectives, policies, procedures, work standards, and internal controls
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Compile, analyze, and interpret complex data
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Represent Authority before the public
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Supervise subordinate staff
 - Travel to offsite location within reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this positions duties, such as:

- Bachelor's degree - Business, Public Administration, Urban Planning, or other related field
- 5 years' management-level experience in transportation planning
- Valid California Class C driver's license

Special Conditions

- May require travel
- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards during site visits

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF ENGINEERING

Basic Function

To direct system-wide engineering activities for the facilities design and construction of multiple Authority capital projects within Metro Rail Construction

Classification Characteristics

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

Supervised by: Deputy Executive Officer, Engineering

Supervises: Deputy Project Manager, Engineering

Examples of Duties

- Coordinates all consultant activities for assigned system-wide design/construction activities
- Initiates consultant work orders for various system-wide and project specific tasks for design and/or construction
- Reviews, changes, evaluates, and negotiates consultant change notices and cost proposals
- Administers activities of program-wide change control board
- Participates in project change control board reviews
- Participates in first article inspections and quarterly design reviews
- Directs the development of policies for maintenance of design and performance criteria
- Assists in integrated test planning and support of start-up team
- Coordinates engineering issues with O&M User Group
- Evaluates and monitors consultants' resources and resource requirements
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of rail facilities design, construction criteria, and standards
 - Applicable local, state, and federal, laws, rules, and regulations governing public design and construction of major rail projects
 - Contract administration and work order change policies and procedures

Director of Engineering

(Continued)

- Rail transit operations and maintenance practices and procedures
- Modern management theory

- Ability to:
 - Plan, organize, and direct the work of an engineering department
 - Mediate and negotiate
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Make financial decisions within a budget
 - Prepare comprehensive reports and correspondence
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situation, identify problems, and recommend solutions
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering or other related field
- 5 years' management-level experience in public transit design and construction
- Professional certificates/licenses: State of California registration as a Professional Engineer
- Master's degree - Engineering or Business desirable

Special Conditions

- Exposure to mechanical, electrical, chemical, weather, and physical hazards during site visits

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF EQUAL OPPORTUNITY PROGRAMS

Basic Function

To direct and oversee the Authority's Equal Opportunity Programs

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: Equal Opportunity Programs Manager; Administrative Analyst;
Administrative Aide

Examples of Duties

- Ensures implementation of EEO, DBE, and Contract Compliance programs throughout the Authority
- Establishes and implements policies and procedures
- Directs, monitors, evaluates, and makes recommendations on EEO, DBE, and contract compliance programs
- Establishes and monitors long-range goals, budgets, schedules, and strategies
- Coordinates functions, groups, and projects
- Represents the department at meetings, conferences, and public events
- Prepares and presents reports to the CEO, Board of Directors, and management
- Fosters an open, professional, team working environment
- Develops and maintains liaison with federal, state, and local transportation regulatory agencies
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of contract administration, EEO, DBE, and Contract Compliance programs
 - Applicable local, state, and federal laws, rules, and regulations governing EEO, DBE, and contract compliance
 - Modern management theory



Director of Equal Opportunity Programs (Continued)

- Ability to:
 - Plan, organize, and direct the work of an equal opportunity programs department
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise judgment and creativity in making decisions
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Make financial decisions within a budget
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Law, Public Administration, or other related field
- 5 years' management-level experience developing and implementing equal opportunity programs

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.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF EQUIPMENT ENGINEERING

Basic Function

To direct the overall functioning of the Equipment Engineering Department

Classification Characteristics

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

Supervised by: Deputy Executive Officer, Operations

Supervises: Engineer; Equipment Engineering Supervisor; Senior Secretary

Examples of Duties

- Develops, implements, and directs policies, programs, and standards for the overall functioning of equipment engineering for bus, rail, associated support equipment, and advanced technology
- Provides current technical engineering leadership for procurement of bus and rail vehicles and associated support equipment
- Interfaces with other Authority departments, particularly Bus and Rail Operations, to resolve equipment engineering issues that impact day-to-day operations
- Plans, develops, and administers department policies, procedures, and budgets
- Establishes and monitors long-range goals, budgets, strategies, and schedules for the department; directs resource allocation
- Analyzes federal, state, and local regulations and legislation to determine impact on day-to-day operations
- Oversees advanced technology programs
- Provides the Procurement Department with technical support to negotiate equipment contracts with manufacturers
- Oversees the administration of equipment warranty programs
- Prepares written and oral reports to management and Board of Directors
- Assures state-of-the-art engineering approaches are applied in the procurement of new equipment
- Coordinates with Planning and Programming on technical grant information with various government agencies
- Represents the Authority at meetings and conferences with staff, elected and public officials, the community, and public and private organizations
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:

Director of Equipment Engineering

(Continued)

- Theories, principles, and practices of contract administration and design and engineering, including structure, maintenance, and component functions of bus and rail vehicles
- Applicable local, state, and federal laws, rules, and regulations governing the operation of bus and rail equipment
- Manufacturing and production techniques, processes, and methods, including quality control of bus and rail vehicles
- American Society of Automotive Engineers and American Welding Society Standards
- Modern management theory

- Ability to:
 - Plan, organize, and direct the work of an equipment engineering department
 - Develop and implement goals, objectives, policies, procedures, work standards, and internal controls
 - Translate technical information into non-technical language
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Compile, analyze, and interpret complex data
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Represent Authority before the public
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Supervise subordinate staff
 - Travel to offsite location within reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this positions duties, such as:

- Bachelor's degree - Mechanical Engineering or other related field
- 5 years' management-level experience in equipment engineering
- Valid California Class C driver license

Special Conditions

- May require out-of-state travel
- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards during site visits

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF FACILITIES ENGINEERING

Basic Function

To direct the overall functioning of the Facilities Engineering Department

Classification Characteristics

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

Supervised by: Deputy Executive Officer, Operations

Supervises: Supervising Engineer; Senior Drafting Technician; Senior Secretary

Examples of Duties

- Directs engineering activities related to the planning, design, and construction and modification of transit operations, maintenance, transportation and related physical facilities; oversees management of project control and resource allocations
- Directs engineering activities relating to underground and above ground storage tanks and fueling systems, including tank and pipeline testing, design of replacement and new systems, regulatory compliance, and construction
- Directs environmental engineering activities including site assessments, ground water remediating, soil remediation, liquid waste testing and disposal, permitting, water conservation, and regulatory compliance
- Assures that state-of-the-art engineering approaches are applied during design and construction of engineering projects
- Analyzes federal, state, and local regulations to determine impact on facilities design and construction
- Ensures compliance with environmental laws, regulations, and rules, including NPDES permits and SCAQMD regulations
- Plans, develops, and administers all departmental policies and procedures
- Establishes and implements departmental goals and objectives
- Coordinates and supervises consultants' engineering design activities
- Prepares and represents reports to management and Board of Directors
- Confers with Authority management, staff, government officials, contractors and consultants regarding engineering matters relating to facility improvements
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of engineering planning, design, and construction of facilities

Director of Facilities Engineering
(Continued)

- Construction methods, building codes, and material and construction costs
- Public agency procurement procedures and contract administration
- Modern management theory
- Ability to:
 - Plan, organize, and direct the overall functioning of an engineering department
 - Manage construction programs
 - Analyze situations, identify problems, implement solutions, and evaluate outcome
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Exercise judgment and creativity in making decisions
 - Determine strategies to achieve goals
 - Establish and implement policies and procedures
 - Think and act independently
 - Plan financial and staffing needs
 - Compile, analyze, and interpret complex data
 - Make financial decisions within a budget
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering, Architecture, or other related field
- 5 years' management-level experience in engineering design and construction of major industrial or commercial facilities or public works projects
- Professional certificates/licenses: State of California registration as a Professional Engineer or Architect
- Valid California Class C driver license

Special Conditions

- Exposure to weather and physical hazards during site visits

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF GENERAL SERVICES

Basic Function

Directs the overall functioning of the General Services Department

Classification Characteristics

Supervised by: Deputy Chief Administrative Officer, Administration

Supervises: General Services Manager; Printing Services Manager; Records and Mail Services Manager; Graphics Arts Manager; Senior Administrative Analyst

Examples of Duties

- Plans and directs department functions including building maintenance services, mail operations, space planning, graphic arts, and printing services
- Plans, develops and administers departmental policies and procedures
- Establishes and oversees achievement of departmental goals and objectives
- Prepares and administers departmental budget, goals and objectives for assigned projects and programs
- Represents department and Authority on interdepartmental task forces and committees, outside agencies, and the public
- Prepares written and oral reports to Authority management and the Board of Directors, outside agencies, and the public
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of project management and facilities maintenance management
 - Applicable local, state, and federal laws, rules, and regulations governing facilities maintenance management for a public transportation agency
 - Modern management theory
- Ability to:
 - Plan, organize, and direct the work of a facilities support services department
 - Prepare comprehensive reports and correspondence
 - Exercise sound judgement and creativity in making decisions

Director of General Services
(Continued)

- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees and outside representatives
- Plan financial and staffing needs
- Make financial decisions within a budget
- Analyze situations, identify problems, recommend solutions, and evaluate outcome
- 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
- Travel to offsite locations within a reasonable timeframe
- Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 5 years' management-level experience in one or more of the designated disciplines
- 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF FACILITIES MAINTENANCE

Basic Function

To direct the overall operation of the Facilities Maintenance Department

Classification Characteristics

Supervised by: Deputy Executive Officer, Operations
Supervises: Assistant Director of Facilities Maintenance; Rail Facility Maintenance Superintendent; Secretary

Examples of Duties

- Plans, develops, and administers department policies and procedures
- Develops and administers capital programs
- Prepares and oversees department budget
- Designs and implements communication networks and systems
- Provides engineering support and guidance to resolve operation problems
- Oversees rail activation activities and develops maintenance programs
- Coordinates and negotiates internal and external agency activities to support department
- Represents the department and Authority before regulatory agencies, professional organizations, and at other meetings
- Keeps current on laws, regulations, and rules concerning bus and rail activities
- Prepares and presents reports to management, Board, outside agencies, and public
- Trains and develops management staff
- May be a voting member on certain regulatory agencies or committees
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of facility maintenance, engineering, and electrical/electronic systems
 - Applicable local, state, and federal laws, rules, and regulations relating to facilities maintenance
 - Modern management theory
- Ability to:
 - Plan, organize, and direct the work of a facilities maintenance department

Director of Facilities Maintenance

(Continued)

- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees and outside representatives
- Mediate and negotiate
- Represent Authority before the public
- Prepare comprehensive reports and correspondence
- Analyze situations, identify problems, recommend solutions, and evaluate outcome
- Exercise judgment and creativity in making decisions
- Determine strategies to achieve goals
- Plan financial and staffing needs
- Make financial decisions within a budget
- Establish and implement policies and procedures
- Compile, analyze, and interpret complex data
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Travel to offsite locations within a reasonable timeframe
- Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Management, Engineering, or related field
- 5 years management-level experience in facilities maintenance
- Valid California Class C driver's license
- Master's degree in related field desirable

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards during site visits

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.

**LOS ANGELES COUNTY
METROPOLITAN TRANSPORTATION AUTHORITY**

JOB CLASSIFICATION SPECIFICATION

Director, Transit Systems Integration

Basic Function

To direct transit systems planning and integration in the development of a 5-year operations plan for transit (rail and bus) for Los Angeles County, which includes transit planning, consolidated transportation services planning, and systems data analysis and reporting.

Classification Characteristics

Supervised by: Deputy Executive Officer, Countywide Planning
Supervises: Project Managers and clerical/administrative staff

Examples of Duties

- Directs, plans, organizes, and coordinates the systems integration and planning group which consists of Transit Planning, Consolidated Transportation Services Planning, and System Data Analysis & Reporting
- Researches, plans, designs, develops and implements projects in coordination with cities, other agencies, community and business groups
- Analyzes specific transportation related policy issues and prepares recommendations, reviews programs, projects and proposals to determine compliance with appropriate laws, rules and regulations
- Administers fund allocations for various programs, including financial accounting, report preparation and ensuring proper allocation of funds
- Researches, analyzes, develops and writes various transportation related proposals, policies, plans and strategies
- Monitors and evaluates a variety of transportation programs, develops service and operating alternatives and financial and funding recommendations
- Directs technical and analytical studies in the areas of transit and transportation planning to formulate a integrated countywide program including financing and implementation strategies
- Directs technical and analytical work in the areas of statistical analysis and database design, construction and manipulation
- Directs the development of transit service standards, project evaluation criteria, and transit funding guidelines

Manager, Transit Systems Integration
(Continued)

- Direct, plan and evaluate the ongoing effectiveness of the Consolidated Transportation Services Program
- Provides technical assistance to the 30-Year Plan and the Congestion Management Program
- Works with the Area Teams and the Transit Affinity Group to develop and implement transit services
- Participate with other MTA staff in the development of projects, programs and policies to integrate and enhance the development of the countywide transit system
- Supports the Director of Countywide Planning in the management of the Countywide Planning Section
- Directs the development and implementation of workplan goals, objectives, policies, procedures and work standards for assigned units
- Establishes and enforces priorities of work for staff and consultants
- Ensures the conformance of workplan schedules, budgets and contracts
- Represents the Director of Countywide Planning at meetings with the public, and a variety of public and private organizations

Essential Knowledge and Abilities

- Knowledge of:
 - ◆ Administrative principles, practices and program areas related to transportation, urban and regional planning, development, programming and construction
 - ◆ Transportation management strategies and the basic performance and operating characteristics of transportation systems
 - ◆ Organization and processes of local, state and federal government, including legislative and funding process
 - ◆ Relevant federal, state and local laws, rules, regulations and regulatory agencies
 - ◆ Social, political and environmental issues influencing transportation programs
 - ◆ Principles and practices of the operation and management of transportation providers
 - ◆ Analytical, statistical and mathematical processes and procedures
- Ability to:
 - ◆ Delegate, plan, program, analyze and implement a wide variety of transportation planning studies and implementation projects
 - ◆ Direct and manage comprehensive transportation studies and analyses
 - ◆ Analyze, interpret, and implement complex laws, rules and regulations
 - ◆ Execute administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision
 - ◆ Select, motivate and evaluate staff and provide for their training and professional development
 - ◆ Develop and implement objectives, policies and procedures, work standards and internal controls
 - ◆ Analyze complex technical and administrative problems
 - ◆ Represent the MTA effectively in contact with governmental and regulatory agencies, boards and commissions, outside consultants, counsel and professional groups

Manager, Transit Systems Integration

(Continued)

- ◆ Plan, assign and direct the work of staff
- ◆ Exercise sound independent judgement within general policy and supervisory guidelines
- ◆ Interact effectively with peers, subordinates, senior management, elected officials and MTA Board members

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business or Public Administration, Planning, Civil Engineering or a closely related field
- Four years of management, supervisory or administrative experience in a public transportation or regional planning agency or setting
- California Civil or Traffic Engineering registration, or planning certification is desirable

Special Conditions

Must possess a valid California driver's license and have a satisfactory driving record. May be required to work extended or long hours when necessary.

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 activity as requested by their supervisor.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF RAIL ACTIVATION

Basic Function

To direct, oversee, and coordinate planning, construction, start up, and operation of major Authority capital projects

Classification Characteristics

Supervised by: Deputy Executive Officer, Engineering

Supervises: Rail Activation Manager

Examples of Duties

- Directs operational technical support for rail design, construction, start-up, testing, activation of systems, and pre-revenue operations
- Plans, develops, and oversees rail activation policies, procedures, and program guidelines
- Directs development of staffing projections and hiring schedules
- Directs the development of training courses for rail personnel
- Directs procurement of maintenance tools, equipment, and vehicles
- Implements the preparation and administration of Operations and Maintenance budgets for each rail line
- Directs planning and development of fire/life safety criteria and emergency procedures and training of security and emergency response services for start-up and revenue operations
- Directs development of procedures for investigating and responding to incidents and accidents
- Represents the Authority before other governmental agencies and on interdepartmental and inter-agency level
- Interfaces with and supervises consultants and subordinate staff
- Prepares written and oral reports for Authority management, the Board of Directors and outside agencies
- Provides projections for the development of rail activation start-up costs
- Monitors project issues affecting start-up with consultants and contractors
- Directs the service activation/start-up process
- Facilitates resolution of operations and maintenance issues through a users group
- Chairs the Lessons Learned Program developed by the Operations Maintenance and Start-up Department
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public rail transit operations and maintenance

Director of Rail Activation

(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing public transportation services
- Staffing, training, rules, procedures, and activities involved in test and start up of rail transit systems
- Modern management theory
- Ability to:
 - Plan, organize, and direct planning for rail transit system start up and operation functions
 - Plan financial and staffing needs
 - Make financial decisions within a budget
 - Determine strategies to achieve goals
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Interact professionally with various levels of Authority employees, the Board of Directors, and outside representatives
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise judgment and creativity in making decisions
 - Prepare comprehensive reports and correspondence
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Engineering, or other related field
- 5 years' management-level experience in rail transit operations, maintenance, or start up
- Valid California Class C driver's license

Special Conditions

- Frequent exposure to mechanical, electrical, chemical, weather, and physical hazards

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF RAIL OPERATIONS

Basic Function

To direct the overall activities of rail operations

Classification Characteristics

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

Supervised by: Deputy Executive Officer, Operations
Supervises: Rail Operations Superintendent; Rail Equipment Maintenance Superintendent; Facilities Maintenance Superintendent; Central Control Facility Manager; Secretary

Examples of Duties

- Develops, implements, and directs policies, programs, and standards for the operations and maintenance of rail services and associated systems and facilities
- Establishes and monitors long range goals, budgets, strategies; directs resource allocations
- Analyzes federal, state, and local regulations and legislation to determine impact on rail transportation services
- Monitors administration of rail operations personnel training and development programs
- Administers labor contracts and creates programs to enhance and improve labor-management relations
- Represents department at Authority meetings and interagency committees
- Prepares and presents rail service and policy issues and recommendations to executive management and the Board of Directors; directs the preparation of supporting research
- Coordinates with rail construction staff on the planning, design, and startup of new rail systems; provides input on design and design criteria from an operations perspective
- Interfaces with other Authority departments to resolve problems or other issues which impact rail operations
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of labor contract administration, budgeting, rail

Director of Rail Operations

(Continued)

- operations, maintenance, and planning
- Applicable local, state, and federal laws, rules, and regulations governing public transportation systems
- Modern management theory
- Ability to:
 - Plan, organize, and direct the work of rail operations functions
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of employees and outside representatives
 - Mediate and negotiate
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Exercise judgment and creativity in making decisions
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Make financial decisions within a budget
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Management, Public Administration, or other related field
- 5 years' management-level experience in rail operations
- Valid California Class C driver's license
- Master's degree is desirable

Special Conditions

- 24 hour on-call

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF RAIL OPERATIONS SUPPORT

Basic Function

Directs the overall functioning of the Rail Operations Support Department

Classification Characteristics

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

Supervised by: Deputy Executive Officer, Operations
Supervises: Supervising Engineer; Project Engineer; Engineers; Administrative Aide;
Senior Secretary; Secretary

Examples of Duties

- Oversees administration of all department activities including rail facilities and systems design review by operations, configuration management of operating rail facilities, and technical oversight of special projects
- Plans, develops, and administers department and Authority policies and procedures
- Establishes and executes department goals and objectives
- Oversees preparation and administration of department budget
- Represents the department on interdepartmental task forces and committees and the Authority before outside agencies and organizations
- Prepares and presents written and oral reports to Authority management and the Board of Directors
- Initiates cost reduction strategies as required to improve operations and maintenance facilities
- Directs, controls, and approves the activities of consultants
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of transit systems design, construction, and configuration management
 - Applicable local, state, and federal laws, rules, and regulations governing operations of public transit systems
 - Labor contract administration
 - Budgeting principles
 - Modern management theory

Director of Rail Operations Support

(Continued)

- Ability to:
 - Plan, organize, and direct the overall functioning of a rail operations support department
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Communicate effectively orally and in writing
 - Mediate and negotiate
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Make financial decisions within a budget
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering or other related field
- 5 years' management-level experience in design, construction, and operation of major rail rapid transit facilities
- Valid California Class C driver's license
- Professional certificates/licenses: State of California registration as a Professional Engineer desirable

Special Conditions

- Required to work irregular hours, nights, and weekends when necessary

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF REAL ESTATE

Basic Function

To plan and direct appraisals, acquisitions, property management, and real estate functions

Classification Characteristics

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

Supervised by: Deputy Chief Administrative Officer, Administration

Supervises: Real Estate Project Manager; Senior Secretary

Examples of Duties

- Directs and oversees preparation and implementation of departmental strategies, budgets, policies, procedures, programs, and projects
- Oversees administration of appraisals, acquisitions, relocations, environmental investigations, remediations, property management, and property disposition
- Directs or conducts negotiations with municipalities, public and private sector agencies, landowners, tenants, developers, lenders, and investors
- Represents the Authority before professional, business, and citizen groups as well as public agencies, associations, and boards
- Coordinates complex multiple-party real estate transactions
- Monitors and approves the solicitation, award, and administration of professional service contracts for appraisal, acquisition, relocation, and property management services based on the Authority bench of specialty consultants
- Develops and implements strategies to achieve Authority's goals, policies, procedures, and work standards
- Reviews and approves requests for payments and other invoices
- Presents status and situation reports to management and board
- Attends various meetings and hearings
- Assists other Authority units in the conduct of joint development and land use activities
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of real estate acquisition, disposition, relocation, appraisal and condemnation
 - Applicable local, state, and federal laws, rules, and regulations regarding real estate matters for a public sector entity, including the Uniform Relocation Act
 - Modern management theory

Director of Real Estate
(Continued)

- Ability to:
 - Plan, organize, and direct the work of a real estate department
 - Negotiate favorable real estate transactions, prepare contract documentation, and recommend appropriate strategies
 - Represent Authority before the public
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees, the Board of Directors, and outside representatives
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Determine strategies to achieve goals
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Compile, analyze, and interpret complex data
 - Mediate and negotiate
 - Plan financial and staffing needs
 - Make financial decisions within a budget
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Real Estate, or other related field
- 5 years' management-level experience supervising corporate/public real estate development activities
- Valid California Class C driver's 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF REVENUE

Basic Function

To direct all control, auditing, monitoring, and reporting activities to ensure efficient and dependable collection and processing of the Authority's passenger revenue

Classification Characteristics

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

Supervised by: Chief Financial Officer

Supervises: Assistant Director of Revenue; Senior Administrative Analyst;
Administrative Analyst; Senior Secretary

Examples of Duties

- Develops and administers audit objectives, policies, and procedures for the Revenue Department; oversees proper implementation and enforcement of policies and procedures to ensure and improve proper handling and protection of passenger revenue, including customer service sales of passes and tokens, rail ticket vending machine sales, fare media production, revenue collection, counting and reconciliation, and on-board Authority buses collection
- Interprets and administers policies and procedures to ensure the efficient collection, reconciliation, and processing of revenue for the agency
- Ensures close coordination with internal auditing and management information systems for all phases of revenue handling
- Monitors trends in the industry and continues to improve Authority's protection of passenger revenue
- Ensures that scheduled and unscheduled reviews are conducted to determine the effectiveness of the revenue collection procedures, probing instruments, inventory control, accuracy of revenue and reconciliation data, and maintenance of collection equipment; issues work rule violations to employees and appropriate management when violations are observed
- Performs financial checks to track the accuracy of the collection of cash, coins, tokens, tickets, passes, and other fare instruments
- Interfaces with cash collections, banking officials, and others regarding the deposit of the Agency's revenue
- Ensures communication programs are designed and implemented to increase awareness of and sensitivity to passenger revenue protection and discourage fare evasion
- Ensures the timeliness, usefulness, and accuracy of all revenue operations reports to the Chief Executive Officer, Chief Financial Officer, Internal Audit, and the Inspector General concerning trends and methods involved in the daily processing of revenue

Director of Revenue

(Continued)

- Chairs the Revenue Protection Task Force
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of revenue operations
 - Applicable local, state, and federal laws, rules, and regulations relating to revenue operations and recordkeeping for a public agency
 - Modern management theory
- Ability to:
 - Plan, organize, and direct the work of a revenue department
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Determine strategies to achieve goals
 - Exercise sound judgement and creativity in making decisions
 - Plan financial and staffing needs
 - Make financial decisions within a budget
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Accounting or related field
- 5 years' management-level experience in revenue operations or accounting
- Master's degree desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DOCUMENT CONTROL ASSISTANT

Basic Function

To perform document management work in support of a department's operations

Classification Characteristics

Supervised by: Records Management Supervisor; Support Services Supervisor

Examples of Duties

- Reviews, logs, codes, photocopies microfiches, and files various reports, correspondence, and other documents
- Maintains various department files and retrieves information from computer/hard copy
- Inputs records management information into databases and other computerized systems
- Files documentation alphabetically, numerically, and chronologically
- Identifies, locates, and files missing documents and files
- Purges and archives closed documentation
- Maintains master files of various information sources, including drawings, manuals, reports, parts catalogs, training records, and other documents
- Installs and maintains a technical library using existing or establishing new indexing, filing, storage, and retrieval systems
- Requests prints and/or issues drawings, manuals, and records
- Generates computerized reports for management
- Receives and distributes mail and reports

Essential Knowledge and Abilities

- Knowledge of:
 - General office practices and procedures
 - PC business applications
 - Basic administrative practices
 - Recordkeeping and filing systems, including computerized databases

Document Control Assistant
(Continued)

- Ability to:
 - Establish, maintain, and revise records, files, logs, and storage areas
 - Gather, compile, and summarize data
 - Meet precision and productivity demands
 - Perform highly repetitive work
 - Think and act independently
 - Operate personal computers and general office equipment
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 3 years' experience performing clerical, secretarial, or administrative work
- Experience performing technical document storage, retrieval, and reproduction work desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DOCUMENT PRODUCTION SUPERVISOR

Basic Function

To supervise personnel engaged in the production of various documents and publications in support of schedule operations

Classification Characteristics

Supervised by: Scheduling Operations Planning Manager

Supervises: Document Production Technician; Timetable Storekeeper

Examples of Duties

- Oversees and monitors production of camera-ready artwork for printing of timetables
- Maintains data-based inventory of timetables and determines printing quantities; coordinates initial printing and re-runs with Print Shop
- Ensures distribution of timetables to various locations
- Produces maps and other graphics from a personal computer using various windows-based software applications
- Oversees production of various graphic projects, including Operator Rule Books, signage, brochures, lapel pins, and presentation materials
- Reviews feasibility of computerizing work tasks of section; tests and selects software applications; installs, upgrades, and troubleshoots computer problems of subordinates' workstation computer equipment
- Supervises subordinate staff

Essential Knowledge And Abilities

- Knowledge of:
 - Design techniques for the preparation of a variety of graphic materials, including presentation graphics, maps, brochures, timetables and other collateral
 - Printing processes
 - Computer hardware and software applications
 - Schedule-making concepts and terminology
 - Principles of supervision
- Ability to:
 - Plan, organize, and monitor document production activities

Document Production Supervisor

(Continued)

- Design, compose, and layout complex materials for printing
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Manage a project from inception to culmination
- Prepare reports and correspondence
- Meet tight deadlines
- Analyze situations, identify problems, and recommend solutions
- Interact professionally with various levels of Authority employees and outside representatives
- Communicate effectively orally and in writing
- Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Art, Printing, Business, or other related field
- 3 years' experience performing graphic arts work, including design, format, and layout of printed materials within a computerized environment

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DRAFTING TECHNICIAN

Basic Function

To prepare engineering and architectural drawings, specifications, and cost estimates

Classification Characteristics

Differs from Senior Drafting Technician in that Drafting Technician performs journey-level drafting work, while Senior Drafting Technician performs more complex work and supervises a work unit

Supervised by: Supervising Engineer; Senior Drafting Technician

Supervises: None

Examples of Duties

- Prepares or assists in preparing engineering and architectural drawings manually and with computer-aided drafting (CAD) methodologies
- Modifies drawings to incorporate new design or specification changes
- Prepares sets of drawings for installation of various equipment
- Designs graphic displays for presentations
- Generates specifications and cost estimates
- Develops sets of written instructions
- Administers data base library consisting of all Authority drawings

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of engineering drafting
 - Computer-aided drafting and design software applications
 - Engineering, architectural, and construction terminology and concepts
 - Applicable federal, state, and local laws, rules, and regulations
 - Basic engineering and/or architectural mathematics
- Ability to:
 - Perform complex drafting work
 - Interpret and understand applicable contractual specifications and plans
 - Prepare complex drawings, plans, and blueprints
 - Operate computers and general office equipment
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures

Drafting Technician
(Continued)

- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- College course work in architectural or engineering design and computer-aided design/drafting
- 2 years' experience performing engineering drafting work

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ENGINEER

Basic Function

To perform professional-level engineering work in support of Authority projects

Classification Characteristics

This is a multiple-position classification. Incumbents may be assigned to various departments according to designation of discipline.

Differs from Senior Engineer in that Engineer performs journey-level engineering work, while Senior Engineer performs more complex work and exercises lead authority over a work group or project team.

Supervised by: Supervising Engineer; Senior Engineer
Supervises: Construction Inspector; Engineering Analyst

Examples of Duties

- Prepares plans, drawings, specifications, and estimates
- Analyzes data, specifications, and blueprints, then makes changes or recommendations
- Negotiates with vendors
- Oversees contractor/consultant work for compliance with schedule and budget
- Reviews new rules, regulations, and codes
- Prepares technical reports, feasibility studies, economic analysis, and correspondence
- Performs inspections on completed work
- Coordinates services with outside agencies
- Interviews or surveys users to understand needs and requirements for designs
- Responds to service requests to improve or repair existing designs or systems
- Inspects structural, system, or design damage after natural disasters or fires
- Maintains various files and records
- Interprets contract specifications, codes, and safety orders
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of civil, mechanical, structural, electrical, or environmental engineering
 - Telecommunication systems
 - Design, construction, and equipment fabrication

Engineer

(Continued)

- Local building and zoning codes
 - Engineering mathematics and computer applications
 - Project management and control practices
 - Principles of supervision
- Ability to:
- Perform complex engineering work
 - Prepare, interpret, and understand detailed construction or equipment specifications, technical plans, and instructions
 - Perform engineering calculations
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Prepare comprehensive reports and correspondence
 - Manage projects from conception to culmination
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering or other related field
- 4 years' experience performing engineering work in appropriate discipline
- Professional certificates/licenses: State of California registration as Professional Engineer
- Valid California Class C driver license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ENGINEERING ANALYST

Basic Function

To monitor, maintain, and test the hardware and software components of real-time computer and electronic communication systems used in support of rail operations at the Central Control Facility and bus operations at the Dispatch Center

Classification Characteristics

Supervised by: Facilities Maintenance Engineer

Examples of Duties

- Oversees preventive maintenance of rail operations electronic systems, including Supervisory Control and Data Acquisition (SCADA), Cable Transmission System, (CTS), Automatic Train Operation (ATO), radio, microwave, and telephone systems
- Monitors system performance and takes appropriate actions when system problems occur, including deploying field technicians and making emergency repairs
- Provides operational support of computer hardware and software at the Central Control Facility
- Coordinates troubleshooting of systems problems in the field from the master console at the Central Control Facility and the Bus Dispatch Center
- Extracts and analyzes information from computer data bases to evaluate system performance
- Analyzes system defects and recommends corrective measures; assists in the development of technical procedures for systems operation maintenance
- Trains and provides technical assistance to controllers, dispatchers, and other Authority personnel on rail and bus operations electronic systems
- Assists in acceptance testing and installation of system hardware
- Prepares narrative and statistical reports about rail systems and equipment
- Inspects and analyzes SCADA network problems at communications and signaling buildings along rail route
- Responds to system emergencies caused by environmental factors or equipment breakdowns

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of bus and rail operations electronic equipment
 - Applicable local, state, and federal laws, rules, and regulations
 - Capabilities of real-time computer and radio communication systems

Engineering Analyst (Continued)

- Computer operating systems
- Software tools
- Ability to:
 - Repair and maintain hardware and software components of real-time computer and electronic communication systems used in support of rail operations
 - Diagnose and resolve equipment hardware and software problems
 - Compile and analyze data
 - Prepare reports, correspondence and technical documents
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, and labor/management agreements
 - Analyze situations, identify problems, and recommend solutions
 - Use electronic testing equipment and software tools
 - Provide technical training and guidance to controllers, dispatchers, and other Authority personnel
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 5 years' experience troubleshooting and maintaining large-scale communication and real-time computer systems
- 2 years' formal training or education in electronics, electrical engineering, or a related field may be substituted for an equivalent number of years of experience
- Valid California Class C driver license

Special Conditions

- On call 24 hours

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ENGINEERING ASSISTANT

Basic Function

To perform basic technical engineering work on construction projects

Classification Characteristics

Supervised by: Supervising Engineer

Examples of Duties

- Assists resident engineer in management of construction projects
- Monitors the schedules and invoices of engineering projects to ensure completion within specified timetables and budgets
- Assists in coordinating preparation of plans with Authority engineering staff and outside consultants
- Recommends materials and equipment to be used in engineering projects
- Reviews, plans, sketches, and specifications prepared by consultants for conformance with Authority requirements and standards
- Prepares components of engineering designs, drawings, specifications, and cost estimates for the design, construction, or modification of Authority facilities
- Coordinate various tasks between departments
- Performs technical assignments related to rail traffic and safety engineering
- Assists in the preparation of environmental impact statements
- Prepares materials and researches data for presentation at public hearing concerning proposed Authority projects

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of engineering design, construction, and equipment fabrication
 - Applicable local, state, and federal laws, rules, and regulations
 - Materials, equipment and construction costs and estimating procedures
- Ability to:
 - Perform basic engineering work
 - Prepare and interpret technical drawings and specifications

Engineering Assistant (Continued)

- Perform engineering calculations
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Prepare comprehensive reports and correspondence
- Compile and analyze complex data
- Interact professionally with various levels of Authority employees and out representatives
- Communicate effectively orally and in writing
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering or other related field
- 1 year's experience performing engineering work
- Valid California Class C driver's license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ENGINEERING ASSOCIATE

Basic Function

To provide technical support for engineering projects

Classification Characteristics

Differs from Engineer in that Engineering Associate performs intermediate-level technical work in support of engineering projects, while Engineer performs journey-level engineering work

Differs from Engineering Assistant in that Engineering Associate performs intermediate-level technical work in support of engineering projects, while Engineer performs basic entry-level work in support of engineering projects

Supervised by: Supervising Engineer; Senior Engineer

Examples of Duties

- Prepares plans, sketches, specifications, and estimates for design, construction, and modification of Authority facilities
- Reviews consultants' plans, sketches, certifications, etc. for compliance with Authority standards and requirements
- Compiles and analyzes data for engineering projects; recommends materials and equipment
- Prepares project reports and correspondence
- Performs project control activities such as budget and schedule reviews
- Tests, calibrates, diagnoses, modifies, and repairs engineering systems, software, and equipment
- Plans and implements preventive maintenance programs
- Trains staff in operating engineering systems, software, and equipment
- Develops procedures for maintaining remote terminal units and computer systems for various applications
- Prepares plans, specifications, and estimates
- Assists in preparing feasibility studies/engineering reports and in managing smaller projects
- Updates databases and maintains records of changes
- Represents Authority with construction/engineering/supplier community
- May respond to site emergencies

Engineering Associate (Continued)

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of engineering
 - Applicable local, state, and federal laws, rules, and regulations
 - Engineering hardware and software
 - Local building and zoning codes

- Ability to:
 - Perform engineering work
 - Perform diagnostic tests and repairs on engineering systems
 - Read, interpret, and apply plans and specifications
 - Perform engineering calculations
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Compile and analyze complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering, Electronics, Computer Science, or other related field
- 2 years' experience performing engineering work in appropriate discipline
- Valid California Class C driver license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

EQUAL OPPORTUNITY PROGRAMS MANAGER

Basic Function

To manage equal opportunity programs

Classification Characteristics

Supervised by: Director of Equal Opportunity Programs
Supervises: Senior Equal Opportunity Programs Representative; Equal Opportunity Programs Representative; Assistant Equal Opportunity Programs Representative

Examples of Duties

- Oversees administration of equal opportunity programs to ensure compliance with applicable laws and policies
- Establishes and monitors long-range goals, schedules, and strategies
- Coordinates functions, groups, and projects
- Establishes monitoring procedures to ensure that Authority contractors and consultants comply with Disadvantaged Enterprise Business (DBE), labor, and Equal Employment Opportunity (EEO) goals and objectives
- Advises and trains contractors and subcontractors on EEO-related requirements and procedures
- Establishes and implements policies and procedures
- Conducts administrative hearings
- Provides pre-bid and pre-award assistance to DBE constituencies
- Assists in contract procurement for, and serves as a liaison to, DBE, Minority Business Enterprise (MBE), and Womens' Business Enterprise (WBE)
- Oversees preparation of written documentation regarding disputes, findings, hearings, and appeals
- Responds to governmental agencies regarding DBE, labor, or EEO-related matters
- Provides Authority-wide training of EEO program components
- Prepares and presents reports to supervisor, the Board of Directors, and management
- Represents department at meetings, conferences, and public events
- Assists in the preparation of the departmental budget
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of Equal Employment Opportunity administration



Equal Opportunity Programs Manager
(Continued)

- Contract compliance (including labor)
- DBE programs
- Federal and state laws and regulations, and Authority policies governing EEO
- Public agency procurement processes and contract administration
- Modern management theories
- Ability to:
 - Oversee large-scale EEO, contract compliance, and DBE programs
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise judgment and creativity in making decisions
 - Plan financial and staffing needs
 - Determine strategies to achieve goals
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

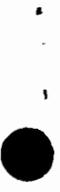
- Bachelor's degree - Business, Public Administration, or other related field
- 3 years' supervisory-level experience developing and implementing equal opportunity programs
- Valid California Class C driver's license

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.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

EQUAL OPPORTUNITY PROGRAMS REPRESENTATIVE

Basic Function

To perform journey-level work in support of the Authority's Equal Opportunity Programs

Classification Characteristics

Supervised by: Equal Opportunity Programs Manager; Senior Equal Opportunity Programs Representative

Examples of Duties

- Monitors contracts for disadvantaged business enterprise (DBE), labor, and EEO compliance
- Sets DBE participation goals for contracts
- Gathers information, documents, and records from applicants
- Conducts site reviews to verify information
- Counsels applicants on requirements of DBE certification
- Presents DBE information to contractors and subcontractors
- Recommends contract awards
- Attends denial hearings and appeals
- Participates on contract negotiation committees
- Evaluates training needs, then assembles and presents information to managers/supervisors
- Represents department at internal and external meetings
- Prepares reports and correspondence
- Develops EEO plans
- Analyzes sex/ethnicity makeup of departments
- Investigates and makes recommendations regarding internal/external discrimination complaints
- Advises and counsels management on complaints
- Responds to public inquiries about upcoming bids
- Ensures compliance with ADA
- May write articles for DBE newsletter

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of equal employment opportunity, and contract administration



Equal Opportunity Programs Representative (Continued)

- Laws, regulations, and criteria pertaining to DBE contracts and ADA/EEO compliance
- Investigative and interview techniques
- Ability to:
 - Perform work in support of equal opportunity administration
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Compile and analyze complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Public Administration or related field
- 2 years' experience implementing, or administering equal opportunity programs
- Valid California Class C driver license

Special Conditions

- Occasional exposure to physical, weather, mechanical, electrical, and chemical hazards during site visits

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.

1



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

EQUIPMENT ENGINEERING SUPERVISOR

Basic Function

To supervise technical personnel in the procurement of public transit vehicles

Classification Characteristics

Supervised by: Engineer
Supervises: Equipment Engineering Technician; Warranty Failure Analyst;
Warranty Equipment Mechanic

Examples of Duties

- Plans, organizes, and coordinates the quality control inspection of new or buses during the manufacturing process at the manufacturer's facility
- Plans, organizes, and coordinates service preparation activities for new buses after arrival at the Authority
- Provides assistance to maintenance staff in remedying chronic vehicle failures
- Develops engineering configuration change orders and informational bulletins
- Oversees and administers the processing of rail and bus warranty claims
- Develops specifications for the procurement of new buses and non-revenue equipment
- Research federal, state, and local regulations to assure manufacturer compliance with all applicable regulations
- Conducts first-level disciplinary and grievance hearings
- Conducts meetings to determine users' needs
- Manages special technological development projects; develops and maintains project budgets
- Supervises subordinate staff

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices of repair, maintenance, and manufacturing of diesel, gasoline, and alternate fuels vehicles, engines, parts, components and electrical systems
 - Applicable local, state, and federal laws, rules, and regulations governing maintenance, repair, and procurement of public transit vehicles
 - Project planning and budgeting techniques

Equipment Engineering Supervisor
(Continued)

- Contract management techniques
- Principles of supervision
- Ability to:
 - Plan, organize, and monitor the work of technical personnel engaged in maintenance, repair, testing, or procurement of public transit vehicles
 - Communicate effectively orally and in writing
 - Exercise judgement and creativity in making conclusions and recommendations
 - Operate computers and VMS terminals, and diagnostic equipment
 - Meet productivity demands
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Related field or equivalent training from a recognized trade school
- 3 years' experience in the procurement of vehicles and equipment or other related activities
- Valid California Class C driver license

Special Conditions

- Exposure to weather, physical, electrical, mechanical, and chemical hazards
- Frequent out-of-state travel for extended periods required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

EQUIPMENT ENGINEERING TECHNICIAN

Basic Function

To provide research, testing, equipment procurement and technical work in support of the Equipment Engineering Department

Classification Characteristics

Supervised by: Equipment Engineering Supervisor

Examples of Duties

- Conducts research studies of equipment needs; provides specification development, procurement, inspection and acceptance of various equipment to meet users' requirements, budget, and applicable codes and regulations
- Inspects, at manufacturers' plants both locally and out of state, equipment that has been ordered for compliance with specifications, quality assurance, and safety requirements
- Inspects equipment and reviews contracts, warranties, and related correspondence for compliance by manufacturers and as related to governmental regulations and guidelines
- Prepares technical reports, executive summaries, other correspondence, and FTA grant applications related to equipment testing and/or acquisition,
- Prepares narrative, statistical, graphic and tabular reports presenting data and making recommendations
- Develops, prepares and updates technical instructions and procedures
- Represents the department at inter-departmental meetings regarding equipment specifications and investigations

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices of research methodology, analysis, and report writing
 - Basic bus or equipment-related design and quality control standards
 - Testing methods



Equipment Engineering Technician

(Continued)

- Ability to:
 - Perform technical equipment engineering work
 - Conduct research, compile and analyze data
 - Research and interpret equipment contract requirements
 - Analyze situations, identify problems, and recommend solutions
 - Develop technical specifications
 - Prepare reports and correspondence
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Mechanical Engineering, Environmental Engineering, or other related field
- 2 years' experience performing research, testing, procurement, and technical work in support of equipment engineering activities
- Valid Class C California driver license

Special Conditions

- Out-of-state travel occasionally required

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.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

EQUIPMENT MAINTENANCE INSTRUCTOR

Basic Function

To provide training in the maintenance and repair of vehicles and other related subjects

Classification Characteristics

Supervised by: Senior Equipment Maintenance Instructor

Examples of Duties

- Conducts classroom and individualized training on all aspects of equipment and vehicle repair, testing and maintenance
- Prepares lesson plans and schedules
- Develops detailed technical training and testing materials
- Coordinates training needs with division and department heads
- Attends factory update training sessions
- Establishes safety guidelines on maintenance procedures
- Interviews and tests applicants
- Reviews, updates, and distributes new manuals and wiring schematics
- Provides orientation to personnel on new equipment, systems, and vehicles
- Analyzes vendor training materials for accuracy and system compatibility
- Prepares reports and correspondence
- Investigates equipment-related accidents
- Serves as technical expert for troubleshooting maintenance problems
- Interprets vehicle codes and other laws and regulations
- Develops and assesses safety programs
- Provides technical expertise to other department personnel
- May testify as an expert witness at trials and hearings

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices of repair and maintenance of engines, parts, components and electrical systems of diesel, gasoline, and alternate fuels vehicles
 - Safe and proper use of tools and other equipment
 - Applicable safety, environmental, and vehicle laws, rules, and regulations
 - Accident investigation

Equipment Maintenance Instructor

(Continued)

- Development of curricula, learning objectives, and lesson plans
- Ability to:
 - Plan, organize, and monitor training of skilled personnel in maintenance and repair of equipment and related systems
 - Communicate effectively orally and in writing
 - Operate computers and VMS terminal
 - Assess training needs
 - Develop lesson plans
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Related field or equivalent training from a recognized trade school
- 3 years' experience performing work or conducting training in the repair and maintenance of vehicles and equipment
- Professional certificates/licenses: Vocational Training or Teaching Credential
- Valid California Class C driver's license
- Bachelor's degree in related field desirable

Special Conditions

- Frequent exposure to electrical, mechanical, chemical, and physical hazards

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

EQUIPMENT MAINTENANCE SUPERINTENDENT

Basic Function

To oversee the administration of a major function of the equipment maintenance function

Classification Characteristics

Supervised by: Deputy Executive Officer, Operations
Supervises: Equipment Maintenance Manager; Senior Equipment Maintenance Supervisor; Equipment Maintenance Supervisor; Equipment Service Supervisor

Examples of Duties

- Reviews production data and quality reports for compliance with goals and objectives of the department
- Develops and presents programs and projects, including cost projections
- Sets goals and priorities
- Works with purchasing to ensure efficient, economic operations
- Administers safety, quality, and preventive maintenance programs
- Prepares complex studies on maintenance-related subjects
- Represents department and Authority at in-house and external meetings
- Assists in planning and establishing new divisions and facilities
- Coordinates requests from other departments for special projects
- Works with purchasing, supply, and grant departments to plan, schedule, and support use of labor and funds
- Directs managers in first-level disciplinary and grievance hearings and recommends appropriate disciplinary action for both represented and non-represented employees
- Assists in preparations for labor negotiations
- Prepares capital and operating budgets
- Manages assignments of Human Resources to operating divisions
- Supervises subordinate staff

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices of fleet maintenance
 - Applicable local, state, and federal laws, rules, and regulations governing maintenance of public transit systems
 - Modern management theory

Equipment Maintenance Superintendent

(Continued)

- Ability to:
 - Direct the activities of a major equipment maintenance function
 - Manage a project from inception to culmination
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, and implement solutions
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Prepare comprehensive reports and correspondence
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Engineering, or other related field
- 4 years' management-level experience in fleet maintenance
- Valid California Class C driver's license

Special Conditions

- Occasional exposure to weather, physical mechanical, electrical, and chemical hazards
- 24-hour on-call

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

EQUIPMENT MAINTENANCE SUPERVISOR

Basic Function

To supervise technical personnel in the maintenance and repair of public transit vehicles

Classification Characteristics

Supervised by: Deputy Service Operations Manager
Supervises: Lead Mechanic; Mechanic; Service Attendant; Equipment Service Supervisor; Warranty Equipment Mechanic, Warranty Failure Analyst

Examples of Duties

- Plans, organizes, and assigns preventive and remedial maintenance work for buses and automobiles or equipment production lines
- Develops and maintains computer and manual files for payroll, attendance, project budgets, and vehicle service; prepares daily reports
- Implements and maintains safety programs
- Conducts meetings on safety, tool uses, equipment upgrade projects, and other related topics
- Investigates and reports accidents and injuries
- Follows up on ordered parts, equipment and supplies, and administers warranty claims
- Counsels subordinates on compliance with procedures, rules, and regulations
- Conducts first-level disciplinary and grievance hearings
- Analyzes component failures, identifies problems, and plans repair and replacement schedules and provides assistance to staff to remedy problems
- Reviews Operator defect cards and sets priority for repairs
- Conducts meetings to determine users' needs
- Approves completed work/repairs
- Plans, organizes, and coordinates service preparation activities of new buses
- Prepares various reports, develops presentations, manages special development projects
- Supervises subordinate staff

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices of repair, maintenance, and manufacturing of engines, parts, components and electrical systems of diesel, gasoline, and alternate fuels vehicles

Equipment Maintenance Supervisor

(Continued)

- Safe and proper use of tools and other equipment
- Applicable local, state, and federal laws, rules, and regulations governing maintenance, repair, and procurement of public transit vehicles
- Accident investigation
- Project planning and budgeting techniques
- Principles of supervision

- Ability to:
 - Plan, organize, and monitor the work of technical personnel engaged in maintenance and repair of public transit vehicles
 - Communicate effectively orally and in writing
 - Exercise judgement and creativity in making conclusions and recommendations
 - Operate computers and VMS terminals, and diagnostic equipment
 - Meet productivity demands
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Related field or equivalent training from a recognized trade school
- 3 years' experience performing work in the repair and maintenance or procurement of vehicles and equipment
- Valid California Class C driver license

Special Conditions

- Frequent exposure to weather, physical, electrical, mechanical, and chemical hazards
- Shift work

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

EQUIPMENT SERVICE SUPERVISOR

Basic Function

To supervise personnel in the cleaning, fueling, and other servicing of vehicles

Classification Characteristics

Differs from Equipment Maintenance Supervisor in that Equipment Service Supervisor supervises servicing of vehicles, while Equipment Maintenance Supervisor supervises the repair and maintenance of vehicles

Supervised by: Equipment Maintenance Supervisor

Supervises: Maintenance Assistant

Examples of Duties

- Maintains computer files for payroll, attendance and revenue/nonrevenue vehicle records
- Implements and maintains safety programs; conducts weekly safety meetings
- Trains subordinates on proper servicing of vehicles
- Investigates accidents or injuries in service yard
- Monitors vehicle mileage for scheduled servicing
- Ensures fueling station and bus washing equipment are functioning
- Counsels employees on compliance with procedures, rules, and regulations
- Oversees fare box vaulting operations
- Directs special cleaning projects, such as graffiti removal and fumigation/roach abatement
- If assigned to the Quality Assurance Section, may analyze vehicle fluids, such as engine, transmission, methanol oils, and antifreeze
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Applicable local, state, and federal laws, rules, and regulations governing safety and environmental standards and equipment and hazardous materials use and disposal
 - Vehicle operation, servicing, and cleaning
 - Authority's policies and procedures
 - Principles of supervision

Equipment Service Supervisor

(Continued)

- Ability to:
 - Plan, monitor and organize the servicing, fueling, and cleaning of fleet vehicles
 - Communicate effectively orally and in writing
 - Operate computers and VMS terminal
 - Meet tight time constraints, deadlines, precision and productivity demands
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience in the servicing of vehicles
- Valid California Class C driver license
- Associate's degree in related field desirable

Special Conditions

- Frequent exposure to weather, physical, electrical, mechanical, and chemical hazards
- Requires complete sensory and physical abilities
- Shift work

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ETHICS OFFICER

Basic Function

To provide professional support for the ethics and lobby registration function

Classification Characteristics

Supervised by: Ethics and Lobby Registration Manager

Examples of Duties

- Oversees and monitors registration of MTA lobbyists
- Reviews quarterly lobbyist reports for conformity with regulations and determination of violations
- Prepares reports of violations
- Advises Authority staff and other interested parties regarding the application of the ethics policy
- Edits the quarterly lobbyist and ethics newsletters
- Prepares special reports to executive management, the Board of Directors and local officials regarding ethics issues
- Prepares Conflict of Interest reports for all Board of Directors and committee meetings pursuant to state law
- Works with the Office of the Inspector General regarding the enforcement of the Ethics Policy
- Monitors and reviews staff filings of annual financial disclosure statements

Essential Knowledge and Abilities

- Knowledge of:
 - Applicable local, state, and federal laws, rules, and regulations governing conflict of interest, ethics, and lobby registration
 - Authority's policies and procedures
 - California Political Reform Act of 1974
- Ability to:
 - Perform work in support of the Authority's ethics and lobby registration function
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply, laws, rules, regulations, policies, procedures,

Ethics Officer
(Continued)

- contracts, budgets, and labor/management agreements
- Prepare comprehensive reports and correspondence
- Exercise judgment and creativity in making conclusions
- Compile, and analyze complex data
- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Planning, Accounting, or other related field
- 2 years' experience performing work in support of ethics programs or compliance with various regulatory laws

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

ETHICS/LOBBY REGISTRATION MANAGER

Basic Function

To manage the implementation and execution of the Authority's Ethics Policy and Lobby Registration programs

Classification Characteristics

Supervised by: Board Secretary
Supervises: Senior Ethics Officer; Ethics Officer

Examples of Duties

- Oversees the maintenance of the Authority's Lobby Registration Program as required under Authority enabling statutes
- Prepares Conflict of Interest reports for Board meetings and subcommittees pursuant to Government Code Section 87103
- Reviews agendas for possible conflicts of interest
- Advises and trains Authority staff, Board members, consultants, and the public regarding the application of the Ethics Policy and/or Lobby Registration regulations
- Oversees the preparation and distribution of the monthly Lobby Registration Report to the Board of Directors and staff
- Participates in pre-bid meetings to inform potential vendors of Lobby Registration regulations
- Prepares written responses to questions regarding Ethics Policy and/or Lobby Registration regulations
- Keeps abreast of current state laws regarding ethics and conflicts of interest
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Applicable local, state, and federal laws, rules, and regulations regarding conflict of interest, ethics, and lobby registration
 - Public administration
 - Authority's policies and procedures
 - California Political Reform Act of 1974
 - Modern management theory

Ethics/Lobby Registration Manager (Continued)

- Ability to:
 - Oversee the operations of conflict of interest, ethics, and lobby registration programs functions
 - Determine strategies to achieve goals
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Political Science, Public Administration, or other related field
- 4 years' experience performing work in support of ethics programs
- Valid California Class C driver license
- Master's degree in related field desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

EXECUTIVE SECRETARY

Basic Function

To provide complex secretarial, administrative, and supervisory support to an executive officer

Classification Characteristics

Supervised by: Executive Officer
Supervises: None

Examples of Duties

- Composes, edits, and produces memos, reports, and other correspondence, including confidential material, from transcription and handwritten sources
- Screens and responds to telephone calls and visitors, providing information and resolving problems
- Develops and maintains filing systems, records, logs, and computerized database files
- Coordinates general office activities and administrative support projects and follows up on pending items
- Maintains supervisor's daily calendar including appointments and travel arrangements
- Prepares, processes, and resolves problems with standardized reports and various forms
- Sets up meetings including notifying and confirming participants, locating and reserving sites, setting up room, and providing support materials
- May assign work to and train other secretarial and clerical staff
- May be required to take and transcribe dictation

Essential Knowledge and Abilities

- Knowledge of:
 - General office practices and procedures
 - Proper telephone etiquette
 - Personal computer business software applications
 - Filing systems and recordkeeping practices
 - Authority's policies and procedures

Executive Secretary
(Continued)

- Ability to:
 - Operate computers and general office equipment
 - Communicate effectively orally and in writing
 - Handle highly confidential information
 - Meet tight time constraints and deadlines
 - Take initiative and work independently
 - Establish and adjust priorities
 - Format reports, letters, and memos
 - Maintain filing and recordkeeping systems
 - Interact professionally with various levels of Authority employees and outside representatives
 - Proofread work and correct errors
 - Type at a corrected rate of 55 words per minute

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Office Administration or other related field
- 3 years' senior-level secretarial experience

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

EXECUTIVE SECRETARY TO THE CEO

Basic Function

To provide office management, administrative, and complex secretarial support services for the Chief Executive Officer

Classification Characteristics

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

Differs from Senior Secretary in that Executive Secretary to the CEO performs highly sensitive and complex administrative and secretarial work for the CEO, while Senior Secretary performs complex secretarial work for department head level or above

Supervised by: Chief Executive Officer
Supervises: Assigned secretarial staff

Examples of Duties

- Maintains CEO's calendar; schedules and confirms appointments
- Screens calls and visitors to CEO and refers callers to appropriate staff members
- Coordinates general office activities and ensures completion of administrative support projects for the CEO
- Coordinates travel arrangements for the CEO
- Prepares narrative, numerical, and statistical reports, and composes letters and memoranda for the CEO
- Maintains confidential files and materials for the CEO, including personnel records of Executive Staff members
- Plans, schedules, and monitors secretarial activities within the Executive Offices; assigns work as needed among secretarial staff
- Proofreads all material for CEO's signature; follows up on any corrections or changes to be made
- Develops and maintains filing systems, records, and logs, including computerized database files
- Develops office systems and procedures; prepares procedures manuals
- Supervises subordinate staff

Executive Secretary to the CEO
(Continued)

Essential Knowledge and Abilities

- Knowledge of:
 - General office practices and procedures
 - Applicable local, state, and federal laws, rules, and regulations pertaining to a public agency
 - Personal computer business software applications
 - English usage, grammar, punctuation, and spelling
 - Recordkeeping procedures

- Ability to:
 - Handle confidential and politically-sensitive information
 - Interact professionally with various levels of Authority employees, Board members, elected officials, and the general public
 - Manage several concurrent projects
 - Exercise good judgment, take initiative, and work independently
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures
 - Operate a variety of office equipment
 - Set up and maintain complex filing systems
 - Format letters, memoranda, and reports in an appropriate business style
 - Proofread work, identify and correct errors
 - Coordinate and implement procedures for effective work flow
 - Communicate effectively orally and in writing
 - Type at a corrected rate of 60 words per minute
 - Take dictation at a rate of 90 words per minute

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Office Administration, or a diploma from an accredited business college
- 4 years' senior-level experience performing complex secretarial support work
- Supervisory experience desirable

Special Conditions

- May be required to work late and irregular hours, and weekends

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

FACILITIES MAINTENANCE MANAGER

Basic Function

To manage the maintenance activities for bus and rail systems, facilities, and related systems

Classification Characteristics

Supervised by: Assistant Director of Facilities Maintenance
Supervises: Facilities Maintenance Supervisor; Rail Communications Supervisor;
Rail Signal Supervisor; Rail Track Supervisor; Rail Traction
Supervisor; Fare Collection and Closed Circuit Television Supervisor;
Administrative Aide

Examples of Duties

- Plans and manages the operations of a multi-craft regional Facility Maintenance Department shop, including electronic systems, equipment installation, bus and rail service support, and building and grounds maintenance
- Conducts special operational and planning projects; prepares related reports, data, budgets, and work programs
- Reviews contract specifications and monitors performance and budgetary compliance by vendors
- Maintains training program for subordinates and ensures Personnel Qualification Standards are met
- Administers various union contracts for compliance; conducts disciplinary and grievance hearings
- Develops Requests For Proposals for contractor services; recommends amendments to and administers vendor contracts as required
- Works with other departments, outside agencies, and vendors to coordinate activities
- Meets with other managers to discuss and ensure service requirements are met
- Prepares reports, memos, and other correspondence
- Investigates and reports on accidents and equipment failures
- Prepares and submits budget proposal for assigned area, and monitors annual expenditures
- Assesses and submits cost of repair estimates
- Develops and prepares programs and schedules for equipment upgrades
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of facilities maintenance management

Facilities Maintenance Manager

(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing environmental, safety, and facilities maintenance
- Public agency procurement processes and contract administration
- Modern management theory
- Ability to:
 - Oversee the operations of a facilities maintenance department
 - Mediate and negotiate
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgement and creativity in making decisions
 - Determine strategies to achieve goals
 - Interact professionally with various levels of Authority employees and outside representatives
 - Plan financial and staffing needs
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering, Public Administration, Business, or other related field
- 3 years' supervisory experience in facilities operations and contract or budget administration
- Valid California Class C driver's license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards
- On call 24 hours

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

FACILITIES MAINTENANCE SUPERINTENDENT

Basic Function

To direct and administer the activities of the facilities maintenance function within the Rail Operations Department

Classification Characteristics

Differs from Director of Rail Operations in that Rail Facilities Maintenance Superintendent directs the overall activities of the rail facilities maintenance function, while Director of Rail Operations directs the overall functioning of the department

Supervised by: Director of Rail Operations

Supervises: Engineering Associate; Rail Supervisor; Administrative Aide; Secretary

Examples of Duties

- Establishes and monitors long-range goals, schedules, and strategies for rail facilities
- Establishes and implements policies, procedures, safety and work standards, and controls
- Provides direction and oversight to the Rail Technical Support staff
- Serves as TCU second-level hearing officer and advises department management on contract interpretation, work rules, and grievance procedures
- Directs procurement and material management activities for rail facilities maintenance unit, including preparation of Requests For Proposals and professional and maintenance service contracts
- Prepares and presents reports to supervisor, Board, and management
- Represents department at meetings, conferences, and public events
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of rail facilities maintenance
 - Applicable local, state, and federal laws, rules, and regulations relating to rail facilities maintenance and safety
 - Budget administration
 - Public agency procurement processes and contract administration
 - Modern management theory

Facilities Maintenance Superintendent (Continued)

- Ability to:
 - Oversee, direct, and plan the work of a major function within rail operations
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Facilities Maintenance, or other related field
- 4 years' management-level experience in rail facilities maintenance
- Master's degree in related field desirable

Special Conditions

- Required to work irregular hours, nights, and weekends when necessary

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

FACILITIES MAINTENANCE SUPERVISOR

Basic Function

To supervise personnel in the repair and maintenance of buildings, grounds, and wayside structures

Classification Characteristics

Supervised by: Director of Congestion Relief Operations; Facilities Maintenance Manager
Supervises: Call Box Analyst; Facilities System Technician; Property Maintainer A, B, and C; Electronics Communication Technician; Electrician; Millwright; Locksmith; Air Conditioning Technician; Power Sweeper Operator; Plumber; Cabinet Maker

Examples of Duties

- Ensures service requests and job specifications are completed on time
- Reviews design criteria
- Prepares repair cost estimates, Requests for Proposals, and justification for contract services, materials, and equipment
- Implements preventive maintenance programs
- Instructs subordinates on safety practices and enforces safety regulations
- Assists in remodeling planning
- Administers service contracts and ensures they meet standards
- Informs other supervisors and management of problems and work in progress status
- Inspects all work in progress and completed projects
- Diagnoses maintenance problems, makes repairs, or recommends corrective action
- Tracks, maintains, and distributes licenses and required permits for repairs on construction
- Keeps log of shift activities; maintains records and reports for monthly activities and personnel
- Prepares comprehensive reports and correspondence
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of the repair and maintenance of facilities and associated systems

Facilities Maintenance Supervisor (Continued)

- Basic engineering
- Applicable local, state, and federal laws, rules, and regulations relating to safety requirements and procedures
- Principles of supervision
- Ability to:
 - Plan, organize, and monitor the work of skilled workers in maintaining and repairing facilities and related systems
 - Communicate effectively orally and in writing
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Determine strategies to achieve goals
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Related field or equivalent training from a recognized trade school
- 3 years' experience performing work in the repair and maintenance of facilities and related systems
- Valid California Class C driver license

Special Conditions

- Frequent exposure to physical, weather, electrical, mechanical, and chemical hazards
- On call 24 hours

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

FARE COLLECTION AND CLOSED-CIRCUIT TELEVISION SUPERVISOR

Basic Function

To supervise technical personnel in the installation, repair, and maintenance of rail fare collection and closed-circuit television (CCTV) equipment

Classification Characteristics

Supervised by: Revenue Equipment Manager
Supervises: Rail Electronic Communication Inspector

Examples of Duties

- Plans, organizes, and assigns daily preventive and corrective maintenance work for electrical and electronic systems including fare collection equipment, closed-circuit television equipment, and safety and security systems
- Investigates, troubleshoots, and diagnoses fare collection equipment and closed-circuit television system problems
- Monitors performance of various systems and develops preventive and corrective maintenance programs for persistent equipment problems
- Inspects and adjusts CCTV cameras at rail facilities
- Develops equipment inspection, testing and acceptance standards and procedures
- Develops and administers staff training programs; instructs subordinates in inspection and maintenance procedures
- Enforces safety regulations and instructs subordinates on the uses of safety devices and procedures
- Initiates requisitions for parts, materiel, equipment, and outside labor necessary to perform designated maintenance; monitors and oversees the work of contractors to ensure compliance with design and specifications
- Maintains records and inventory control
- Prepares written and oral reports
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of maintenance of electronic and electro-mechanical reporting and data collecting systems including electronic fare boxes, ticket vending machines (TVM), and closed-circuit television (CCTV)

- Applicable local, state, and federal laws, rules, and regulations relating to the operation of closed circuit television and related Federal Communications Commission licensing requirements
 - Safe electro-static discharge practices
 - Personal computer applications
 - Principles of supervision
- Ability to:
 - Plan, organize, and monitor the installation and repair of electronic and electro-mechanical reporting and data collecting systems and equipment
 - Analyze situations, identify problems, and recommend solutions
 - Work under stressful or emergency conditions
 - Understand, interpret and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Exercise judgement and creativity in making decisions
 - Determine strategies to achieve goals
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Electronics or equivalent training from a recognized trade school
- 3 years' journey-level experience performing technical troubleshooting, installation, repair, and maintenance of electronic and electro-mechanical systems
- Valid California Class C driver's license

Special Conditions

- Must wear required safety equipment whenever on duty
- Required to respond to emergency repair problems on 24-hour, 7 days-a-week basis
- Overtime, on call, weekend/holiday work required when necessary

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

FIELD EQUIPMENT TECHNICIAN

Basic Function

To perform emergency road service for disabled vehicles

Classification Characteristics

Supervised by: Director of Operations Support Services

Examples of Duties

- Inspects and ensures own repair vehicle is in proper working order and contains necessary repair parts
- Receives repair assignment and vehicle location from radio dispatch center and locates disabled/faulty vehicle
- Diagnoses problems with additional input from operator
- Performs repairs on all vehicle systems, including wheel chair lifts and fare box
- Determines road worthiness and safety of vehicle
- Contacts towing service if vehicle cannot be put back into service safely
- Works with law enforcement when disabled vehicle is a road hazard
- Advises supervisors of problem trends in their division
- Maintains log of repair calls and results
- Assesses cost of repair or damage
- Recommends changes in regular maintenance schedules based on field repairs
- Patrols service area to locate malfunctioning or disabled vehicles
- May begin hazardous material spill cleanup on roadway

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of vehicle electrical and mechanical systems, repairs, and costs
 - Local geography, streets, and freeways
 - Radio procedures and codes
 - Applicable local, state, and federal laws, rules, and regulations of hazardous material handling and procedures
 - Equipment changes, such as alternative-fuel vehicles, mechanical and electrical systems, etc.

Field Equipment Technician

(Continued)

- Ability to:
 - Repair vehicles
 - Use a variety of tools and testing equipment
 - Communicate effectively orally and in writing
 - Meet tight time constraints and deadlines
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Interact professionally with various levels of Authority employees and outside representatives
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience repairing and maintaining transit system buses and other related vehicles
- Valid California Class A driver's license

Special Conditions

- Frequent exposure to weather, physical, electrical, mechanical, and chemical hazards (when conducting repairs on freeways and other major roads)
- Shift work
- Overtime may be mandated

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

GENERAL SERVICES MANAGER

Basic Function

To manage the maintenance, repair, and cleaning of the Authority's headquarters building and systems and other related services

Classification Characteristics

Differs from General Services Supervisor in that General Services Manager is responsible for the overall management of the general services function, while General Services Supervisor exercises first-line supervision over assigned janitorial and other general services personnel.

Supervised by: Director of General Services

Supervises: General Services Supervisor; Associate Architect; Administrative Analyst; Secretary; General Clerk II

Examples of Duties

- Directs and manages the janitorial and building engineering activities
- Oversees the use and assignment of the headquarters' vehicle pool
- Reviews, analyzes, and defines budget allocation for labor hours, equipment repairs, modifications, and purchases
- Develops and oversees schedule for preventive maintenance of equipment
- Manages and directs training in the areas of safety, cleaning, and maintenance
- Directs contracted services for the Authority
- Reviews, directs, and responds to requests for services, modifications, and repairs
- Prepares, analyzes, and manages the annual operating and capital budgets
- Monitors and approves expenditures to ensure compliance with procedures, budget allocations, and objectives
- Establishes, directs, and manages quality and productivity standards
- Analyzes, allocates, and directs human resources and equipment requirements
- Forecasts future maintenance resource requirements
- Researches, analyzes, and implements new techniques and products
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of facilities maintenance management and custodial services and equipment
 - Project management principles

General Services Manager
(Continued)

- Modern management theory
- Ability to:
 - Manage building maintenance and other activities related to the repair and upkeep of a major office complex
 - Prepare comprehensive reports and correspondence
 - Exercise sound independent judgment and creativity in making decisions
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Compile, analyze, and interpret complex data
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Plan financial and staffing needs
 - Determine strategies to achieve goals
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 4 years' supervisory experience in the maintenance and repair of buildings and related equipment
- Professional certificates/licenses: Facilities Management Certification desirable
- Master's degree in related field desirable

Special Conditions

- May require visits to various locations
- Occasional exposure to weather and physical hazards during site visits

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

GENERAL SERVICES SUPERVISOR

Basic Function

To supervise personnel engaged in janitorial and other building maintenance services for various Authority locations

Classification Characteristics

Supervised by: General Services Manager; Facilities Maintenance Manager; Records and Mail Manager

Supervises: Maintainer; Senior Attendant; Mopper/Waxer; Mopper/Waxer/Relief Messenger Clerk; Custodian; Janitor; Mail and Supply Assistant; Mail Carrier; Messenger Clerk

Examples of Duties

- Plans and monitors janitorial maintenance work for various Authority locations
- Travels to various Authority facilities to monitor work performance of subordinate staff
- Oversees provision of routine repairs and general maintenance of buildings, office equipment, and furniture
- Recommends and schedules repairs of equipment, furnishings, and facilities
- Coordinates receipt of large commodities such as computer equipment or office furniture
- Maintains inventory of janitorial supplies and equipment
- Prepares reports, correspondence, purchase verifications and data for budget preparation
- Provides safety training to staff
- Oversees operation of the Authority's metered postage accounts and mail room services
- Oversees distribution and posting of mail and mass mailing campaigns
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of building maintenance and janitorial work
 - Tools, equipment, and supplies utilized in maintenance and janitorial work

General Services Supervisor

(Continued)

- U.S. Postal Service rules, regulations, and rates
- Principles of supervision

- Ability to:
 - Plan, organize, and monitor janitorial maintenance activities
 - Communicate effectively orally and in writing
 - Prepare reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 1 year's supervisory experience in building maintenance or janitorial work OR
- 3 years' experience performing building maintenance or janitorial work
- Valid California Class C driver license

Special Conditions

- Occasional exposure to weather and physical hazards
- Frequent travel to other Authority locations

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

GOVERNMENTAL RELATIONS ADMINISTRATOR

Basic Function

To provide professional representation of the Authority's programs before regional, state, and federal legislative bodies and regulatory agencies

Classification Characteristics

Incumbents in this classification will specialize in a specific government area, such as city, county, state, or federal relations.

Supervised by: Assistant Director of External Affairs - Federal, State, and Regional Relations

Examples of Duties

- Contacts and confers with members of the California State Legislature, United States Congress, Los Angeles County Board of Supervisors, and other holders of public office to inform and persuade them to support legislation and policies favorable to transportation services and projects
- Reviews and analyzes proposed legislation to determine possible effect on Authority operations, funding, and special programs
- May contact regulatory agencies and testify before legislative policy and fiscal committees to enlist support for Authority operations
- Recommends actions and strategies to promote the Authority's goals and objectives
- Prepares correspondence and reports
- Represents Authority at local and out-of-town meetings
- Briefs the Board of Directors, executive staff, and supervisors with data for meetings and presentations
- Coordinates and conduct tours and special events for elected officials and their staffs
- Plans and coordinates meetings between Authority management staff and elected officials to discuss legislative issues and proposals and allow officials to respond to concerns of the Authority

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of legislative and lobbying processes applicable to public transportation services
 - Applicable local, state, and federal laws, rules, and regulations governing legislative procedures and lobbying practices for a public transit agency
 - Research principles and techniques
 - Organization and processes of local, regional, state, and federal government

Governmental Relations Administrator
(Continued)

- Ability to:
 - Perform lobbyist work in support of transportation programs and services
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees, the Board of Directors, elected officials, and outside representatives
 - Mediate and negotiate
 - Represent Authority before the public and legislative bodies
 - Prepare comprehensive reports and correspondence
 - Handle highly confidential information
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Determine strategies to achieve goals
 - Compile and analyze complex data
 - Prepare complex legislative analysis
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Political Science or other related field
- 4 years' experience performing legislative analysis, lobbyist work, or public affairs work for a public sector or governmental agency; OR
- 4 years' experience working as a staff member for an elected official
- Valid California Class C driver license
- Master's degree in related field desirable

Special Conditions

- Irregular hours
- Out-of-state travel

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

GRANTS COORDINATOR

Basic Function

To prepare and administer various grants programs within a department

Classification Characteristics

Supervised by: Various

Examples of Duties

- Prepares grant applications and coordinates grant administration activities
- Assists departments in securing grants for operating capital and other eligible projects and activities
- Monitors completion of various funding plans, programs and projects
- Negotiates with state, federal, and local agencies on grant agreements or contracts
- Develops scopes of work, financial plans, schedules, contracts, memoranda of understanding and agreements with state, federal, and local agencies
- Represents the department within the Authority and with outside agencies

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of grant administration
 - Applicable local, state, and federal laws, rules, and regulations governing budgets, finances, and funding for a public agency
 - Data collection and analysis
 - Projection techniques for staffing, resources, and projects
 - Research techniques and quantitative analysis
- Ability to:
 - Perform grants administration work in support of a department's funding activities
 - Compile and analyze complex data
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Utilize various business software packages
 - Analyze situations, identify problems, and recommend solutions

Grants Coordinator
(Continued)

- Make financial decisions within a budget
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Finance, Public Administration, Economics, or other related field
- 3 years' experience performing grants research, administration, and coordination work

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

GRAPHIC ARTIST

Basic Function

To provide graphic design, cartography, and related services for the Authority

Classification Characteristics

Differs from Assistant Graphic Artist in that Graphic Artist performs complex journey-level work and exercises lead responsibility over the Assistant Graphic Artist, while Assistant Graphic Artist performs journey-level work and assists with complex projects

Supervised by: Graphic Arts Manager

Examples of Duties

- Designs and produces maps, charts, and diagrams for reports, meetings, and presentations
- Consults with clients to determine needs and creates design alternatives
- Designs and produces posters, brochures, newsletters, covers, flyers, collateral materials, and other printed materials
- Produces 35mm slide presentations using computer systems for processing and output
- Creates and provides camera-ready art to printers
- Inspects presschecks and linos for quality and completion
- Maintains various logs and records

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of equipment used in developing various types of maps, graphic art design, including printing, separation, and production
 - Modern illustration and visual aid presentation
- Ability to:
 - Perform complex graphic arts design work and produce effective products

Graphic Artist (Continued)

- Exercise critical judgment in selecting logos, materials, presentation techniques, photography, and related artistic approaches
- Maintain organized and accurate graphic arts files
- Communicate effectively orally and in writing
- Meet tight time constraints and deadlines
- Meet precision and productivity demands
- Analyze situations, identify problems, and recommend solutions
- Learn Authority's policies and procedures
- Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Graphic Design or related field
- 2 years' journey-level experience in graphic design and production
- Experience working with a variety of graphics and desk-top publishing software desirable

Special Conditions

- Frequent use of graphic artist knives, paper-cutters, and chemicals such as rubber cement, paint, and other types of spray materials

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

GRAPHIC ARTS MANAGER

Basic Function

To supervise the graphic arts work unit

Classification Characteristics

Supervised by: Director of General Services

Supervises: Senior Graphic Artist; Graphic Artist; Assistant Graphic Artist

Examples of Duties

- Designs and produces graphic projects, such as brochures, fliers, signs, folders, and logos
- Works with other department staff to discuss and plan projects
- Meets with writers, outside artists, and other vendors to plan projects and assign tasks
- Evaluates and recommends computer hardware and software for department
- Reviews and proofs work from printers
- Manages numerous outside vendors
- Maintains and updates computer files
- Develops annual budget
- Determines whether work should be done internally or contracted out
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of equipment used in the production of graphic art including printing photo reproduction and camera-ready art, traditional and computer design techniques and equipment
 - Printing and layout process
 - Procurement practices
 - Safety practices for graphics operation
 - Principles of supervision

Graphic Arts Manager (Continued)

- Ability to:
 - Plan, organize, and monitor the work of a graphics design department
 - Operate computers
 - Communicate effectively orally and in writing
 - Proofread to locate and correct errors
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Mediate and negotiate
 - Plan financial and staffing needs
 - Represent Authority before the public
 - Meet tight time constraints, deadlines, and productivity demands
 - Handle highly confidential information
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Determine strategies to achieve goals
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Art or related field
- 3 years' supervisory-level experience in graphic design
- Experience working with a variety of graphics and desk-top publishing software desirable
- Valid California Class C driver's license

Special Conditions

- Frequent use of graphic artist tools and chemicals, including knives, paper-cutters, rubber cement, paint, and other types of spray materials

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

INSPECTOR GENERAL INVESTIGATOR

Basic Function

To conduct investigations of fraud, waste, and abuse of Authority resources

Classification Characteristics

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

Differs from Senior Inspector General Investigator in that Inspector General Investigator performs journey-level work, while Senior Inspector General Investigator performs more complex investigations and exercises lead responsibility for a team

Supervised by: Deputy Inspector General - Investigations

Examples of Duties

- Conducts extensive investigations of alleged instances of fraud, waste, or abuse of Authority resources
- Reviews records and documents and interviews complainants, witnesses, and other involved parties to gather facts surrounding allegations; may photograph or videotape evidence
- Analyzes problems in management performance and operational systems
- Ascertains if violations of federal, state, or local laws and regulations have occurred
- Recommends corrective action to resolve problems, abuses, and deficiencies which may exist
- Conducts research, analyzes data, and prepares narrative, statistical, graphic, and tabular reports

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of specialized investigative techniques and interrogation methods
 - Applicable local, state, and federal, laws, rules, and regulations governing criminal investigations involving Authority employees, officers, vendors, or contractors
 - Criminal rules of evidence, constitutional rights, search and seizure procedures, court procedures to be followed in criminal matters, formal hearings, and administrative actions

Inspector General Investigator

(Continued)

- Ability to:
 - Conduct complex criminal investigations
 - Analyze situations, identify problems, and recommend solutions
 - Compile and analyze complex data
 - Interview and gather facts from various sources
 - Communicate effectively orally and in writing
 - Prepare reports and correspondence
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures
 - Interact professionally with various levels of Authority employees and outside representatives
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 3 years' experience conducting internal investigations of alleged fraud, waste, and abuse
- Valid California Class C driver's license

Special Conditions

- May be required to travel to various locations
- May be required to work irregular hours

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

MAINTAINER

Basic Function

To provide building and office equipment maintenance services for a specified location

Classification Characteristics

Supervised by: General Services Supervisor

Examples of Duties

- Moves and arranges furniture and equipment
- Performs minor non-technical repairs to office equipment and furniture
- Performs janitorial and preventive maintenance tasks
- Reports maintenance, janitorial, and security problems to General Services Supervisor
- Receives and acknowledges receipt of equipment and furniture
- Orders and acquires supplies and parts
- Arranges conference rooms for various meetings
- Other similar duties as required

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of building and office equipment maintenance work
 - Tools, equipment, and supplies utilized in building and office equipment maintenance
- Ability to:
 - Make adjustments and repairs on equipment and furniture
 - Meet tight time constraints and deadlines
 - Analyze situations and identify problems

Maintainer
(Continued)

- Think and act independently

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience performing building and equipment maintenance duties

Special Conditions

- Requires lifting and moving of furniture and equipment
- Occasional exposure to weather and physical hazards

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

MANAGEMENT SERVICES ANALYST

Basic Function

To perform professional-level analytical, evaluative, and administrative work within the Office of the Inspector General

Classification Characteristics

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

Supervised by: Deputy Inspector General - Management Services and Analysis

Examples of Duties

- Plans, organizes, and performs analyses of Authority programs, functions, and departmental activities
- Reviews, monitors, and reports on compliance with the Authority's Conflict of Interest and Ethics policies
- Responds to OIG HOTLINE calls and recommends appropriate action and resolution of each call
- Determines research methods and analytical techniques to collect, compile, and analyze data
- Prepares cost analyses, budget documents, procurement documents, and policies and procedures for OIG
- Monitors OIG budget
- Participates in program coordination with other OIG units
- Prepares narrative, statistical, graphic, and tabular reports presenting results of research and analysis

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public administration, budgeting, statistical, research, and report preparation methods
 - Sound management and fiscal operations
 - Computer software applications
 - Contracting practices and administration
 - Applicable local, state, and federal laws, rules, and regulations governing labor practices and public agencies

Management Services Analyst

(Continued)

- Ability to:
 - Conduct interviews and elicit needed information
 - Collect and assemble facts to prepare analytical reports
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures
 - Analyze situations, identify problems, and recommend solutions
 - Prepare reports and correspondence
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 3 years' experience performing departmental, organizational, and procedural analyses and evaluations of compliance or performance
- Valid California Class C driver's license

Special Conditions

- May be required to travel to various locations

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

MARKETING MANAGER

Basic Function

To manage and oversee the implementation of major transit communications and promotional programs

Classification Characteristics

Supervised by: Assistant Director of External Affairs - Marketing

Supervises: Senior Communications Officer, Communications Officer

Examples of Duties

- Plans, manages, and oversees the implementation of Authority marketing, promotional, and public information programs
- Meets with management, department, government, community group, and business organization representatives to recommend joint promotional programs
- Determines content, and plans and supervises the production and costs of transit communications projects, video programs, advertising, and public information materials
- Develops and monitors project plans, budgets, and costs for communications and promotional activities
- Assists in developing revenue-generating advertising and promotional programs
- Prepares reports and recommendations on communications and promotional goals and activities
- Writes, edits, and proofreads copy for publications, footage, and scripts for public information materials and video productions
- Analyzes production contracts and vendors' performance and identifies solutions to minimize production and printing costs
- Conducts surveys and research on publications; prepares reports and recommendations
- Assists in developing annual strategic marketing plans
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of communications, sales, advertising, and promotional methods
 - Mass communication techniques and promotional program management
 - Production and print methods
 - Print media materials and processes, including photographic, video, and graphic media

Marketing Manager (Continued)

- Proofreading symbols and terminology
- Electronic media materials and processes, including advertising, copy writing, script-writing, production techniques, distribution, and placement
- Editing techniques
- Modern management theory

- Ability to:
 - Oversee the operations of large-scale marketing and video programs and projects
 - Apply and evaluate promotional and advertising strategies
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements
 - Compile, analyze, and interpret complex data
 - Communicate effectively orally and in writing
 - Mediate and negotiate
 - Represent Authority before the public and governmental entities
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise judgment and creativity in making decisions
 - Interact professionally with various levels of Authority employees, outside representatives, and public officials
 - Travel to offsite locations within a reasonable timeframe
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Communications, Marketing, Journalism, or other related field
- 3 years' senior-level experience performing work in marketing, advertising, or public affairs programs
- Valid California Class C driver license
- Membership in National Transportation Marketing Association desirable
- Master's degree in related field desirable

Special Conditions

- On-call, weekend work, and travel required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

MEDIA RELATIONS REPRESENTATIVE

Basic Function

To perform media relations work

Classification Characteristics

Supervised by: Media Relations Manager

Examples of Duties

- Provides counsel, materials, and support to staff for interviews and media events
- Prepares news releases, speeches, articles, reports, and letters
- Sets up news conferences and media events
- Responds to media requests
- Serves as liaison to media
- Plans and conducts news conferences and media events
- Arranges interviews for staff and officials
- Directs photographic and audiovisual services at news events and accidents or incident sites
- Acts as spokesperson at the scene of accidents or incidents

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices of print and broadcast communications
 - Laws, rules, and regulations governing the disclosure of information by a public agency
 - Public relations
- Ability to:
 - Perform journey-level media relations work
 - Gather, assess, and summarize information for public distribution
 - Prepare reports, correspondence, press releases, speeches, information and promotion packages, and articles
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Compile and analyze complex data
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions



Media Relations Representative
(Continued)

- Think and act independently
- Understand, interpret, and apply laws, rules, regulations, policies, and procedures
- Interact professionally with various levels of Authority employees and outside representatives
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Journalism, Communications, Marketing, or other related field
- 2 years' experience performing journalism, media relations, communications, marketing, or public relations work
- Valid California Class C driver license

Special Conditions

- Occasional exposure to weather and physical hazards
- On call, weekend work, and travel required

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.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

MICROGRAPHICS COORDINATOR

Basic Function

To coordinate the storage, indexing, and retrieval of records and information

Classification Characteristics

Supervised by: Records Management Supervisor

Examples of Duties

- Performs searches of various data bases in response to requests for information
- Coordinates indexing of documents
- Coordinates overall quality control of captured documents
- Coordinates response to requests for information received from staff and the public
- Develops and maintains written forms and procedures
- Establishes production schedules for document capture and storage projects
- Instructs staff on operations of advanced micrographics and scanning equipment
- Serves as liaison with departmental records coordinators
- Coordinates vendor services
- Signs "Certificate of Authenticity" for captured documents
- Retrieves documents from microfiche

Essential Knowledge and Abilities

- Knowledge of:
 - ANSI and ATM standards for micrographics and imaging
 - Indexing systems and procedures
 - Legal requirements related to public records requests
 - Use of personal computer
- Ability to:
 - Establish and maintain complex automated and manual recordkeeping systems
 - Analyze situations, identify problems, and recommend solutions
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing

Micrographics Coordinator
(Continued)

- Meet tight time constraints and deadlines
- Handle highly confidential information
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience in records management
- Valid California Class C driver's license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards when required to travel to offsite locations

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

LEGAL AIDE

Basic Function

To provide legal administrative support to the Office of the General Counsel

Classification Characteristics

Supervised by: General Counsel

Examples of Duties

- Prepares, compiles, and processes data on legal services contracts
- Administers legal services contracts; monitors contract award and amendment amounts
- Ensures compliance of outside counsel with contract specifications, laws, regulations, policies, and procedures
- Audits invoices from outside legal firms, totaling approximately \$6 million annually
- Identifies cost savings opportunities
- Reviews accounting, procurement, and budget reports for inconsistencies with contract billings and payments
- Performs timely contract close-outs to free encumbered funds
- Assists in the development of policies and procedures for use by Authority staff seeking to utilize legal services
- Researches and responds to inquiries regarding legal services from various internal and external sources
- Maintains accurate records
- Creates and generates Legal Task Order inventory reports
- Oversees management of files and records of contracts with outside law firms
- Assists with annual budget forecasts
- Recommends courses of action related to legal administration

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of basic bookkeeping and contract administration
 - Billing practices of law firms
 - Business computer software applications

Legal Aide

(Continued)

- Ability to:
 - Gather, compile, and summarize data
 - Prepare reports and correspondence
 - Operate computers and general office equipment
 - Perform highly repetitive work
 - Handle confidential information
 - Exercise judgement and creativity in making decisions
 - Devise recordkeeping and reporting systems
 - Interact professionally with all levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures
 - Recommend corrective actions, policy changes, and improved procedures
 - Work under minimum supervision
 - Prioritize work to meet various deadlines

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree or equivalent number of units in Business, Office Administration, Public Administration, and 1 year's experience performing invoicing, billing, or other administrative work for law firms; OR
- Paralegal Certification from an ABA approved program, or Attorney Assistant Training Program, and 1 year's experience performing invoicing, billing, or other administrative work for law firms; OR
- 3 years' experience performing invoicing, billing, or other administrative work for law firms

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

LEGAL SECRETARY

Basic Function

To provide secretarial and administrative support to legal staff

Classification Characteristics

Differs from Secretary in that Legal Secretary performs specialized secretarial work, while Secretary performs general secretarial work.

Supervised by: Legal Counsel

Examples of Duties

- Composes, edits, and produces memos, reports, pleadings, forms, legal documents, and correspondence, including confidential material, from transcription and hand-written sources
- Prepares indices, tables of authorities for pleadings, and case citations
- Ensures final legal documents are received by or filed with the appropriate parties within statutory and/or regulatory time limits
- Maintains files for legal documents and attorneys' calendars
- Makes travel arrangements as necessary
- Coordinates witness appearances for arbitrations, dispositions, and trials
- Sets up meetings including notifying and confirming participants, locating and reserving sites, setting up rooms, and providing support materials
- Screens and responds to telephone calls and visitors, providing information and resolving problems
- Maintains office library of legal publications, legal subject files, and confidential files
- Sorts and distributes incoming mail

Essential Knowledge and Abilities

- Knowledge of:
 - General office practices and procedures
 - Legal terminology
 - PC business software applications
 - Court rules and regulations for legal documents

Legal Secretary

(Continued)

- Ability to:
 - Interact professionally with various levels of Authority employees and outside representatives
 - Format and produce letters, memos, files, and legal documents and maintain recordkeeping systems
 - Communicate effectively orally and in writing
 - Handle highly confidential information
 - Meet tight time constraints and deadlines
 - Exercise judgment and creativity in making decisions
 - Operate computers and general office equipment
 - Maintain a law library
 - Proofread work and correct errors
 - Prepare routing reports and correspondence
 - Type at a corrected rate of 55 wpm

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Office Administration or related field
- 2 years' experience performing legal secretarial work

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

LIBRARIAN

Basic Function

To assist in the overall operations of the Authority Library and Information Center

Classification Characteristics

Differs from Library Services Manager in that Librarian performs technical and administrative work in support of Information Center projects, while Library Services Manager directs the overall operation of the Information Center and its services.

Supervised by: Library Services Manager

Examples of Duties

- Researches, analyzes, edits, and inputs original bibliographic records in OCLC database
- Develops and maintains subject and author listings and cross references for catalog
- Develops and maintains shelf list and card catalogs and resolves cataloging and filing conflicts
- Develops and maintains serials control, circulation control, acquisition systems, and other files on microcomputer
- Initiates and responds to interlibrary loan requests
- Provides reference services and assists Information Center patrons to locate and use aids documents, journals, non-print material, and information services
- Recommends selection of library materials and disposition of donated and uncataloged items
- Assists in planning improvements in library operating procedures
- Compiles research data and assists in the preparation of narrative reports of findings

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices of library science and information management
 - Standard and specialized reference and bibliographic sources
 - Library of Congress classification system and On-line Computer Library Center (OCLC) cataloging system
 - Research principles and techniques

Librarian
(Continued)

- Ability to:
 - Classify and catalog library materials
 - Gather, compile, and analyze information
 - Analyze situations, identify problems, and recommend solutions
 - Conduct technical reference and bibliographic research
 - Use computerized library information systems
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Sit for long periods of time
 - Perform highly repetitive work
 - Operate personal computer
 - Work in cramped spaces

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Master's degree - Library Science
- 3 years' experience as a librarian or using applicable information/data base systems

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

LIBRARY SERVICES MANAGER

Basic Function

To manage the overall operations of the Authority Library and Information Center

Classification Characteristics

Differs from Librarian in that Library Services Manager directs the overall operation of the District Information Center and its services, while Librarian performs technical and administrative work in support of Information Center projects.

Supervised by: Transportation Project Manager IV
Supervises: Librarian

Examples of Duties

- Manages, develops, plans, and implements programs to provide Library and Information Center services
- Trains library staff on circulation procedures and job duties
- Determines departmental research and information needs
- Provides reference service to staff, the public, and other research information specialists using onsite sources, computerized databases, and interlibrary loans
- Develops and directs library services including evaluation, selection, acquisition, classification, cataloging, storage, retrieval, and distribution of all library materials
- Establishes standing order and deposit accounts with major book jobbers and publishers
- Prepares narrative, statistical, and bibliographic reports, using automated and nonautomated formats
- Instructs library patrons on the use of equipment and systems
- Prepares purchase requisitions and coordinates services with outside vendors for library materials and operations
- Corresponds with publishers, government agencies, and the public
- Monitors department budget for library materials and services
- Documents library operating procedures
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of library science and information management

Library Services Manager

(Continued)

- Standard and specialized reference and bibliographic sources
 - Library of Congress classification system and On-Line Computer Library Center cataloging system
 - Research principles and techniques
 - Principles of supervision
- Ability to:
- Oversee the operations of the Authority Library and Information Center
 - Classify and catalog library materials
 - Gather, compile, and analyze information
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Conduct technical reference and bibliographic research
 - Develop and use computerized library information systems
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Make financial decisions within a budget
 - Establish and implement policies and procedures
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Master's degree - Library Science
- 5 years' experience as a librarian or using applicable information/data base systems

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

PASSENGER RELATIONS MANAGER

Basic Function

To manage the overall activities of the passenger relations section within the Customer Relations Department

Classification Characteristics

Differs from Passenger Relations Supervisor in that Passenger Relations Manager manages the overall Passenger Relations function, while Passenger Relations Supervisor supervises clerical staff responding to phone-in and walk-in inquiries and complaints

Supervised by: Assistant Director of Customer Relations
Supervises: Passenger Relations Supervisor; Passenger Relations Technician;
Word Processor Operator; Mail and Duplicating Clerk

Examples of Duties

- Oversees and administers all passenger relations activities, including responding to verbal and written complaints and commendations
- Develops goals, standards, and procedures for responding to public inquiries, complaints, or special requests regarding Authority services and operations
- Edits all correspondence prepared by subordinates; prepares responses for the more complex correspondence and complaint calls
- Ensures service delivery is high quality and timely
- Establishes and monitors long-range goals, budgets, schedules, and strategies for passenger relations
- Coordinates functions, groups, and projects
- Prepares and presents reports to supervisor, the Board of Directors, and management
- Forecasts service trends/problems and makes recommendations
- Administers processing of personal loss and personal damage claims
- Submits depositions or appears in court as requested
- Represents the department at meetings, conferences, and public events
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of customer relations
 - Applicable local, state, and federal laws, rules, and regulations relating to a public transportation agency

Passenger Relations Manager

(Continued)

- Research, analysis, and investigation techniques
 - Court and claim proceedings
 - Protocol of communicating with and for public agencies
 - Knowledge of TCU contract
 - Relevant software applications
 - Modern management theory
- Ability to:
- Oversee the operations of a passenger relations work unit
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise sound judgment and creativity in making decisions
 - Think and act independently
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervises subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - English, Communications, Business, Public Administration, or other related field
- 3 years' supervisory-level experience performing passenger relations work

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

PASSENGER RELATIONS SUPERVISOR

Basic Function

To supervise clerical personnel responding to patrons' inquiries and complaints regarding Authority services and operations

Classification Characteristics

Supervised by: Passenger Relations Manager

Supervises: Passenger Relations Representative; Customer Information Agent I

Examples of Duties

- Oversees activities of assigned personnel responsible for responding to telephone and in-person inquiries from patrons concerning public transit services
- Responds to difficult or complex customer inquiries and complaints
- Monitors operation of the Customer Complaint System (CCS)
- Analyzes CCS data and provides feedback to management of impact on Authority policies, procedures, operations, and personnel
- Consults with other departments for research on complex customer inquiries or complaints
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of customer relations
 - Applicable local, state, and federal laws, rules, and regulations related to Authority operations and programs
 - Personal computer business software applications, including the Customer Complaint System
 - Principles of supervision
- Ability to:
 - Plan, organize, and monitor a passenger relations work unit
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Represents Authority before the public
 - Analyze situations, identify problems, and recommend solutions

Passenger Relations Supervisor
(Continued)

- Exercise judgement and creativity in making decisions
- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees and outside representatives
- Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 3 years' experience performing work in customer relations work including responding to customer complaints

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

PASSENGER RELATIONS TECHNICIAN

Basic Function

To provide professional support in evaluating, analyzing, and preparing responses to correspondence regarding Authority services and operations

Classification Characteristics

Differs from Passenger Relations Manager in that Passenger Relations Technician performs research and prepares responses to customer complaints, inquiries, and commendations on transit services, while Passenger Relations Manager oversees the overall activities of the passenger relations function and responds to the most complex customer complaints

Supervised by: Passenger Relations Manager

Examples of Duties

- Evaluates correspondence from patrons, businesses and government agencies to determine appropriate response
- Conducts research and writes responses to inquiries about Authority services, policies, and practices for senior management and Board Director signatures
- Investigates and coordinates with management to correct ADA-related complaints
- Prepares analytical tabular, statistical, and graphic reports for department heads
- Interacts with representatives from other departments to research and resolve passenger complaints and inquiries
- Issues Goodwill discount tickets to patrons who have complaints
- Represents department at task force, interdepartmental, and community meetings
- Conducts site visits to investigate customer complaints and inquiries as required

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of customer relations
 - Research, analysis, and investigation techniques
 - Organizational structure of public agencies and protocol of communicating with and for them
 - Appropriate business correspondence styles and formats
 - Personal computer business software applications

Passenger Relations Technician (Continued)

- Ability to:
 - Compile and analyze information
 - Prepare reports and correspondence
 - Understand, interpret, and apply laws, rules, policies and procedures
 - Represent Authority before the public
 - Analyze situations, identify problems, and recommend solutions
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - English, Journalism, Communications, or other related field
- 1 year's experience preparing business reports and correspondence

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

PLANNING SALES REPRESENTATIVE

Basic Function

To design transit service packages that meet employer needs and air quality goals

Classification Characteristics

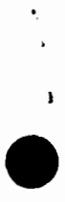
Supervised by: Regional General Manager

Examples of Duties

- Gathers, compiles, and analyzes statistics to project service needs and alternatives
- Researches and prepares reports on transit services, routes, costs, revenues, fare structures, and community impact
- Identifies and recommends schedule, routing, service programs and changes
- Meets with employers to assess transit requirements, study results, and make recommendations
- Instructs employers and other groups in schedule, routing, service issues, Partnership function, and South Coast Air Quality Management District guidelines, goals
- Develops Partnership marketing strategies for brochures and programs and makes promotional presentations
- Represents the Partnership in meetings with staff, public agencies, and community organizations
- Coordinates efforts of private and public employers seeking transit funding
- May manage and maintain LAN/MIS network

Essential Knowledge and Abilities

- Knowledge of:
 - Authority guidelines, regulations, and service structures
 - Authority scheduling, routing, and service programs
 - South Coast Air Quality Management District guidelines
 - Research principles and techniques
- Ability to:
 - Understand and apply standard statistical formulas and mathematic computations
 - Compile and analyze complex data
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Represent Authority before the public
 - Operate computers and general office equipment



Planning Sales Representative

(Continued)

- Analyze situations, identify problems, and recommend solutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of Authority employees and outside representatives
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Urban Planning, or other related field
- 2 years' experience performing transportation planning, community relations work, or administrative sales which leads to a working knowledge of public sector transportation systems, including operating procedures and practices
- Valid California Class C driver's license

Special Conditions

- Travel to various locations

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.

.

1



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

PRINTING PRODUCTION ESTIMATOR

Basic Function

To estimate costs, resources, and time requirements of printing and graphic arts projects

Classification Characteristics

Differs from Printing Supervisor in that Printing Production Estimator estimates and plans the overall scheduling and expediting of Print Shop production work, while Printing Supervisor supervises production staff on an assigned shift.

Supervised by: Printing Services Manager
Supervises: Printer II; Printer I; Bindery Operator II; Photocopying Machine Operator; Photolithographic Process Operator;

Examples of Duties

- Estimates project costs
- Plans, schedules, and expedites printing jobs
- Serves as a printing advisor to user Departments
- Confers with departments on layout and production of projects, time requirements, costs, printing equipment capabilities and processes
- Adjusts production schedules and subcontracting work as necessary
- Supervises copier and pre-press production
- Prepares reports and correspondence
- Coordinates with vendors for products and services
- Orders supplies, equipment repairs, and other related services to ensure smooth, timely production
- Assists in developing section budget
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of printing and graphic arts
 - Printing and graphic arts supplies, equipment, and scheduling
 - Principles of supervision

Printing Production Estimator

(Continued)

- Ability to:
 - Estimate time, labor, materials, and costs for printing production work
 - Set project priorities and schedules
 - Analyze situations, identify problems, and recommend solutions
 - Communicate effectively orally and in writing
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Prepare reports and correspondence
 - Meet tight time constraints and deadlines
 - Meet precision and productivity demands
 - Exercise judgment and creativity in making decisions
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience in estimating and coordinating print work
- Associate's degree desirable

Special Conditions

- Must wear approved safety shoes during performance of duties
- Exposure to machinery vibration, chemicals, inks, and hazardous materials
- Requires some physical activity
- Visual acuity is needed to determine color shades, intensities and differences

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

PRINTING SERVICES MANAGER

Basic Function

To manage the overall operations of the printing services center

Classification Characteristics

Differs from Printing Supervisor in that Printing Services Manager is responsible for the overall functioning of the Print Shop, while Printing Supervisor exercises first-level supervision over personnel assigned to a specific work shift

Supervised by: Director of General Services

Supervises: Printing Services Supervisor; Printing Production Estimator; Secretary

Examples of Duties

- Establishes and monitors long-range goals, schedules, and strategies
- Coordinates functions, groups, and projects
- Manages the purchase, installation, maintenance, and enhancement of printing and reproduction equipment
- Sets and implements policies, procedures, safety and work standards, and controls
- Prepares and monitors annual budget for printing function
- Coordinates service requests from departments
- Responds to inquiries regarding more complex issues/problems
- Oversees and approves printing and reproduction assignments awarded to vendors
- Prepares billing to departments for completion of printing and reproduction services
- Represents department at meetings and conferences
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of print shop operations, including micrographic/reproductions services and equipment
 - Offset and web printing equipment
 - Safety practices for print shop operation
 - Modern management theory

Printing Services Manager

(Continued)

- Ability to:
 - Manage the operations of a large-scale printing/reprographic department
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise sound judgment and creativity in making decisions
 - Think and act independently
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Establish and implement policies and procedures
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Graphic arts or other related field
- 3 years' supervisory-level experience in printing/reprographic work

Special Conditions

- Exposure to machinery vibration, chemicals, inks, and hazardous materials
- Requires some physical activity
- Visual acuity needed to determine color shades, intensities, and differences

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

PRINTING SERVICES SUPERVISOR

Basic Function

To supervise personnel performing printing and reprographic work

Classification Characteristics

Supervised by: Printing Services Manager

Supervises: Printer II; Printer I; Bindery Operator II; Photocopy Machine Operator;
Photolithographic Processing Operator

Examples of Duties

- Oversees the operation of printing and reprographic equipment and processes, including computerized four-color printing process
- Trains employees in the proper use and maintenance of equipment
- Reviews and schedules production orders, original art work, and copy submitted for printing or reproduction
- Maintains records on production work flow, labor and material costs, and employee time and attendance
- Maintains inventory control
- Orders reprographic printing materials and supplies
- Performs minor equipment repairs
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of printing and reprographic processes, equipment, parts, and operations
 - Quality control standards for the production of printed materials
 - Basic math
 - Principles of supervision
- Ability to:
 - Plan, organize, and monitor printing operations of an assigned shift
 - Meet precision and productivity demands
 - Analyze situations, identify problems, and recommend solutions
 - Maintain printing equipment and perform minor repairs

Printing Services Supervisor

(Continued)

- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of Authority employees and outside representatives
- Communicate effectively orally and in writing
- Supervises subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Graphic Arts or other related field
- 3 years' journey-level experience performing printing work

Special Conditions

- Must wear approved safety shoes during performance of duties
- Exposure to machinery vibration, chemicals, inks, and hazardous materials
- Requires some physical activity
- Visual acuity is needed to determine color shades, intensities, and differences

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

PROJECT ENGINEER

Basic Function

To oversee various contracts and consultants representing major components of Authority capital projects

Classification Characteristics

Differs from Supervising Engineer in that Project Engineer oversees the work of consultants in the design and construction of new transit systems, while Supervising Engineer manages a section or function of a department and supervises subordinate staff.

Supervised by: Director of Engineering; Deputy Project Manager, Engineering;
Supervising Engineer

Supervises: Engineer

Examples of Duties

- Monitors consultants' and contractors' activities for progress of design or construction contracts
- Recommends and enforces design criteria
- Tracks and reviews schedules and project expenditure audits; monitors contracts for adherence to budget and schedule
- Reviews design drawings, data, and specifications for safety, maintenance requirements, and operation from planning through completion
- Comments on and recommends design changes
- Participates in meetings with designer and consultants
- Supports development of documents and plans
- Aids in creating safety, security systems, facilities, and quality assurance certification standards
- Gives technical assistance to auditors and other staff
- Keeps current on design schedules
- Ensures standardization of system designs
- Prepares comprehensive reports and correspondence
- Performs special studies and analysis
- Oversees closeout, rail activation, and startup activities
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of civil, structural, safety, mechanical, and electrical engineering design and construction

Project Engineer

(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing engineering design, construction, and safety practices for a public agency
 - Local building and zoning codes
 - Contract administration and budgeting
 - Project management and control practices
 - Principles of supervision
- Ability to:
 - Compile, analyze, and interpret complex data
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Determine strategies to achieve goals
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, and budgets
 - Travel to offsite locations within a reasonable timeframe
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering or other related field
- 5 years' senior-level experience as an engineer
- Professional certificates/licenses: State of California registration as a Professional Engineer or Architectural Certificate, or ability to obtain within 1 year
- Valid California Class C driver license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards during site visits

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

PUBLIC AFFAIRS MANAGER

Basic Function

To manage a public affairs work unit and perform sensitive and complex duties in support of the Authority's public affairs function

Classification Characteristics

Supervised by: Assistant Director of External Affairs - Public Affairs
Supervises: Senior Public Affairs Officer; Public Affairs Officer; Secretary

Examples of Duties

- Represents the Authority before elected officials and business, professional, civic, governmental, and neighborhood groups regarding Authority policies, decisions, and programs
- Oversees the design and development of strategies, publicity, and programs to promote positive relations and local government and community support for and participation in Authority services
- Oversees preparation and distribution of persuasive or informational community relations materials such as publications or audio-visual materials
- Serves as liaison between Authority management and the community to provide information and express concerns
- Meets and confers with other departments to resolve related concerns
- Assists staff and management in developing of content and materials for presentations
- Prepares reports and correspondence
- Reviews and analyzes local government ordinances and development plans to assess effect on the Authority, develops strategies and recommends action
- Prepares goals, objective, and work plans for the department
- Oversees day-to-day operations of the department; participates in preparation and administration of the budget
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public affairs and community relations
 - Applicable local, state, and federal laws, rules, and regulations
 - Structure and functioning of local governments and public agencies
 - Group dynamics and community organizing techniques



Public Affairs Manager (Continued)

- Modern management theory
- Ability to:
 - Manage the work of a public affairs work unit
 - Design and implement community relations programs for a large public agency
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally, and in writing
 - Represent Authority before the public
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Travel to offsite locations within a reasonable timeframe
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Communications, Political Science, or other related field
- 3 years' senior-level experience performing public affairs or community relations work for a public or governmental agency
- Valid California Class C driver's license
- Master's degree in related field desirable

Special Conditions

- Requires lifting of equipment and promotional materials
- Overtime, on-call, weekend work, and travel may be required

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.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

OFFICE SUPERVISOR

Basic Function

To manage the office administration of a department

Classification Characteristics

Supervised by: Various
Supervises: Clerical and secretarial staff

Examples of Duties

- Provides clerical training
- Develops office systems, procedures, and prepares procedures manuals
- Coordinates general office activities and ensures completion of administrative support projects
- Maintains departmental personnel records and audits department's time sheets
- Monitors, researches, and reports on trends in attendance records
- Processes and resolves problems with time reports and biweekly payroll
- Prepares close-out forms for terminating employees
- Prepares comprehensive reports and correspondence
- Oversees ordering, receipt, distribution, and maintenance of office supplies, equipment, and furniture
- Develops and maintains filing systems, records, and logs, including computerized database files
- Compiles and generates computer reports using on-line, interactive processing on PCs
- Inputs and extracts various information, including confidential data, from mainframe and PCs
- Assists in developing and monitoring department budget
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of general office procedures, supplies, and equipment
 - Applicable local, state and federal law, rules, and regulations governing labor conditions for a public agency
 - PC business software applications

Office Supervisor

(Continued)

- Benefit and human resources policies and procedures
- Principles of supervision
- Ability to:
 - Prepare comprehensive reports and correspondence
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Handle highly confidential information
 - Analyze situations, identify problems, and recommend solutions
 - Compile and analyze data
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Establish and implement policies and procedures
 - Operate computers and general office equipment
 - Establish and maintain complex filing systems
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field and 2 years' responsible secretarial/administrative experience, or
- Associate's degree - Business, Public Administration, or other related field and 4 years' responsible secretarial/administrative experience
- Supervisory or lead experience desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SCHEDULE CHECKING SUPERVISOR

Basic Function

To supervise personnel in the collection of transit service data

Classification Characteristics

Supervised by: Senior Schedule Checker Supervisor

Supervises: Schedule Checker

Examples of Duties

- Oversees the collection of transit service data from field assignments
- Monitors and evaluates quality of computerized schedule checking data
- Maintains computerized data collection system and writes system instructions
- Develops and maintains computer listing of checks conducted
- Establishes weekly checking programs and assignments to ensure transit service data needs are met
- Conducts bidding process and awards bids to Schedule Checkers
- Verifies and monitors daily pay time and mileage submittals
- Conducts field supervision to ensure compliance with Authority rules and regulations
- Oversees the maintenance of personnel records, including updating of vacation, holidays, sick, miss-outs, and discipline records
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of transit schedule checking and work run development
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies in a public agency
 - Schedule making computer software applications
 - Authority transit operations, service areas, and practices and procedures
 - Data collection methods
 - Basic math and recordkeeping
 - Principles of supervision

Schedule Checking Supervisor

(Continued)

- Ability to:
 - Plan, organize, and monitor the collection of schedule checking data from field assignment
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, and recommend solutions
 - Compile, analyze, and interpret complex data
 - Prepare comprehensive reports and correspondence
 - Operate a mainframe, hand-held, and personal computers
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience as a Regular Schedule Checker or Schedule Maker
- 2 years' experience as an Extra Schedule Checker may be substituted for 1 year's experience as a Regular Schedule Checker
- Valid California Class C driver's license

Special Conditions

- On-call work and travel as required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SCHEDULE PLANNER

Basic Function

To oversee the planning and implementation of scheduling projects

Classification Characteristics

Supervised by: Schedules Manager
Supervises: Schedules Supervisor

Examples of Duties

- Establishes goals and priorities for group's scheduling projects
- Develops methods for completing scheduling projects
- Trains group in all aspects of schedulmaking
- Monitors bus and rail service levels to ensure efficient use of equipment and personnel as well as compliance with budget and resource limits
- Assesses scheduling/routing problems and recommends solutions and long-term improvements
- Produces various scheduling reports on operations, financial issues, and equipment/personnel forecasts
- Maintains relationships with and advises other departments and outside agencies
- Coordinates production of public maps, timetables, and related materials
- Updates schedule making manuals, guidelines, and forms
- Works on special projects including estimates of time for service changes, testing new procedures, and rescheduling vehicles
- Coordinates bus/rail schedules for special events
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of transportation planning and scheduling
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies for a public agency
 - Manual and computerized schedule making methods and procedures
 - Statistical and data collection methods
 - Transit routes and area traffic conditions
 - Principles of supervision

Schedule Planner

(Continued)

- Ability to:
 - Read and understand maps, graphs, and other statistical data
 - Exercise judgment and creativity in making decisions
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Prepare comprehensive reports and correspondence
 - Meet tight time constraints and deadlines
 - Analyze situations, identify problems, and recommend solutions
 - Determine strategies to achieve goals
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 3 years' experience performing journey-level schedulmaking and runcutting work using a computerized scheduling or runcutting system or transit operations planning work
- Bachelor's degree - Planning, JStatistics, Business, or other related field desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SCHEDULES MANAGER

Basic Function

To direct the overall schedulmaking production function

Classification Characteristics

Supervised by: Deputy Executive Officer, Planning and Programming
Supervises: Schedule Planner

Examples of Duties

- Manages the planning and preparations of new and revised transit schedules and related reports and materials
- Ensures the operability, cost-efficiency, and labor compliance of all transit schedules
- Evaluates schedules for conformance with union contract regarding work hours, percentage of days off, layover requirements, and all applicable provisions
- Directs and reviews manual and computerized scheduling and runcutting procedures for greater efficiency and training of department staff
- Coordinates the planning and implementation of schedule changes with other departments
- Creates schedules to conform with policy guidelines related to service levels and load standards
- Consults with and advises Authority management and staff on department policies and activities regarding scheduling and labor issues
- Prepares bid assignments and vacation time for Schedule Makers in accordance to labor provisions
- Supervises subordinate staff

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices of transit scheduling and work run development
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies for a public agency
 - Authority routes and service structures
 - Statistical data collection and evaluation methods
 - Data processing related to schedulmaking and runcutting activities
 - Modern management theory

Schedules Manager

(Continued)

- Ability to:
 - Oversee the operations of large-scale schedulmaking projects
 - Compile, analyze, and interpret complex data
 - Utilize and develop computerized schedulmaking tools
 - Exercise judgement and creativity in making decisions
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Planning, Statistics, Business, or other related field
- 3 years' experience supervising schedulmaking and runcutting projects
- Valid California Class C driver's license
- Master's degree in related field desirable

Special Conditions

On-call work and travel as required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SCHEDULES SUPERVISOR

Basic Function

To supervise a work unit in developing and modifying bus and rail service schedules

Classification Characteristics

Supervised by: Schedule Planner

Supervises: Schedule Maker

Examples of Duties

- Plans, organizes, and supervises a work unit in the development and production of transit operating schedules, work runs, and related materials
- Trains schedulmaking staff in all facets of maintaining and building schedules, using manual and computerized techniques
- Conducts complex schedulmaking or work run production assignments
- Oversees preparation of proposals for improving efficiency of schedulmaking and runcutting work based on ridership trend reports
- Identifies operational and service problems, determines data requirements, and requests and analyzes passenger count studies to resolve problems and increase efficiency
- Reviews operating schedules, work runs, and all work assignments for accuracy and compliance with Authority policies, labor provisions, and regulations
- Meets with representatives of other departments, operating divisions, and agencies to discuss work projects, improvement of service, procedures, production of transit schedules, and resolve problems
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of transit schedulmaking and work run development
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies for a public agency
 - Schedulmaking computer software applications
 - Authority transportation operations and service areas
 - Advanced statistical and data collection methods
 - Principles of supervision

Schedules Supervisor

(Continued)

- Ability to:
 - Plan, organize, and monitor the work of a bus and rail service schedule department
 - Perform complex schedulmaking and runcutting work
 - Utilize computerized scheduling and runcutting systems and tools
 - Develop schedule building methods and procedures
 - Compile, analyze, and interpret complex schedule data
 - Analyze situations, identify problems, and recommend solutions
 - Operate computers and general office equipment
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Manage projects from inception to culmination
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' administrative experience in transportation operations OR
- 2 years' experience performing journey-level schedulmaking and runcutting work using a computerized scheduling or runcutting system
- Bachelor's Degree - Planning, Statistics, Business, or other related field desirable

Special Conditions

- May work overtime as required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SCHEDULING APPLICATIONS TECHNICIAN

Basic Function

To prepare and edit transit schedule data electronically transmitted by Schedule Checkers

Classification Characteristics

Supervised by: Scheduling Systems Analyst

Examples of Duties

- Generates various programs using database and spreadsheet software to prepare and edit schedule-related documents
- Downloads data from mainframe computer to microcomputer
- Gives direction to and assists in the training of Schedule Checkers in the recording and transmitting of electronic schedule checking data
- Troubleshoots and resolves routine hardware and software problems related to microcomputers and desktop printers
- Responds to phone calls from Schedule Checkers in the field in the absence of the supervisor concerning work assignments and related matters

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices, of mainframe and personal computer applications, mainframe editing, including job control language, database and spreadsheet software
 - Authority bus routes and schedules
- Ability to:
 - Design report formats
 - Organize and maintain data files and process records in a business application area
 - Ensure that microcomputers and mainframe programs are operational, diagnose

Scheduling Applications Technician

(Continued)

- incorrect data and rectify it
- Interact professionally with various levels of Authority employees and outside representatives
- Communicate effectively orally and in writing
- Understand, interpret, and apply laws, rules, regulations, policies, and procedures
- Prepare reports and correspondence
- Analyze situations, identify problems, and recommend solutions

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Computer Science, Business, or other related field, or equivalent number of units
- 2 years' experience developing and maintaining computerized databases or using personal computer spreadsheet software

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SCHEDULING OPERATIONS PLANNER

Basic Function

To perform planning duties in support of transit operations

Classification Characteristics

Supervised by: Scheduling Operations Planning Supervisor

Examples of Duties

- Researches and prepares reports on transit service, routes, cost efficiency, fare structure, and community impact
- Develops projections and studies of service alternatives and levels, appropriate routes, land use, joint development and value capture and feasibility of options
- Conducts site inspection of proposed routes
- Gathers, compiles, analyzes and applies standard formulas, mathematical computations and statistical methods to data required in assigned projects
- Participates in meetings with Authority staff, public agencies, and community organizations concerning the development or modification of transit service; coordinates planning projects with department and Authority employees
- Prepares Authority planning reports and makes presentations for the Board of Directors, staff, other agencies, and the general public regarding federal grants, legislation, planning projects and Authority services
- Conducts portions of large service analyses and cost-benefit, economic and financial feasibility studies
- Conducts portions of large service analyses and cost-benefit, economic and financial feasibility studies
- Monitors, administers, and evaluates Authority contract and special bus services
- Utilizes computer software applications and systems to complete assigned projects

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of urban transportation planning
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies in a public agency
 - Research methods and practices

Scheduling Operations Planner

(Continued)

- Personal computer business and planning software applications
- Ability to:
 - Conduct planning studies and projects
 - Utilize computer in carrying out assignments
 - Conduct research
 - Compile, analyze, and interpret complex data
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Urban Planning or related field
- 2 years' professional experience performing urban transportation planning work
- Valid California Class C driver license

Special Conditions

- On-call work and travel as required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SCHEDULING OPERATIONS PLANNING MANAGER

Basic Function

To direct the overall operations planning, operations research, and document production functions

Classification Characteristics

Supervised by: Deputy Executive Officer, Planning and Programming
Supervises: Scheduling Operations Planning Supervisor; Senior Statistical Analyst;
Document Production Supervisor; Administrative Aide

Examples of Duties

- Plans and manages short-term and long-term projects involving Authority operations
- Plans, directs, and controls advanced planning projects for bus and rail operations
- Plans, directs, and controls the preparation of reports requested by the Board of Directors
- Represents the Authority in meetings with members of public and private sectors to discuss transit service development
- Records, tracks, diagnoses, and resolves system problems
- Prepares and monitors unit's annual budget
- Assists Deputy Executive Officer with administrative and technical matters and advises of significant project developments
- Prepares comprehensive reports and correspondence
- Reviews data on scheduling, patronage, performance trends, and related information as requested
- Interprets and applies applicable laws, rules, regulations, policies, budgets, and contracts for Operations Planning programs
- Responds to grievances and complaints
- Serves as technical adviser for Deputy Executive Officer in management meetings
- Establishes and monitors budget, goals, objectives, and strategies
- Coordinates functions, projects and assignments within the section and among other Authority units
- Maintains effective working relationship with outside agencies, management, and other Authority directors and units
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of transportation planning and scheduling

Scheduling Operations Planning Manager

(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing transportation policies in a public agency
- Project management techniques
- Authority routes and service structures
- Modern management theory

- Ability to:
 - Oversee the operations of a scheduling operations planning department
 - Manage major planning projects from conception to implementation
 - Prepare comprehensive reports and correspondence
 - Communicate effectively orally and in writing
 - Determine strategies to achieve goals
 - Interact professionally with various levels of Authority employees and outside representatives
 - Mediate and negotiate
 - Represent Authority before the public
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Plan financial and staffing needs
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Transportation or Urban Planning or other related field
- 3 years' supervisory-level experience in transportation planning
- Master's degree - Transportation or Urban Planning or other related field desirable

Special Conditions

- On-call work and travel as required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SCHEDULING OPERATIONS PLANNING SUPERVISOR

Basic Function

To supervise the activities of a specialized planning unit within scheduling operations

Classification Characteristics

Supervised by: Scheduling Operations Planning Manager

Supervises: Senior Scheduling Operations Planner; Scheduling Operations Planner

Examples of Duties

- Develops goals, establishes priorities, reviews and initiates project design, and assigns and monitors work for planning projects
- Prepares reports and makes presentations for the Board of Directors, Authority management, government agencies, and other employees regarding Authority services, including the Corporate Transit Partnership program
- Oversees the design and modification of computer programs and packaged computer routines for use in the analysis of transit system proposals and planning issues for employees and employers
- Oversees development of projections and studies of service alternatives and levels, appropriate routes, land use, joint development, value capture, and feasibility of options
- Oversees and personally conducts the most complex work including market analyses and cost-benefit, economic, and financial feasibility studies for employer projects
- Monitors work performed by consultants; resolves problems with consultants
- Represents the department in meetings with Authority staff, consultants, and outside agencies regarding planning issues
- Recommends policy and project adjustments to meet agency goals and objectives
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of transportation planning and scheduling and budgeting
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies in a public agency
 - Project management techniques
 - Authority routes and service structures
 - Principles of supervision

Scheduling Operations Planning Supervisor

(Continued)

- Ability to:
 - Plan, organize, and monitor the work a scheduling operations planning unit
 - Prepare comprehensive reports and correspondence
 - Communicate effectively orally and in writing
 - Determine strategies to achieve goals
 - Exercise judgement and creativity in making decisions
 - Interact professionally with various levels of Authority employees and outside representatives
 - Represent Authority before the public
 - Analyze situations, identify problems, and recommend solutions
 - Plan financial and staffing needs
 - Compile and analyze complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Urban Planning or related field
- 3 years' scheduling operations planning experience

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SCHEDULING SYSTEMS ANALYST

Basic Function

To perform technical analysis work in support of complex computerized scheduling systems

Classification Characteristics

Supervised by: Scheduling Systems Supervisor

Supervises: Scheduling Systems Technician; Scheduling Applications Technician

Examples of Duties

- Prepares specifications for the development of the scheduling and operations planning application systems
- Oversees development, enhancement, testing, maintenance, and support of computer applications for schedule planning, schedule building, runcutting and data collection systems
- Troubleshoots systems problems related to the scheduling systems
- Reviews technical proposals, application analysis, and design of planning and scheduling systems
- Performs advanced computer systems analysis and design for scheduling and operations planning application systems
- Conducts feasibility studies for scheduling and operations planning application areas
- Interacts with and provides subject matter expertise to consultants and MIS staff for developing, testing, and implementing new systems and enhancing existing systems
- Trains users in the operation of existing, new and enhanced systems
- Supervises subordinate staff
- Represents supervisor as directed

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of systems development
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies for a public agency
 - Schedule building methodology

Scheduling Systems Analyst

(Continued)

- Advanced capabilities of mini, personal, hand-held, large-scale and real-time computers
 - Project management techniques
 - Products used in application systems for scheduling
 - Operations planning and data collection
 - Principles of supervision
- Ability to:
- Plan, organize, and implement new systems and enhance existing systems
 - Coordinate application development and programming activities
 - Write complex computer programs
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Computer Science or related field
- 3 years' developing, operating, or supporting application systems in an IBM mainframe, mini-computer, and/or microcomputer environment
- Valid California Class C driver's license
- Transit scheduling experience desirable

Special Conditions

- On-call work and travel as required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SCHEDULING SYSTEMS MANAGER

Basic Function

To direct the activities of the scheduling systems function

Classification Characteristics

Supervised by: Deputy Executive Officer, Planning and Programming
Supervises: Scheduling Systems Supervisor

Examples of Duties

- Collects data, schedules, assesses needs, and directs Information Technology staff to write Request for Proposals for system enhancements
- Directs system maintenance and enhancement activities
- Records, tracks, diagnoses, and resolves system problems
- Works with ITS to resolve production and system problems
- Prepares and monitors unit's annual budget
- Assists Deputy Executive Officer with administrative and technical matters; advises of significant project developments
- Prepares comprehensive reports and correspondence
- Researches and formulates statistical sampling plans
- Reviews data on scheduling, patronage, performance trends, and related information as requested
- Develops computer programs, using several databases, to create reports
- Attends and represents the department at internal and external meetings
- Serves as technical adviser for Deputy Executive Officer in management meetings
- Keeps current on hardware and software developments
- Interprets and applies applicable laws, rules, regulations, policies, budgets, and contracts for scheduling and RFP development
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of transit planning, scheduling, and budgeting
 - Applicable local, state, and federal laws, rules, and regulations governing public transportation agencies

Scheduling Systems Manager

(Continued)

- Project management techniques
- Programming languages and techniques
- Modern management theory

- Ability to:
 - Oversee the operations of a scheduling systems department
 - Use a variety of computers and programming languages
 - Compile, analyze, and interpret complex data
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Meet tight time constraints and deadlines
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering, Computer Science, Business Administration, or other related field
- 3 years' supervisory-level experience in scheduling systems or planning
- Master's degree in related field desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SCHEDULING SYSTEMS SUPERVISOR

Basic Function

To supervise a work unit in the development, implementation, support, modification, and maintenance of scheduling systems

Classification Characteristics

Supervised by: Scheduling Systems Manager

Supervises: Scheduling Systems Analyst; Senior Schedule Checking Supervisor

Examples of Duties

- Plans, organizes, and supervises a work unit in the development, implementation, maintenance, and support of computer applications for schedule planning, schedule building, runcutting, and data collection systems
- Designs, reviews, and monitors complex computer programs for scheduling and operations planning application systems
- Oversees the development, testing, and implementation of new systems and enhancement of existing systems
- Conducts feasibility studies for scheduling and operations planning computer application areas
- Oversees the training of users regarding new and enhanced systems; provides assistance to users in debugging systems and resolving operating difficulties
- Participates in reviewing technical proposals, application analyses, and design of scheduling systems and planning
- Provides technical guidance to staff from the Information Systems Department and consultants in developing and enhancing application systems
- Assists the Scheduling Systems Manager in the design and development of technical reports related to transit schedule systems and manpower planning
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of systems development, advanced capabilities of mainframe computers, real-time computers, mini-computers, personal computers, and hand-held computers
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies and information systems for a public agency

Scheduling Systems Supervisor

(Continued)

- Project management techniques
 - Programming languages, including COBOL, FORTRAN, IBM JCL
 - Software used in application systems for scheduling, operations planning, and data collection
 - Principles of supervision
- Ability to:
- Plan, organize, and monitor the work of a specialized work unit
 - Oversee development and implementation of new computerized system and enhancement of existing systems
 - Coordinate application development and programming activities
 - Write complex computer programs
 - Prepare comprehensive reports and correspondence
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Compile, analyze, and interpret complex data
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Statistics, Information Systems, or other related field
- 4 years' experience planning, developing, implementing, and supporting large application systems in an IBM mainframe, mini-computer, and/or micro-computer environment

Special Conditions

- On-call work and travel as required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SCHEDULING SYSTEMS TECHNICIAN

Basic Function

To provide paraprofessional support in the preparation, compilation, and reporting of computerized scheduling data

Classification Characteristics

Supervised by: Scheduling Systems Analyst

Examples of Duties

- Compiles and analyzes scheduling data for use in developing and updating departmental automated reports regarding ride checks, point checks, fare surveys, and bus stops and zones
- Prepares program documentation and reports
- Coordinates with and assists Management Information Systems Department staff in developing and modifying mainframe and personal computer programs for departmental use
- Identifies, documents, and corrects performance problems in computer files or other storage media
- Evaluates data management procedures and recommends system improvements
- Trains department personnel in use of mainframe and personal computer hardware and software applications
- Serves as technical resource for departmental problems and questions, on mainframe and personal computer systems, i.e., OS-JCL run streams and utilities
- Generates automated reports using mainframe and personal computers
- Conducts special studies/research projects as assigned

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of personal computer business software applications, such as spreadsheet and database applications, and fourth-generation programming languages
 - Job control language and procedures for setting up a run stream for computer input
 - Data processing terminology and acronyms

Scheduling Systems Technician (Continued)

- Microcomputer capabilities
- Transit route network
- General office practices and procedures
- Ability to:
 - Perform basic programming in fourth-generation languages
 - Design report formats
 - Compile, analyze, and interpret complex data
 - Organize and maintain data files and process records in a business application area
 - Analyze situations and identify problems
 - Prepare documentation and reports
 - Use keyboard terminal for extracting and utilizing data
 - Prepare reports and correspondence
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Computer Science, Business, or other related field
- 1 year's experience programming and developing reports using fourth-generation languages and database management and spreadsheet software

Special Conditions

- May work overtime as required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SECRETARY

Basic Function

To provide secretarial and administrative support for professional staff and/or management

Classification Characteristics

Differs from Senior Secretary in that Secretary performs secretarial work for assigned staff, while Senior Secretary performs secretarial work for an executive staff member or department head.

Supervised by: Various

Supervises: None

Examples of Duties

- Composes, edits, and produces memos, reports, and other correspondence, including confidential material, from transcription and handwritten sources
- Screens and responds to telephone calls and visitors, providing information and resolving problems
- Sets up meetings including notifying and confirming participants, locating and reserving sites, setting up rooms, and providing support materials
- Develops and maintains filing systems, records, and logs, including computerized database files
- Maintains supervisor's daily calendar including appointments and travel arrangements
- Orders and keeps inventory of office supplies
- Processes purchase requisitions
- Sorts and distributes incoming mail
- Coordinates general office activities and administrative support projects and follows up on pending items
- May be required to take and transcribe dictation
- Operates various office equipment

Essential Knowledge and Abilities

- Knowledge of:
 - General office practices and procedures
 - Proper telephone etiquette
 - Personal computer business software applications
 - English usage, correct grammar, punctuation, and spelling
 - Authority's policies and procedures

Secretary
(Continued)

- Ability to:
 - Perform secretarial work
 - Operate computers and general office equipment
 - Communicate effectively orally and in writing
 - Handle highly confidential information
 - Meet tight time constraints and deadlines
 - Take initiative and work independently
 - Establish and adjust priorities
 - Format letters, memos
 - Create and maintain filing and recordkeeping systems
 - Interact effectively with various levels of Authority employees and outside representatives
 - Proofread work and correct errors
 - Type at a corrected rate of 55 words per minute

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' secretarial or clerical experience supplemented by courses in business English and office procedures
- Associate's degree or equivalent units in Office Administration or other related field may be substituted for experience

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR ACCOUNTS REPRESENTATIVE

Basic Function

To coordinate activities of pass and ticket sales network of commissioned and non-commissioned pass selling agencies

Classification Characteristics

Supervised by: Marketing Manager
Supervises: Assistant Accounts Representative

Examples of Duties

- Serves as liaison between the Authority and pass and token selling agencies to provide accurate information regarding the pass/ticket selling program, On Time Performance Warranty Program, and corporate sales
- Coordinates the accounting and collection of monies due the Authority from pass sellers
- Monitors pass and ticket seller sales activities and customer service conduct to ensure adherence to Authority policies and standards
- Projects pass and ticket seller sales and determines amounts from sales for electronic transfer from selling agencies' accounts to the Authority's account
- Ensures prompt remittance of due monies to the Authority
- Determines cancellations of contracts with pass and ticket selling agencies which are in non-compliance of contract
- Visits offsite pass selling agencies to observe operations and ensure compliance with Authority policies and procedures regarding pass sales
- Authorizes cash refunds to patrons for over-payments made through fareboxes and monthly pass refunds and adjustments
- Prepares comprehensive reports and correspondence
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of customer service and sales
 - Applicable laws, rules, and regulations related to prepaid sales and administration, customer services, and Authority operations and programs
 - Business math and basic accounting procedures

Senior Accounts Representative

(Continued)

- Principles of supervision
- Ability to:
 - Plan, organize, and monitor sales activities
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, and budgets
 - Analyze situations, identify problems, and recommend solutions
 - Supervise subordinate staff
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Travel to offsite locations within reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 3 years' experience performing customer relations work in ticket operations or fare media sales
- Valid California Class C driver's 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR ADMINISTRATIVE ANALYST

Basic Function

To provide complex administrative, financial, and system support for an assigned department

Classification Characteristics

Supervised by: Various

Examples of Duties

- Plans and organizes administrative work related to the activities or operations of a department or functional area to which assigned
- Develops and implements project assignments, objectives, policies, procedures, and work requirements
- Considers alternatives and makes recommendations for staffing, facilities, equipment, financial and cost analysis, productivity, policy, or procedure modifications
- Conducts a variety of special projects and programs related to the department
- Confers with and represents the Authority in site visits and meetings with representatives of public agencies, employee and community organizations, citizens' groups, private contractors, vendors, consultants, and the public on various matters as assigned
- Determines analytical techniques and information-gathering processes and obtains required information and data for analysis
- Assists in the development and administration of department budget, including gathering information and monitoring expenditures
- Prepares reports and correspondence
- Coordinates activities and projects with those of other departments

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public administration analysis and budgeting
 - Business computer software applications
 - Office practices, procedures, methods, and equipment
 - Mathematics and business statistics

Senior Administrative Analyst
(Continued)

- Ability to:
 - Perform complex analyst functions
 - Coordinate staff to work as a team in accomplishing tasks
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply, laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Prepare comprehensive reports and correspondence
 - Exercise judgment and creativity in making conclusions
 - Compile, and analyze complex data
 - Plan and coordinate multiple projects
 - Meet critical deadlines
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 3 years' experience performing management, operations, budgetary, or administrative work

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR ARCHITECT

Basic Function

To oversee a work group or project team in performing architectural design of facilities

Classification Characteristics

Supervised by: Supervising Engineer

Supervises: Architect

Examples of Duties

- Plans, organizes, assign, and reviews work related to assigned architectural projects
- Interacts with user departments in response to service requests for facilities improvements to determine functional requirements
- Conducts preliminary studies of scope of work, prepares preliminary designs for projects, and presents alternatives to user departments
- Researches and gathers all details related to construction projects, including site analysis, cost estimates, code requirements, and space functions
- Prepares final design and construction documents
- Oversees consultants' preparation of preliminary design studies, cost estimates, and project schedules of proposed building projects
- Reviews design consultants' work for conformance with Authority design criteria and contract provisions
- Approves construction shop drawings and samples; assists in resolving design issues and interpreting design specifications during construction; initiates or assists in review and approval of construction change orders
- Prepares technical reports and correspondence
- Interacts with local, state, and federal agencies to resolve code, regulation, and legal issues related to the design of projects
- Ensures all facilities are accessible in accordance with the American with Disabilities Act
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of architectural design related to large-scale commercial and industrial facilities
 - Construction methods and materials affecting architectural design
 - Fundamentals of structural, mechanical, electrical, and civil engineering as they

Senior Architect (Continued)

- related to architectural design
- Regulations and codes pertaining to the design and construction of facilities
- Principles of supervision
- Ability to:
 - Perform complex architectural work
 - Analyze and conceptualize architectural designs
 - Prepare architectural schematics, drawings, specifications, and cost estimates
 - Monitor and evaluate the work of design consultants and construction contractors
 - Use computer-aided architectural and drafting tools and products
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Prepare technical reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Travel to offsite locations within a reasonable timeframe
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Architecture or related field
- 5 years' professional architectural experience in design and construction of large commercial and industrial facilities
- Professional certificates/licenses: California registration as a Professional Architect
- Valid California Class C driver's license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazard
- A 3% salary differential will be paid for possession of California registration as a Professional Architect

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR ATTENDANT

Basic Function

To maintain food service and other equipment and provide building maintenance services as requested by departments

Classification Characteristics

Supervised by: General Services Supervisor
Supervises: None

Examples of Duties

- Delivers and arranges beverage service in conference rooms for meetings, training, and other events
- Maintains service equipment and smallwares; washes and sanitizes equipment daily
- Prepares and maintains service forms daily and weekly; ensures accurate billing to appropriate departments
- Coordinates all service requests with cafeteria manager
- Maintains ornamental plants in common areas located in assigned buildings; reports when plants need to be replaced
- Records and monitors beverage and related inventory supplies; records daily beverage and related supply usages; reviews and approves invoices prepared by cafeteria vendor
- Services restroom facilities; checks and replenishes inventory as needed; records monies received from machines
- Arranges conference rooms for various meetings

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of sanitation and safety procedures applicable to food services operations
 - Applicable local, state, and federal laws, rules, and regulations governing food sanitation and safety practices for a public agency

Senior Attendant
(Continued)

- Ability to:
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures
 - Communicate effectively orally and in writing
 - Perform basic mathematical calculations
 - Prepare reports and forms
 - Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 1 year's experience servicing food equipment or in general building maintenance

Special Conditions

- Must be able to work weekends or evenings when Board meetings are scheduled

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR CASH COUNTING SUPERVISOR

Basic Function

To oversee counting and sorting of all farebox revenues received by the Authority

Classification Characteristics

Differs from Cash Counting Supervisor in that Senior Cash Counting Supervisor is responsible for overseeing the overall cash counting activities, while Cash Counting Supervisor is a first-level supervisor over cash counting personnel.

Supervised by: Cash Operations Manager

Supervises: Cash Counting Supervisor

Examples of Duties

- Directs the processing of all farebox revenues
- Establishes and implements policies, procedures, safety and work standards, and controls
- Verifies accuracy of daily cash summaries, bank deposit slips, and various reports
- Coordinates and performs searches of employees and belongings
- Supplies maintenance divisions with cash vaults
- Prepares reports and work schedules
- Performs minor repairs on equipment
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of financial recordkeeping, banking, and basic accounting procedures
 - Farebox equipment
 - Principles of supervision
- Ability to:
 - Plan, organize, and monitor the work of a cash counting department
 - Learn Authority fares and tariffs

Senior Cash Counting Supervisor (Continued)

- Prepare comprehensive reports and correspondence
- Balance cash transactions
- Operate computers and general office equipment
- Meet tight time constraints and deadlines
- Meet precision and productivity demands
- Perform highly repetitive work
- Establish and implement policies and procedures
- Compile and analyze complex data
- Exercise judgment and creativity in making decisions
- Think and act independently
- Determine strategies to achieve goals
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees and outside representatives
- Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 3 years' experience performing accounting, cashiering, or bookkeeping work

Special Conditions

- Must pass security clearance check
- Must wear safety shoes during the performance of duties
- Subject to periodic unannounced searches of person and belongings
- May move objects weighing up to 50 pounds

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR CASHIER

Basic Function

To supervise receipt, disbursement, and verification of records relating to Authority receipts and payments

Classification Characteristics

Differs from Cashier in that Senior Cashier performs first-level supervisory duties in the Cashier's Office, while Cashier performs routine cashier duties

Supervised by: Treasurer
Supervises: Cashier

Examples of Duties

- Plans, assigns, monitors, and evaluates work of subordinates
- Trains and advises subordinates
- Recommends and implements policies, procedures, and work standards
- Reviews and approves petty cash requests
- Prepares cash transaction reports, as well as payroll, operation fund, and special checks
- Processes garnishments, support payments, Chapter XIII, and tax levies
- Addresses inquiries from IRS and State tax agencies
- Reconciles daily bank statements with Authority statements for all accounts
- Checks bank deposits against investments, transfers of funds, and cash reports
- Processes receipts and disbursements
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of financial recordkeeping, banking, and basic accounting procedures
 - Applicable tax regulations and bankruptcy process
 - Principles of supervision

Senior Cashier
(Continued)

- Ability to:
 - Balance and reconcile cash transactions
 - Learn Authority fares and tariffs
 - Prepare comprehensive reports and correspondence
 - Communicate effectively orally and in writing
 - Operate computers and general office equipment
 - Meet tight time constraints and deadlines
 - Meet precision and productivity demands
 - Perform highly repetitive work
 - Handle highly confidential information
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' cashiering experience

Special Conditions

- Must pass a security clearance check

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR COMMUNICATIONS OFFICER

Basic Function

To supervise, plan, and implement programs and materials to describe and promote various services, goals, and objectives of the Authority and acquire revenue/sponsorship programs

Classification Characteristics

Supervised by: Communications Manager; Marketing Manager
Supervises: Communications Officer

Examples of Duties

- Assists in the development of marketing plans and coordinates marketing strategies for the Authority's promotional sales and joint advertising promotional programs
- Plans, implements, monitors, and evaluates projects designed to promote the Authority's services, which may include bilingual materials
- Interacts with private sector, governmental, and community representatives to develop joint advertising programs (including bilingual programs), promote Authority services, and solicit enrollment in Authority promotional programs
- Plans and supervises development, procurement, and implementation of market research studies
- Develops proposals and drafts contracts for executive joint promotional programs
- Researches and analyzes current data on Authority transit routes, services, and customers
- Prepares Request For Proposals for promotional services; negotiates and monitors contracts to ensure compliance with project/program goals
- Acts as bilingual representative (if appropriate) of the Authority at various functions and events
- Forecasts and monitors budget for department and major marketing events
- Supervises maintenance of video/film library
- Scouts locations to shoot videos/films and coordinates shooting schedules
- Prepares or directs vendors in preparing narrative, statistical, graphic, and tabular reports and displays
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of marketing, research, sales, and

Senior Communications Officer
(Continued)

- promotional methods
- Script/promotional writing
- Printing, graphic, and photographic communications methods
- Video/film production procedures and equipment
- Principles of supervision

Ability to:

- Conduct market research studies
- Compile and analyze complex data
- Apply sales/marketing techniques to create and execute revenue-producing campaigns
- Exercise judgement and creativity in making recommendations
- Create and implement effective promotional projects
- Represent the Authority before the public
- Prepare speeches, promotional copy, and other materials
- Interact professionally with various levels of Authority employees and outside representatives
- Communicate effectively orally and in writing
- Edit literature for the general public
- Supervise subordinate staff
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Marketing, Communications, or other related field
- 3 years' journey-level experience performing marketing, public relations, sales, or promotional work
- 1 year's experience supervising subordinate staff desirable
- Valid California Class C driver license

Special Conditions

- May be required to work evenings and weekends

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR CUSTOMER INFORMATION SUPERVISOR

Basic Function

To provide supervision to Customer Information supervisory personnel and oversee day-to-day operations of the Customer Information Center

Classification Characteristics

Differs from Customer Information Supervisor in that Senior Customer Information Supervisor trains and supervises supervisory personnel assigned to various shifts, while Customer Information Supervisor supervises customer information clerical personnel on an assigned shift

Supervised by: Customer Information Manager
Supervises: Customer Information Supervisor

Examples of Duties

- Monitors, assists, and directs the work of Customer Information Supervisors
- Schedules, assigns, and reviews work of Customer Information Supervisors
- Advises and trains customer information supervisory personnel on department policies, procedures, and equipment use; ensures adherence to Authority and department policies and procedures
- Maintains records of temporary and permanent bus service changes
- Logs and assigns summary schedule, routes of lines, maps, fares, stops, detour notices, and other information sources for placement in telephone information resource books
- Prepares a variety of statistical and narrative reports and correspondence
- Prepares and monitors section budget
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of customer relations
 - Authority operating lines, routes, schedules, tariffs, regulations, and practices
 - Streets, communities, and major points of interest within the greater Los Angeles area
 - Knowledge of TCU contract
 - Rules and procedures of providing customer information

Senior Customer Information Supervisor
(Continued)

- Use and operation of the Computerized Customer Information System (CCIS)
- Principles of supervision

- Ability to:
 - Plan, organize, and monitor customer information activities
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, and recommend solutions
 - Maintain accurate records
 - Supervise subordinate staff
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience as a Customer Information Supervisor

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR DRAFTING TECHNICIAN

Basic Function

To supervise drafting personnel and prepare, update, and revise complex engineering drawings and plans utilizing Computer-Aided Design (CAD)

Classification Characteristics

Supervised by: Supervising Engineer; Senior Engineer
Supervises: Drafting Technician

Examples of Duties

- Prepares, revises, and updates complex engineering and architectural drawings, plans, and blueprints using manual and CAD methodologies
- Reviews and inspects drawings for compliance with Authority requirements and approved specifications; revises engineering and architectural drawings to incorporate design changes
- Performs complex engineering-related mathematical calculations
- Prepares material costs and quantity estimates on projects based on engineering drawings
- Conducts and recommends specialized training of personnel in CAD and related software programs
- Monitors drafting requests utilizing Dbase III
- Establishes standards and procedures for converting, sorting, and distributing drawings to microfilm (aperture cards); indexes technical manuals and reference materials in Technical Library
- Recommends yearly capital equipment acquisitions; evaluates new drafting hardware and software
- Ensures all CAD equipment is maintained and serviced
- Travels to various Authority facilities/installations to document and prepare engineering drawings for the installation and modification of equipment
- Prepares charts and graphs for presentations
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of engineering drafting

Senior Drafting Technician

(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing engineering and architectural design and construction
- Computer-aided drafting and design software applications
- Engineering, architectural, and construction terminology and concepts
- Basic engineering and/or architectural mathematics
- Principles of supervision

- Ability to:
 - Perform complex drafting work
 - Prepare complex drawings, plans, and blueprints
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Manage projects from inception to completion
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- College-level courses in architectural or engineering design and computer-aided design/drafting systems
- 3 years' experience performing engineering drafting work
- Bachelor's degree - Related field, or 3 years' additional experience desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR ENGINEER

Basic Function

To oversee a work group, project team, and engineering or construction contracts

Classification Characteristics

Supervised by: Supervising Engineer
Supervises: Engineer

Examples of Duties

- Plans, organizes, assign, and reviews work related to assigned engineering projects
- Monitors and directs consultants and construction contractors and prepares change orders for contracts
- Prepares engineering designs for new projects
- Reviews, analyzes, and approves shop drawings for conformance to design specifications
- Prepares technical reports, feasibility studies, economic analyses, memos, and letters
- Performs testing and inspects construction sites for proper installation or modification
- Reviews designs for constructability and cost-effectiveness
- Prepares engineering reports for final review, approval and publication
- Prepares specifications, requests for proposals, and consultant statements of work; administers professional services contracts
- Interprets building and construction codes and safety orders
- Assists in evaluating requests for proposals

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of civil, mechanical, structural, electrical, or environmental engineering
 - Applicable local, state, and federal laws, rules, and regulations governing engineering and construction design specifications
 - Telecommunication systems
 - Design, construction, and equipment fabrication
 - Local building and zoning codes
 - Engineering mathematics and computer applications
 - Project management and control practices

Senior Engineer (Continued)

- Ability to:
 - Perform complex engineering work
 - Exercise lead authority over professional staff
 - Exercise judgement and creativity in making decisions
 - Determine strategies to achieve goals
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Prepare comprehensive reports and correspondence
 - Manage projects from conception to culmination
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering or related field
- 5 years' journey-level experience performing engineering work in appropriate discipline
- Professional certificates/licenses: State of California registration as a Professional Engineer
- Valid California Class C driver license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR EQUAL OPPORTUNITY PROGRAMS REPRESENTATIVE

Basic Function

To perform complex-level work in support of the Authority's Equal Opportunity Programs

Classification Characteristics

Supervised by: Equal Opportunity Programs Manager
Supervises: Equal Opportunity Programs Representative; Assistant Equal Opportunity Programs Representative

Examples of Duties

- Sets DBE participation goals for contracts
- Presents DBE information to contractors and subcontractors
- Gathers information, documents, and records from applicants
- Counsels applicants on requirements of DBE certification
- Determines DBE eligibility
- Conducts site reviews to verify information
- Participates on contract negotiation committees
- Recommends contract awards
- Attends denial hearings and appeals
- Responds to public inquiries about upcoming bids
- Leads team of subordinates and monitors activities
- Monitors contracts for disadvantaged business enterprise (DBE), labor, and OUI compliance
- Evaluates training needs, then assembles and presents information to managers/supervisors
- Represents department at internal and external meetings
- Prepares reports and various other correspondence
- Develops OUI plans
- Analyzes gender/ethnic makeup of departments
- Investigates and makes recommendations regarding internal/external discrimination complaints
- Ensures compliance with ADA
- Monitors contractors' payroll to ensure labor compliance
- Conducts field audits for OUI compliance
- May act as editor for DBE newsletter
- May recommend changes in DBE/OUI enforcement procedures



Senior Equal Opportunity Programs Representative (Continued)

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of equal employment opportunity administration
 - Applicable local, state, and federal laws, rules, and regulations pertaining to DBE contracts and ADA/EEO compliance
 - Contract administration
 - Investigative and interview techniques

- Ability to:
 - Lead work teams as assigned
 - Perform work in support of equal opportunity administration
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Compile and analyze complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Public Administration or related field
- 3 years' journey-level experience implementing equal opportunity programs
- Valid California Class C driver's license

Special Conditions

- Occasional exposure to physical, weather, mechanical, electrical, and chemical hazards during site visits

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.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR EQUIPMENT MAINTENANCE INSTRUCTOR

Basic Function

To oversee the activities of the equipment maintenance instruction function

Classification Characteristics

Supervised by: Director of Operations Support Services
Supervises: Equipment Maintenance Instructor; Mechanic

Examples of Duties

- Plans and coordinates weekly training classes
- Develops, implements, and maintains established yearly training schedule
- Ensures all training provided is documented on employees' personnel records
- Confers with management to determine training needs assessment for equipment maintenance personnel
- Oversees the development of new training programs to ensure technological changes are incorporated into curriculum
- Ensures EPA and AQMD programs are implemented and yearly permits are up-to-date
- Stays current on new and evolving equipment and procedures and ensures subordinate staff is properly trained
- Testifies as expert technical witness at selected trials and hearings
- Develops and coordinates management enhancement programs
- Reviews and directs Equipment Manufacturer Training Programs for use at divisions
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of equipment maintenance, mechanical training, and planning
 - Applicable local, state, and federal laws, rules, and regulations governing vehicle maintenance and smog emission standards
 - Technical vehicle inspection/configuration audit inspections
 - Principles of supervision

Senior Equipment Maintenance Instructor (Continued)

- Ability to:
 - Plan, organize, and administer equipment maintenance training programs
 - Communicate effectively orally and in writing
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Compile and analyze complex data
 - Interact professionally with various levels of Authority employees and outside representatives
 - Travel to offsite locations within a reasonable timeframe
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Mechanical Engineering, Business Administration, or other related field
- 2 years' experience developing and conducting training in equipment maintenance
- Valid California Class C driver license

Special Conditions

- Exposure to weather, physical, electronic, mechanical, and chemical hazards

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR EQUIPMENT MAINTENANCE SUPERVISOR

Basic Function

To oversee the activities of the non-revenue equipment maintenance division or major production activity

Classification Characteristics

Supervised by: Equipment Maintenance Manager
Supervises: Equipment Maintenance Supervisor; Equipment Service Supervisor;
Field Equipment Technician

Examples of Duties

- Plans, directs, organizes, and assigns the work of equipment maintenance personnel at the non-revenue equipment division or production activity
- Oversees the production planning and material requirements of the Regional Rebuild Center (RRC)
- Oversees preventive maintenance program and ensures all requirements are accomplished in a correct and timely manner
- Administers labor contracts; disciplines and counsels employees as necessary; conducts first-level grievance processes and hearings
- Monitors compliance to safety and hazardous material regulations, codes and policies; conducts weekly safety meetings
- Reviews input and output of Vehicle Maintenance System to ensure accuracy of data
- Identifies parts, materials, and supplies needed to maintain productivity levels
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of repair and maintenance of engines, parts, components and electrical systems of diesel, gasoline, and alternate fuels vehicles
 - Applicable local, state, and federal laws, rules, and regulations relating to safety practices and hazardous material handling and disposal
 - Hazardous material handling and disposal
 - Quality control standards for repair and maintenance of diesel or alternate fuels engines, transmissions, electrical systems, vehicle bodies, and carriages
 - Principles of supervision

Senior Equipment Maintenance Supervisor (Continued)

- Ability to:
 - Plan, organize, and monitor the work of an equipment maintenance function
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Communicate effectively orally and in writing
 - Troubleshoot, diagnose, and develop resolutions for equipment problems
 - Analyze situations, identify problems, and recommend solutions
 - Prepare reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Operate computers and VMS terminal
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Related field or equivalent training from a recognized trade school
- 2 years' supervisory-level experience in the repair and maintenance of diesel, gasoline, or alternate fuels vehicles
- Valid California class C driver license
- Bachelor's degree in related field desirable

Special Conditions

- Overtime, on-call, weekend/holiday work required when necessary
- Exposure to electrical, mechanical, chemical, and physical hazards

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR ETHICS OFFICER

Basic Function

To provide professional support for the ethics and lobby registration function

Classification Characteristics

Supervised by: Ethics and Lobby Registration Manager

Examples of Duties

- Develops and provides training to Authority staff on ethics policies and practices
- Develops and provides training and gives presentations to outside vendors and consultants and potential vendors at pre-bid and pre-proposal conferences on MTA lobby registration regulations
- Prepares reports, opinions, and other correspondence related to ethics policies and lobby registration regulations
- Conducts research regarding ethics principles and practical applications
- Advises Authority staff and other interested parties regarding the application of the ethics policy, Political Reform Act, and Lobby Registration Regulations
- Prepares Conflict of Interest reports for Board and committee meetings
- Works with Inspector General staff in investigating and resolving violations of the ethics policy
- Monitors and reviews annual financial disclosure statements filed by staff in compliance with Conflict of Interest laws

Essential Knowledge and Abilities

- Knowledge of:
 - Applicable local, state, and federal laws, rules, and regulations governing conflict of interest, ethics, and lobby registration
 - Authority's policies and procedures
 - California Political Reform Act of 1974
- Ability to:
 - Perform complex work in support of the Authority's ethics and lobby registration function
 - Analyze situations, identify problems, and recommend solutions

Senior Ethics Officer
(Continued)

- Understand, interpret, and apply, laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Prepare comprehensive reports and correspondence
- Exercise judgment and creativity in making conclusions
- Compile, and analyze complex data
- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees and outside representatives
- Prepare and give training and presentations

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Planning, Accounting, or other related field
- 3 years' experience performing work in support of ethics programs or compliance with various regulatory laws

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR GRAPHIC ARTIST

Basic Function

To design and produce a wide range of complex graphic artwork for various Authority departments

Classification Characteristics

Supervised by: Graphics Arts Manager

Supervises: None

Examples of Duties

- Produces flyers, brochures, report covers, forms, signage, stationery design, organizational charts, and flow diagrams using personal computer
- Designs specialty and promotional items from inception to camera-ready artwork and final layouts
- Prepares, modifies, and maintains maps, charts, and graphs
- Prepares non-computer-generated mapping using Rapideograph Pens and Letraset Flex Tapes
- Requests bids from printing and typesetting companies and prepares printing and type specifications
- Consults with staff on graphic design needs and problems
- Coordinates with outside vendors in obtaining estimates and services
- Selects color, paper, and type style to be used
- Arranges photo sessions, and works with staff and vendors to produce completed projects
- Files and indexes artwork and other materials and documents for storage and retrieval

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of equipment used in the production of graphic art, including printing, photo reproduction, and production of camera-ready art
 - Illustration and visual aid presentation
 - Mac Intosh computer, FreeHand, PageMaker, and related software
 - Design and production

Senior Graphic Artist (Continued)

- Ability to:
 - Independently direct outside illustrators and photographers when necessary
 - Maintain accurate files
 - Present portfolio
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Effectively organize work and establish appropriate priorities
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- High school diploma
- 3 years' journey-level experience in graphic design and technical illustration
- College or technical-school training in commercial art may be substituted for experience on a year-for-year basis to a maximum of 2 years
- Experience working with a variety of graphics and desk-top publishing software desirable

Special Conditions

- Frequent use of graphic artist knives, paper-cutters, and chemicals such as rubber cement, paint, and other types of spray materials

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR INSPECTOR GENERAL INVESTIGATOR

Basic Function

To conduct complex investigations of fraud, waste, and abuse of Authority resources

Classification Characteristics

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

Differs from Inspector General Investigator in that Senior Inspector General Investigator exercises lead or supervisory responsibility for a team, while Inspector General Investigator performs journey-level work.

Supervised by: Deputy Inspector General - Investigations
Supervises: Inspector General Investigator

Examples of Duties

- Plans, organizes, and conducts complex investigations involving fraud, white collar crimes, waste and abuse of Authority resources, employee integrity and misconduct
- Performs investigations of violations of federal, state, or local laws and regulations, covering fraudulent activities by Authority employees, contractors, officers, or vendors
- Works with appropriate prosecuting and law enforcement agencies including United States Attorney General, State Attorney General, District Attorney, or City Attorney
- Serves as project leader or supervises team members when conducting complex investigations
- Recommends corrective action to resolve problems, abuses, and deficiencies which may exist
- Presents investigative findings both orally and in writing for determination of the prosecutive merits of the case
- Testifies before grand juries, courts, or administrative hearings on results of completed investigations

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of criminal rules of evidence, constitutional rights, search and seizure procedures, court procedures to be followed in criminal matters, formal hearings, and administrative actions

Senior Inspector General Investigator

(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing criminal investigations involving Authority employees, officers, vendors, or contractors
- Specialized investigative techniques
- Interrogation methods

- Ability to:
 - Conduct complex criminal investigations
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgement and creativity in making conclusions
 - Compile and analyze complex data
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Criminal Justice, Law, Business, Public Administration, or other related field
- 5 years' experience in complex investigations of fraud, waste, and abuse
- Valid California Class C driver's license

Special Conditions

- May be required to travel to various locations

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR MEDIA RELATIONS REPRESENTATIVE

Basic Function

To perform complex media relations work

Classification Characteristics

Supervised by: Media Relations Manager

Examples of Duties

- Prepares press releases, speeches, information and promotion packages, articles, and letters
- Serves as lead liaison with the media
- Provides information to the media
- Plans, develops, and conducts news conferences
- Maintains professional relationships with reporters and editors
- Arranges interviews for Authority officials with the media
- Coordinates photographic and audiovisual services
- Deals with photographic vendors and monitors their expense accounts
- Coordinates production and distribution of press kits
- Coordinates media projects for special events
- Interviews people associated with news events
- Collects and analyzes information from other departments for inclusion in final products
- Serves as spokesperson in case of Authority accidents or emergencies
- Prepares and counsels Authority officials for interviews and media strategies
- May be required to translate material into other languages

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of print and broadcast communications
 - Laws, rules, and regulations governing the disclosure of information by a public agency
 - Public relations
- Ability to:
 - Perform complex media relations work
 - Gather, assess, and summarize information for public distribution
 - Prepare comprehensive reports, correspondence, press releases, speeches, information and promotion packages, and articles



Senior Media Relations Representative (Continued)

- Communicate effectively orally and in writing
- Represent Authority before the public
- Analyze situations, identify problems, and recommend solutions
- Exercise judgment and creativity in making decisions
- Think and act independently
- Compile and analyze complex data
- Understand, interpret, and apply laws, rules, regulations, policies, and procedures
- Interact professionally with various levels of Authority employees and outside representatives
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - English, Journalism, Public Relations, or other related field
- 3 years' journey-level experience performing journalism, media relations, communications, or marketing work
- Valid California Class C driver's license

Special Conditions

- Occasional exposure to weather and physical hazards
- On call, weekend work, and travel is required

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.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR RAIL EQUIPMENT MAINTENANCE SUPERVISOR

Basic Function

To supervise rail vehicle maintenance supervisory and technical personnel in the maintenance of light or heavy rail transit vehicles

Classification Characteristics

Supervised by: Rail Equipment Maintenance Manager
Supervises: Rail Equipment Maintenance Supervisor

Examples of Duties

- Directs the implementation of preventative and corrective maintenance programs for rail vehicles
- Coordinates and resolves problems with material shortage, inventory, procurement, and usage with Material Department
- Assists with the development of standard operating procedures for rail division operations
- Monitors work performance of subordinate staff in accordance with established work production standards
- Conducts or participates in first-line disciplinary and grievance hearings
- Directs inspecting, testing, and acceptance procedures of new equipment and equipment modifications; recommends design and engineering changes to equipment
- Assesses technical training needs of staff assigned to rail operations
- Analyzes new procedures and techniques for maintaining equipment and incorporates them into the department's training curriculum
- Represents the department and the Authority to other departments, outside agencies, vendors, and others
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles and practices of repair and maintenance of transit rail vehicles and electronic/electrical subsystems
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies for a public agency
 - Sources of supply and manufacturing techniques
 - Quality control standards for manufacture and maintenance of electrical motors, gear boxes, electrical systems, vehicle bodies, and carriages

Senior Rail Equipment Maintenance Supervisor

(Continued)

- Shop math and statistical testing methods
- OSHA and other safety and environmental regulations related to vehicle maintenance
- Principles of supervision

- Ability to:
 - Plan, organize, and monitor the work of a rail equipment maintenance work unit
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Compile analyze, and interpret complex data
 - Plan and manage projects from inception to completion
 - Troubleshoot, diagnose, and resolve equipment problems
 - Construct equipment testing processes and equipment
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Electronics, Electrical Engineering, or other related field, or equivalent training from a recognized trade school
- 2 years' supervisory-level experience in the repair and maintenance of transit rail vehicles
- Valid California Class C driver license

Special Conditions

- Required to work irregular hours, nights, and weekends when necessary and respond to emergencies on 24-hour, 7 days-a-week basis
- Some positions require travel to out-of-state manufacturing sites

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR REAL ESTATE OFFICER

Basic Function

To perform complex real estate work in the appraisal, acquisition, relocation or environmental investigation

Classification Characteristics

Supervised by: Real Estate Manager
Supervises: Real Estate Officer

Examples of Duties

- Prepares written and oral reports, resolutions, correspondence and legal documents
- Maintains real estate records and computer files
- Meets with other departments/divisions, property owners and tenant, business and community groups to make presentations or respond to inquiries
- Assists in preparing real estate budget
- Processes payment requests

Appraisal Services

- Reviews real estate appraisals
- Solicits, reviews, and evaluates appraisal proposals
- Prepares work specifications and plans for selection and guidance of independent appraisers
- Prepares value estimates for sales and rental of real property
- Compiles budget reports estimating real estate acquisition costs

Acquisition Services

- Reviews title reports, appraisals, and similar supporting documents and reports
- Negotiates with property owners or their agents for purchase or voluntary transfer of property
- Prepares offers, purchase agreements, escrow instructions, and other legal documents
- Serves as liaison among all parties involved in purchase, such as construction staff, consultants, contractors, attorneys, etc.
- Coordinates relocation services and explains relocation benefits when required
- Prepares parcel information for condemnation attorneys
- Supervises subordinate staff

Senior Real Estate Officer
(Continued)

Real Estate Services

- Reviews claims and supporting documents for relocation payments
- Coordinates relocation assistance and services with outside consultants
- Coordinates environmental Emergency Response Services as required
- Serves as liaison among all parties involved in pre-acquisition environmental services

Property Management Services

- Manages property not required for immediate projects including rental collection
- Manages real estate contract portfolio for revenue and non-revenue property revenue and non-revenue producing
- Conducts field inspections and respond to complaints
- Researches and recommends market rental values
- Negotiates and prepares leases, licenses, easements, and permits

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of appraisal, real estate acquisition, relocation, property management, environmental, condemnation, contracts, and general real estate law
 - Applicable local, state, and federal laws, rules, and regulations governing real estate practices, including the Uniform Relocation and Acquisition Act
 - Principles of supervision
- Ability to:
 - Negotiate favorable real estate transactions, prepare appropriate contract documentation, and recommendation appropriate strategies
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Work under time constraints to meet deadlines
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Mediate and negotiate
 - Compile and analyze complex data
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Senior Real Estate Officer
(Continued)

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Real Estate, or other related field
- 3 year's journey-level experience performing work in Real Estate, Appraisal, Acquisition, Property Management and Environmental functions
- Valid California Class C driver's license

Special Conditions

- Occasional exposure to weather and physical hazards during field visits

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.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR RAIL TRANSIT OPERATIONS SUPERVISOR

Basic Function

To supervise a work group of Rail Transit Operations Supervisors in the coordination and monitoring of rail operations

Classification Characteristics

Supervised by: Central Control Facility Manager

Supervises: Rail Transit Operations Supervisor; Closed Circuit Television Observer

Examples of Duties

- Monitors, assists, and directs the work of Rail Transit Operations Supervisors in coordinating rail operations during complex or emergency situations
- Schedules and assigns work to Rail Transit Operations Supervisors on a daily or weekly basis
- Provides assistance and direction to ensure safe operations of the main rail lines and compliance with rules, regulations, and procedures
- Performs administrative assignments in areas such as methods and procedures, manpower planning, computerization support, and equipment and materials testing and utilization
- Prepares or revises training materials and conducts training programs for Rail Transit Operations Supervisors; plans instruction activities for Train Operators
- Conducts tests of radio communications equipment to ensure they meet established operating standards
- Maintains records and prepares statistical and narrative reports
- Conducts accident investigations and makes accident reduction and safety recommendations
- Prepares revisions to procedures manuals
- Works as a Red Line Communications Controller as needed
- Fills in for Controllers for breaks or during staff shortage
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public transit or rail operations
 - Applicable local, state, and federal laws, rules, and regulations governing public transit rail systems

Senior Rail Transit Operations Supervisor

(Continued)

- Rail operating lines, time schedules and fares
 - Rail Operations Department operating policies, procedures, and rules
 - Federal Communications Commission and California Vehicle Code regulations
 - Operations of computerized communications systems and closed circuit television (CCTV)
 - Principles of supervision
- Ability to:
- Plan, organize, and monitor the work of a rail operations work unit
 - Develop and implement training programs
 - Operate and diagnose problems related to radio communication systems, including voice, radio, and computer-aided dispatch equipment
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Communicate effectively orally and in writing
 - Prepare reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Exercise judgement and creativity in making decisions
 - Analyze situations, identify problems, and recommend solutions
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience as a Rail Transit Operations Supervisor
- Valid California Class B driver's license and medical certificate

Special Conditions

- May be required to work irregular hours, nights, and weekends when necessary, and respond to emergencies on a 7-days a week, 24-hour basis

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR SECRETARY

Basic Function

To provide secretarial and administrative support for a deputy executive officer or department head

Classification Characteristics

Differs from Executive Secretary in that Senior Secretary performs secretarial work for a deputy executive officer or department head, while Executive Secretary performs secretarial work for an executive officer.

Supervised by: Deputy Executive Officer; department head
Supervises: None

Examples of Duties

- Composes, edits, and produces memos, reports, and other correspondence, including confidential material, from transcription and handwritten sources
- Screens and responds to telephone calls and visitors, providing information and resolving problems
- Develops and maintains filing systems, records, and logs
- Coordinates general office activities and administrative support projects and follows up on pending items
- Maintains supervisor's daily calendar including appointments and travel arrangements
- Prepares and processes various forms and standardized reports
- Sets up meetings including notifying and confirming participants, locating and reserving sites, setting up room, and providing support materials
- May assign work to and train other secretarial and clerical staff
- May be required to take and transcribe dictation

Essential Knowledge and Abilities

- Knowledge of:
 - General office practices and procedures
 - Proper telephone etiquette
 - Personal computer business software applications
 - Filing systems and recordkeeping practices
 - Authority's policies and procedures

Senior Secretary
(Continued)

- Ability to:
 - Operate computers and general office equipment
 - Communicate effectively orally and in writing
 - Handle highly confidential information
 - Meet tight time constraints and deadlines
 - Take initiative and work independently
 - Establish and adjust priorities
 - Format reports, letters, and memos
 - Maintain filing and recordkeeping systems
 - Interact effectively with various levels of Authority employees and outside representatives
 - Proofread work and correct errors
 - Type at a corrected rate of 55 words per minute

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 4 years' secretarial or clerical experience or
- Associate's degree - Office Administration or other related field and 2 years' secretarial or clerical experience

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR SCHEDULE CHECKING SUPERVISOR

Basic Function

To manage the schedule checking function

Classification Characteristics

Supervised by: Scheduling Systems Supervisor

Supervises: Schedule Checker Supervisor

Examples of Duties

- Develops and plans schedule checking programs
- Oversees the preparation of daily work assignments for Schedule Checkers to ensure conformance with contract provisions and efficient utilization of personnel
- Conducts Schedule Checker bidding process to determine work assignments, days off, holidays, and vacations; oversees displacement process
- Monitors the productivity and work quality of the schedule checking function and takes remedial action as warranted
- Conducts hearings for Schedule Checkers in violation of Authority policies or labor provisions
- Oversees the distribution of checking materials to field personnel
- Travels to various work sites to monitor and evaluate performance of Schedule Checkers and resolve problems which may arise
- Assists with the development and implementation of computerized schedule checking systems and tools
- Trains supervisors in the implementation of schedule checking computerized systems and procedures
- Interacts with various department personnel, Authority staff, and outside representatives to resolve schedule checking, payroll, personnel, and labor problems
- Prepares reports and correspondence
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of systems transportation operations schedule checking
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies for a public agency

Senior Schedule Checker Supervisor (Continued)

- Schedule checking computer equipment and software applications
- Authority transportation operations, service areas, practices, and procedures
- Data collection methods
- Principles of supervision
- Ability to:
 - Oversee the work of a specialized unit
 - Utilize computerized schedule checking systems and tools
 - Compile, analyze, and interpret complex data
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Manage projects from inception to culmination
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience supervising the collection of transit service data
- Valid California Class C driver's license

Special Conditions

- On-call work and travel as required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR STATISTICAL ANALYST

Basic Function

To supervise the transit research work group within operations planning

Classification Characteristics

Differs from Statistical Analyst in that Senior Statistical Analyst supervises the statistical analysis work group and performs the most complex statistical analysis work, while Statistical Analyst performs journey-level statistical analyses work

Supervised by: Scheduling Operations Planning Manager

Supervises: Statistical Analyst; Statistical Assistant

Examples of Duties

- Plans, organizes, and oversees the statistical methods applied to the collection and analyses of transit service data
- Develops analytical methods for special studies; gathers, interprets, analyzes information and prepares and presents recommendations
- Devises strategies for collecting, analyzing, and using transit data
- Develops and designs quasi-experimental research to investigate issues and test proposed plans
- Establishes valid and reliable measures
- Uses statistical software packages such as Statistical Package for Social Sciences (SPSS) to perform descriptive, time-series, variance, and multiple regression analysis
- Interprets and summarizes findings and makes recommendations to management
- Prepares comprehensive reports and correspondence
- Directs field and archival data collection
- Works with other departments to ensure collected data is reliable and adequate
- Guides and critiques other staff and consultants on research design, sampling strategies, analysis methods, and further research
- Represents department and Authority at meetings, conferences, and in publications
- Promotes the use of research methods and statistical analysis in the policymaking process
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Research and statistical theories and methods

Senior Statistical Analyst (Continued)

- SPSS and other computer programs
- Principles of supervision
- Ability to:
 - Supervise a work group performing statistical analyses
 - Compile and analyze complex data
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Determine strategies to achieve goals
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Statistics, Mathematics, Probability, or other related field
- 3 years' experience performing statistical research and analysis work using computer applications
- Valid California Class C driver license
- Master's degree in related field desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR SCHEDULING OPERATIONS PLANNER

Basic Function

To perform complex planning work in support of transit operations

Classification Characteristics

Supervised by: Scheduling Operations Planning Supervisor

Examples of Duties

- Serves as a team leader for a work group or project team; plans, organizes, assigns, and reviews work of other staff related to assigned projects and studies as a team leader and project manager; develops and implements project work plans
- Conducts studies in the areas of market analysis, cost-benefit, economic and financial feasibility, routes, land use, and joint development
- Prepares reports and recommendations and makes presentations concerning planning projects and Authority services for the Board of Directors, Authority management, and government officials
- Prepares and monitors project budgets
- Writes and modifies computer programs and uses packaged computer routines in analyzing transportation system proposals and planning issues
- Monitors consultants' work to ensure compliance with contract and work plan; recommends improvements
- Coordinates and communicates projects with Authority employees and outside agencies; assists with project negotiations as required

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of urban transportation planning and scheduling
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies in a public agency
 - Personal computer business and planning software applications
 - Project management techniques
 - Authority routes and service structures
- Ability to:
 - Conduct complex planning studies and projects
 - Utilize computer in carrying out assignments
 - Conduct research

Senior Scheduling Operations Planner

(Continued)

- Compile, analyze, and interpret complex data
- Communicate effectively orally and in writing
- Represent Authority before the public
- Prepare comprehensive reports and correspondence
- Analyze situations, identify problems, implement solutions, and evaluate outcome
- Determine strategies to achieve goals
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of Authority employees and outside representatives
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Urban Planning or related field
- 3 years' professional experience performing transportation systems operation planning work
- 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SENIOR TRANSIT OPERATIONS SUPERVISOR

Basic Function

To supervise a work group of Transit Operations Supervisors in coordinating, monitoring, and ensuring safe and efficient bus operations

Classification Characteristics

This classification includes positions in three bus operations functions: vehicle operations instruction, vehicle operations supervision and radio communications.

Supervised by: Director of Operations Support Services; Service Operations Manager
Supervises: Transit Operations Supervisor

Examples of Duties

- Schedules and assigns work to Transit Operations Supervisors on a daily or weekly basis to ensure efficient department operations
- Assists in developing goals and objectives and planning the work of an operating transportation division, Bus Operations Control Center, or Central Instruction unit
- Conducts accident investigations, documents facts in accident reports, and makes accident reduction and safety recommendations; researches service and citizen complaints and makes appropriate recommendations
- Monitors, assists and directs the work of Transit Operations Supervisors in coordinating bus operations during complex or emergency situations
- Prepares or revises training materials and conducts training programs for Transit Operations Supervisors; plans instruction activities for Operators
- Performs administrative assignments in areas such as methods and procedures, manpower planning, computerization support, and equipment and materials testing and utilization
- Ensures maintenance of all required licenses and certificates required by subordinate staff
- Plan and coordinate bus operations during seasonal or special events including projecting personnel staffing, equipment needs, and data forecasting
- Prepares revisions to procedures manuals
- Maintains records and prepares statistical and narrative reports
- Conducts tests of radio communications equipment to ensure it meets established operating standards
- Supervises subordinate staff

Senior Transit Operations Supervisor (Continued)

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles and practices of public transit operations
 - Bus operating policies, procedures and rules
 - Applicable local, state, and federal laws, and regulations governing public transit systems
 - Federal Communications Commission regulations
 - California Vehicle Code regulations
 - Computerized communication systems
 - Principles of supervision
- Ability to:
 - Plan, organize, and monitor the activities of a transit operations work unit
 - Develop and implement training programs
 - Operate and diagnose problems related to radio communication systems including voice radio and computer-aided dispatch equipment
 - Understand, interpret and apply laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements
 - Prepare reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience as a Transit Operations Supervisor
- Valid California Class C driver's license

Special Conditions

- Required to work irregular hours, nights and weekends when necessary and respond to emergencies on a 7-day a week, 24-hour basis

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SERVICE OPERATIONS MANAGER

Basic Function

To manage the overall equipment maintenance and transportation activities of a public transit operating division

Classification Characteristics

Supervised by: Regional General Manager
Supervises: Deputy Service Operations Manager; Transit Operations Supervisor;
Administrative Analyst; Division Stenographer; General Clerk

Examples of Duties

- Develops goals and objectives, establishes plans and priorities, and assigns and monitors work in an operating division
- Manages coordination of equipment maintenance, transportation, and stores services
- Directs the availability and assignment of proper operating and supervisory staff and resources to ensure that service objectives are achieved within budgetary constraints; administers staff training programs
- Directs staff compliance with policies, rules, procedures, regulations, and practices and adherence to labor contracts
- Directs the review and analysis of division operations and monitors system performance to identify and solve problems and ensure efficient and cost effective operations
- Serves as Authority liaison/ombudsman with community groups and attempts to effect proposed changes and wants of community within confines of regional system; responds to community interests
- Investigates and resolves customer complaints
- Oversees administration of workers' compensation activities within assigned division
- Evaluates performance of division operations to ensure conformance with department's goals and objectives and eliminate impediments to peak performance
- Conducts disciplinary investigations, hearings, and counseling sessions; testifies at unemployment and workers' compensation hearings and court cases
- Prepares complex reports, correspondence, and standard operating procedures
- Interacts with various departments and outside agencies to coordinate schedule and procedural changes and ensure quality service
- Prepares and monitors budget
- Supervises subordinate staff



Service Operations Manager
(Continued)

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public transit operations
 - Applicable local, state, and federal laws, rules, and regulations governing public transit systems
 - Authority operating lines, routes, fares, policies and procedures
 - California Vehicle Code regulations
 - Modern management theory
- Ability to:
 - Oversee the operations of a public transit operating division
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, and recommend solutions
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Compile, analyze, and interpret complex data
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 5 years' management experience in public/private transit operations
- Valid California Class C driver's license

Special Conditions

- Overtime, on-call, weekend/holiday work required when necessary

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.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SPECIAL ASSISTANT TO EXECUTIVE OFFICER

Basic Function

To provide professional support to the Chief Executive Officer, Deputy Chief Executive Officer, Chief Administrative Officer, or Executive Officer

Classification Characteristics

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

Supervised by: Chief Executive Officer; Deputy Chief Executive Officer; Chief Administrative Officer; Executive Officer

Examples of Duties

- Assists in executing the Authority's mission in political, business, and governmental areas
- Assists in developing Authority goals, objectives, policies, procedures, and mission strategies
- Directs internal task forces, committees, departments, or other work units
- Attends Board of Directors and Executive Officer meetings to identify and provide professional advice regarding policy issues
- Performs complex policy, cost, budgetary, and statistical analyses and makes recommendations
- Chairs inter-departmental policy and program development efforts on behalf of executive staff
- Directs and coordinates resolution of Authority policy and budgeting issues
- Represents executive staff with private and public sector organizations and agencies
- Represents Executive Officers to the Board of Directors when assigned
- Responds to inquiries from Board members and Executive Officers
- Conducts, plans, develops, and directs special projects, programs, and studies as assigned
- Plans and coordinates visits or requests for information about the Authority from national and international agencies and organizations

Essential Knowledge and Abilities

- Knowledge of:
 - Authority goals and objectives

Special Assistant to Executive Officer
(Continued)

- Theories, principles, and practices related to operating the business of a multi-modal public transit organization
- Private business and governmental processes and how they relate to the Authority
- Applicable local, state, and local laws, rules, and regulations governing policies, trends, and developments affecting urban mass transit

- Ability to:
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures
 - Direct complex programs
 - Establish and maintain business relationships of a politically-sensitive nature
 - Interact professionally with various levels of Authority employees and outside representatives
 - Give one-on-one and group presentations
 - Prepare reports and correspondence
 - Communicate effectively orally and in writing
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Urban Planning, or other related field
- 5 years' supervisory experience performing complex work in general administration, policy development, planning, or governmental liaison in the transit field
- Valid California Class C driver's license
- Master's degree in related field desirable

Special Conditions

- May require overtime work
- May require travel

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

STATISTICAL ANALYST

Basic Function

To conduct research and statistical analysis measuring the performance of operations

Classification Characteristics

Supervised by: Senior Statistical Analyst

Examples of Duties

- Selects, adapts, and applies research and statistical techniques to analyze operations and performance
- Designs, coordinates, and implements research projects; develops sources and methods for cost-effective data collection and analysis
- Develops and tests mathematical and statistical models to analyze data
- Utilizes computer software packages and writes customized computer programs to analyze; prepares computerized reports to summarize statistical indicators of operations and performance
- Develops and tests alternative mathematical and statistical models
- Prepares reports on research results
- Assists other staff in using statistics, conducting data analysis, and developing survey and sampling strategies

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of research design and data analysis
 - Statistics, mathematics, and probability theories
 - Business and statistical computer applications

Ability to:

- Perform complex statistical analyst work
- Communicate effectively orally and in writing
- Prepare comprehensive reports and correspondence
- Meet tight time constraints and deadlines
- Analyze situations, identify problems, and recommend solutions
- Determine strategies to achieve goals

Statistical Analyst

(Continued)

- Compile and analyze complex data
- Interact effectively with various levels of Authority employees and outside representatives
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Statistics, Mathematics, Probability, or other related field
- 2 years' experience performing research and statistical analyses work using computer applications
- Experience using Statistical Package for Social Sciences (SPSS) software desirable
- Valid California Class C driver license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards during field work

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

STATISTICAL ASSISTANT

Basic Function

To provide support in research, collection, and analysis of data

Classification Characteristics

Differs from Statistical Analyst in that Statistical Assistant performs research and statistical assignments of simple to intermediate difficulty and assists with complex work, while Statistical Analyst performs journey-level research and statistical work

Supervised by: Senior Statistical Analyst

Examples of Duties

- Coordinates and collects field data from observations, surveys, service records, rider patterns, and other services
- Compiles and edits data
- Writes computer programs using Statistical Package for Social Sciences (SPSS)
- Performs preliminary statistical analysis
- Creates and maintains computer data files
- Summarizes findings and writes report drafts for supervisor
- Generates reports using preprogrammed computer routines
- Organizes data into charts, tables, graphs, and slides for inclusion in reports, memos, and presentations
- Conducts literature searches
- Installs personal computer software and configures to work with existing hardware
- Attends and coordinates meetings, prepares agenda and materials, and records minutes
- Provides instruction for temporary staff assigned to unit for special projects and data collection
- Supplies input in designing surveys and data collection procedures

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of research and statistical methods
 - Business applications software

Statistical Assistant

(Continued)

- Ability to:
 - Compile and analyze complex data
 - Communicate effectively orally and in writing
 - Prepare reports and correspondence
 - Operate computers and general office equipment
 - Meet tight time constraints and deadlines
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Determine strategies to achieve goals
 - Interact professionally with various levels of Authority employees and outside representatives
 - Understand, interpret, and apply laws, rules, regulations, policies, and procedures
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree in a related field OR
- Associate's degree in related field and
- 2 years' experience performing research work and managing computerized data files
- Experience in research design and descriptive statistics desirable
- Experience using Statistical Package for Social Sciences (SPSS) software desirable
- Valid California Class C driver license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards during field work

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

STOPS AND ZONES MANAGER

Basic Function

To manage the Stops and Zones and Sign Shop functions

Classification Characteristics

Supervised by: Rail Facilities Maintenance Superintendent
Supervises: Stops and Zones Maintenance Supervisor; Equipment Maintenance Supervisor; Stops and Zones Representative; Administrative Aide; Secretary; Typist Clerk

Examples of Duties

- Manages the operations of the Stops and Zones and Sign Shop functions
- Directs investigations and responses to inquiries, requests, and complaints from internal sources, private citizens, and public officials regarding transit stop operations, terminal operations, and Authority signage and graphics
- Develops cost estimates and work plans for contracting stops and zones and screen shop services to other agencies and municipalities; markets services and negotiates service contracts
- Attends various meetings with other departments and outside agencies
- Establishes quality and productivity standards; monitors work productivity to adjust staffing and equipment requirements
- Identifies computerized data base requirements to maintain route and stop information
- Monitors safety requirements, disseminates safety information, and enforces all safety rules related to the installation and maintenance of transit stops and zones
- Develops goals, policies, procedures, and budget for the Stops and Zones and Sign Shop functions
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public transit systems
 - Local government transportation laws, codes, policies, and regulations
 - Traffic engineering
 - Authority operating lines, routes, schedules, regulations, and practices

Stops and Zones Manager

(Continued)

- Safety procedures related to transit service stops and zones, their installation and maintenance
- Marketing and negotiating techniques
- Modern management theory
- Ability to:
 - Oversee the operations of transit service stops and zones and sign shop work units
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Establish and implement policies and procedures
 - Mediate and negotiate
 - Plan financial and staffing needs
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Determine strategies to achieve goals
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 3 years' experience in traffic engineering or public transit operations
- Valid California Class C driver's 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

STOPS AND ZONES MAINTENANCE SUPERVISOR

Basic Function

To establish, coordinate, and supervise maintenance personnel in the installation and maintenance of transit stops, terminals, and restrooms throughout the Authority's service area

Classification Characteristics

Supervised by: Stops and Zones Manager
Supervises: Stops and Zones Maintenance; janitorial personnel

Examples of Duties

- Plans, organizes, and assigns road janitorial services, layover zone maintenance, and installation of transit posts, signs, and zones to maintenance personnel
- Monitors and evaluates work performance of maintenance personnel in accordance with established policies and procedures to ensure that goals are met and assesses discipline when necessary
- Assesses training needs and develops training programs for maintenance personnel
- Provides technical advice and prepares complex technical reports and studies on stops and zones and related matters
- Evaluates transit zone sites to determine the best location for transit stops and informs appropriate personnel of the changes and/or modifications
- Interacts with local government agencies to investigate and resolve complaints about transit stops
- Develops and implements preventive maintenance programs for vehicles and power service equipment
- Organizes and maintains inventory of various signs and orders stock as needed
- Reviews public utility and building construction engineering plans to determine impact on Authority operations
- Prepares proposals to various government agencies to obtain funds to improve transit stop and terminal facilities
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of establishing and maintaining public transportation stops and zones

Stops and Zones Maintenance Supervisor

(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing the maintenance of transit stops, terminals, and restrooms
 - Safety procedures related to transit stops and zones, their installation and maintenance
 - Traffic engineering
 - Principles of supervision
- Ability to:
 - Plan, organize, and monitor the work of maintenance department
 - Sketch stops and zones using fundamental drafting techniques
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, and recommend solutions
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Represent Authority before the public
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 2 years' transit stops and zones experience
- Valid California Class C driver's license
- Traffic engineering experience desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

STOPS AND ZONES REPRESENTATIVE

Basic Function

To establish, coordinate, and field supervise the installation and maintenance of transit stops and zones, terminals and restrooms throughout the Authority's service

Classification Characteristics

Supervised by: Stops and Zones Manager

Supervises: Stops and Zones maintenance and janitorial personnel

Examples of Duties

- Performs field surveys and inspections to determine locations for transit stops and zones, advises appropriate municipal officials of technical operational requirements and obtains their concurrence
- Prepares, coordinates and supervises the execution of technical engineering instructions on proper installation and maintenance of Authority's bus, light rail, and heavy rail stops and zones by contract staff
- Prepares technical drawings of physical conditions of existing and proposed stops and zones
- Evaluates engineering plans and gives technical assistance to contract agencies to ensure proper placement of stops and zones
- Represents the Authority with public officials, local government agencies, and the general public to provide information and recognize problems and implement solutions
- Meets and confers with owners of local businesses to negotiate restroom contracts; inspects Authority-owned and contracted restrooms for supplies, cleanliness, and operational ability in accordance with established procedures
- Investigates complaints from operational staff, government officials, and the public regarding stops and zones locations; makes and communicates recommendations for solving problems
- Consults with local government agencies and transit contract agencies on the proper implementation of improvements to existing stops and the installation of proposed stops
- Supervises subordinate staff

Stops and Zones Representative (Continued)

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public transportation
 - Applicable local, state, and federal laws, rules, and regulations of establishing and maintaining public transportation stops and zones
 - Traffic engineering
 - Safety procedures related to transit stops and zones, their installation and maintenance
 - Principles of supervision

- Ability to:
 - Sketch stops and zones using fundamental drafting techniques
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, and recommend solutions
 - Mediate and negotiate
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Prepare reports and correspondence
 - Represent the Authority before elected officials, and the public
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 3 years' administrative experience in transit operations
- Traffic engineering experience desirable
- Valid California Class C driver's 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

STRATEGIC PLANNING MANAGER

Basic Function

To manage the strategic planning and organizational development function

Classification Characteristics

Supervised by: Deputy Chief Administrative Officer, Strategic Planning
Supervises: Chief Administrative Analyst; Senior Administrative Analyst;
Administrative Analyst

Examples of Duties

- Assists in the development, communication, and implementation of the Authority's long-term strategic plan and the 12-month operating plan
- Develops in conjunction with line managers their unit and section level objectives in support of the Authority's strategic and operating plans
- Manages the strategic planning staff's activities for monitoring, analyzing, and assessing unit performance against plan objectives
- Coordinates environmental scans of economic, demographic, regulatory, statutory, and transportation industry issues for their impact on the Authority and its organizational goals and objectives
- Manages the unit's activities in the development of uniform Authority policies and procedures
- Coordinates with the Executive Officers and the Director of Human Resources to develop programs to enhance the management and leadership skills of Authority staff
- Manages special projects and internal consulting engagements
- Formulates key impact objectives against documented organizational benchmarking
- Assists in developing a succession management program for Authority managers and directors
- Assists work units in the development of organizational structures which maximize the effective utilization of technological and human resources
- Assists in the development and communication of the Authority team concept
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of strategic planning, workforce analysis, personnel administration, economic forecasting, trend analysis, and goal oriented management systems, quality/performance improvements, finance and profit/loss experience, merger and change dynamics

Strategic Planning Manager

(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing a public transportation agency
- Team building, consensus management, and facilitation
- Relevant information data bases and software applications
- Modern management theory

- Ability to:
 - Oversee the operations of a strategic planning department
 - Perform analytical management studies and related work
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Organizational Development, or other related field
- 3 years' supervisory experience performing complex management planning studies and policy development work
- Master's degree in related field desirable

Special Conditions

- Overtime and weekend work required

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SUPERVISING ENGINEER

Basic Function

To supervise professional staff performing various environmental, engineering, equipment, and construction projects

Classification Characteristics

Supervised by: Director of Facilities Engineering; Deputy Executive Officer, Engineering; Director of Engineering

Supervises: Project Engineer; Senior Engineer; Engineer Associate; Secretary

Examples of Duties

- Oversees and manages Authority engineering activities to ensure compliance with federal, state and local regulatory requirements regarding air and water pollution, building safety, and environmental issues
- Oversees and administers the design, procurement, and construction of major bus or rail facilities, subsystems, and equipment
- Oversees the management of consultant contracts for design and construction or procurement of facilities or equipment and environmental services
- Negotiates consultant and equipment contracts, including contract changes
- Directs preparation of feasibility and trade-off studies, engineering reports, and economic analyses
- Administers and monitors work and contracts for compliance with budget, schedule, standards, and objectives
- Analyzes designs and activities for construction feasibility, safety, pollution/environmental issues, security, and cost-effectiveness
- Plans budget and staffing needs and assists in preparing department and project budgets
- Represents the Authority before outside agencies
- Prepares and presents reports to management, staff, the Board of Directors, community groups, and government officials
- Resolves design, construction, and operations problems
- Recommends design and activity improvements for efficiency, compliance, and cost-effectiveness
- Serves as chairperson for design reviews and other technical meetings
- Serves as chairperson for Environmental Compliance Task Force
- Manages the disposal of liquid hazardous waste and contaminated soil from Authority operating facilities
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:

Supervising Engineer

(Continued)

- Theories, principles, and practices of civil, mechanical, structural, electrical, or environmental engineering and hazardous waste regulations
 - Applicable local, state, and federal laws, rules, and regulations governing environmental, engineering, equipment, and construction standards
 - Design, construction, and equipment fabrication
 - Local building and zoning codes, engineering mathematics
 - Project management and control practices
 - Principles of supervision
- Ability to:
- Plan, organize, and manage large-scale engineering projects
 - Perform engineering calculations
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements
 - Prepare comprehensive reports and correspondence
 - Manage projects from start-up to completion
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering
- 5 years' senior-level experience as an engineer of commercial or industrial facilities or public works projects
- Professional certificates/licenses: State of California registration as a Professional Engineer
- Valid California Class C driver license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards during site visits

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SUPPORT SERVICES SUPERVISOR

Basic Function

To supervise the activities of a specialized work unit and administrative support function within a department

Classification Characteristics

Supervised by: Transit Police Captain

Supervises: Administrative Aide; Secretary; Document Control Assistant

Examples of Duties

- Directs the preparation, coordination, monitoring, and reporting on department and program budgets
- Prepares or directs the preparation of administrative studies and reports; serves as project manager on major administrative projects
- Monitors and evaluates performance of departmental objectives
- Oversees personnel management duties, including staffing needs assessments, allocations, and equalization, compliance with labor/management agreements, and adherence to policies and procedures
- Develops departmental policies and procedures and prepares procedural manuals
- Manages department's records retention function
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of budget planning, design, and analysis
 - Mathematics and business statistics
 - Organizational dynamics
 - Authority's policies and procedures
 - Business and other software applications
 - Principles of supervision

Support Services Supervisor
(Continued)

- Ability to:
 - Plan, organize, and monitor the work of a support services department
 - Prepare reports and correspondence
 - Operate computers and general office equipment
 - Handle highly confidential information
 - Communicate effectively orally and in writing
 - Analyze situations, identify problems, and recommend solutions
 - Interact professionally with various levels of Authority employees and outside representatives
 - Conduct research and perform analysis
 - Design budgets
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 2 years' supervisory-level experience performing budget preparation and analysis, personnel administration, and project management work

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SYSTEM SECURITY MANAGER

Basic Function

To ensure security requirements of rail project design, construction, and operations

Classification Characteristics

Supervised by: Transit Police Chief

Examples of Duties

- Conducts site evaluations
- Gathers crime/incident statistics and other relevant data pertaining to rail operations to determine security needs and objectives
- Reviews consultants' security recommendations
- Establishes and monitors compliance with security plan, procedures, budget, and criteria
- Examines system and equipment specifications
- Oversees work of consultants and contract personnel/vendors
- Responds to emergencies and citizen complaints
- Prepares reports, agendas, plans, memos, and correspondence
- Coordinates with law enforcement and safety staff on issues of rail security needs
- Maintains various records, documentation, and schedules
- Arranges security for special events and unusual occurrences
- Develops and conducts security presentations on rail operations for specific groups and the general public
- Arranges for appropriate training, including security drills

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of rail security and safety issues, requirements, procedures, and equipment
 - Applicable law enforcement policies and procedures
 - Applicable California criminal, municipal, and vehicle codes
 - Transportation facility design, construction, and operation

System Security Manager

(Continued)

- Ability to:
 - Oversee security activities for rail operations
 - Communicate effectively orally and in writing
 - Mediate and negotiate
 - Monitor and evaluate the work of consultant staff
 - Interact professionally with various levels of Authority employees and outside representatives
 - Prepare comprehensive reports and correspondence
 - Handle highly confidential information
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Establish and implement policies and procedures
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Justice Administration or related field
- 3 years' supervisory-level experience in police or security operations
- Professional certificates/licenses: Peace Officer Standards of Training (POST) Basic Certificate
- Valid California Class C driver license

Special Conditions

- Requires good physical condition with complete mobility and sensory abilities
- Exposure to weather, chemical, electrical, and physical hazards when conducting site visits

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RAIL ACTIVATION MANAGER

Basic Function

To manage and coordinate system installation and start up, integrated testing, qualification and acceptance testing, and transition from system construction to system operation

Classification Characteristics

Supervised by: Director of Rail Activation

Examples of Duties

- Provides technical and policy guidance during system installation and integrated testing
- Prepares, develops, and implements operating rules, plans, and procedures
- Acts as liaison with outside agencies and consultants
- Seeks innovative methods for implementing operations and maintenance training procedures
- Reviews design and construction contracts
- Develops and prepares test operations book or rules, bulletins, procedure notices, and special orders
- Identifies and resolves project issues and problems
- Monitors work of consultants and contractors to ensure adherence to project schedule, safety and quality standards
- Assists with preparation and monitoring of budgets and schedule for Rail Activation
- Determines resource requirements for developing rail lines
- Prepares responses to inquiries concerning rail systems design and operational issues
- Chairs the Rail Activation Group (RAG) meetings weekly to assure Project Activation is on schedule (ROD)
- Coordinates Rail Activation issues with Authority Operations Department regarding their support of the Project
- Assures smooth transition of rail project to Authority Operations Department
- Manages start-up activities through construction phase, testing and integration phase to pre-revenue operation
- Works through all phases of rail project from providing O&M input to design managing service start-up and activation resolution of O&M issues to assure smooth start-up of rail system
- Coordinates with emergency response agencies to ensure emergency drill schedule is developed and implemented in a timely manner during Rail Activation
- Assures proper training time is provided to contractors and emergency response staff
- Coordinates and controls project construction and Rail Activation Testing through the Track Allocation and Red Tag Procedure

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of rail construction and maintenance

Rail Activation Manager

(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing transportation policies, funding sources, and methods of documentation
- Rail planning and operational management
- Rail operations financial administration and schedule adherence
- Issues and practices in dealing with emergency response agencies
- Ability to:
 - Oversee the operations of rail activation activities
 - Lead the rail activation effort from design process through resolution of operating issues and rail start-up to revenue service
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Interact professionally with various levels of Authority employees and outside representatives
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Represent Authority before the public
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Engineering, or other related field
- 5 years' senior-level experience in rail transit operations, maintenance, or start up
- Valid California Class C driver's license

Special Conditions

- Frequent exposure to mechanical, electrical, chemical, weather and physical hazards

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RAIL COMMUNICATIONS SUPERVISOR

Basic Function

To supervise personnel engaged in the maintenance of rail communications equipment

Classification Characteristics

Supervised by: Facilities Maintenance Manager

Supervises: Rail Electronic Communications Inspector

Examples of Duties

- Plans, organizes, and assigns daily preventive and corrective maintenance work in the inspection and repair of electrical and electronic systems including train radio and data systems, public address, intercom, telephone equipment, closed circuit television, fiber optic/cable television systems, and fire and emergency management systems
- Investigates, troubleshoots, and diagnoses communication systems and equipment problems
- Monitors performance of various systems and develops preventive and corrective maintenance programs
- Develops and administers staff training programs
- Performs periodic inspection of all communications and signals sites along rail line
- Enforces safety regulations and instructs subordinates on the uses of safety devices and procedures
- Initiates requisitions for parts, materiel, equipment, and outside labor necessary to perform designated maintenance
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of operation of current communications and digital electronics systems including microwave and fiber optic cable transmission systems
 - Repair and maintenance procedures for electronic and radio telecommunications systems
 - Applicable local, state, and federal laws, rules, and regulations for operation of radios and closed circuit television and related Federal Communications Commission licensing requirements
 - Principles of supervision

Rail Communications Supervisor

(Continued)

- Ability to:
 - Plan, organize, and monitor the repair and installation of electronic systems and equipment
 - Analyze situations, identify problems, and recommend solutions
 - Work under stressful or emergency conditions
 - Understand, interpret and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Electronics or equivalent training from a recognized trade school
- 3 years' experience performing technical troubleshooting, installation, repair, maintenance, and acceptance testing of rail electronic/electrical systems and components
- Valid California Class C driver's license
- Professional certificates/licenses: Federal Communications Commission Commercial General Radio/Telephone Operator's License

Special Conditions

- Must wear required safety equipment whenever on duty
- Required to respond to emergency repair problems on 24-hour, 7 days-a-week basis
- Travel to work sites along rail lines
- Work at heights up to 125 feet
- Move objects weighing up to 50 pounds

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RAIL EQUIPMENT MAINTENANCE INSTRUCTOR

Basic Function

To provide training in the maintenance and repair of rail vehicles and other related equipment

Classification Characteristics

Supervised by: Rail Equipment Maintenance Manager

Examples of Duties

- Conducts classroom and individualized training on all aspects of equipment and vehicle repair, testing and maintenance
- Prepares lesson plans and schedules
- Develops detailed technical training and testing materials
- Coordinates training needs with division heads
- Attends factory update training sessions
- Establishes safety guidelines on maintenance procedures
- Interviews and tests applicants
- Reviews, updates, and distributes new manuals and wiring schematics
- Provides orientation to personnel on new equipment, systems, and vehicles
- Analyzes vendor training materials for accuracy and system compatibility
- Prepares reports and correspondence
- Investigates equipment-related accidents
- Serves as technical expert for troubleshooting maintenance problems
- Interprets vehicle codes and other laws and regulations
- Develops and assesses safety programs
- Provides technical expertise to other department personnel

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices of repair and maintenance of rail vehicle engines, parts, components and electrical systems
 - Safe and proper use of tools and other equipment
 - Applicable safety, environmental, and vehicle laws, rules, and regulations
 - Accident investigation

Rail Equipment Maintenance Instructor (Continued)

- Development of curricula, learning objectives, and lesson plans
- Ability to:
 - Plan, organize, and monitor training of skilled personnel in maintenance and repair of equipment and related systems
 - Communicate effectively orally and in writing
 - Operate computers and VMS terminal
 - Assess training needs
 - Develop lesson plans
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Related field or equivalent training from a recognized trade school
- 3 years' experience performing work or conducting training in the repair and maintenance of rail vehicles and equipment
- Professional certificates/licenses: Vocational Training or Teaching Credential
- Valid California Class C driver's license
- Bachelor's degree in related field desirable

Special Conditions

- Exposure to electrical, mechanical, chemical, and physical hazards

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RAIL EQUIPMENT MAINTENANCE MANAGER

Basic Function

To manage the overall activities of a rail equipment maintenance division

Classification Characteristics

Supervised by: Rail Equipment Maintenance Superintendent
Supervises: Senior Rail Equipment Maintenance Supervisor; Rail Equipment Maintenance Supervisor

Examples of Duties

- Develops goals, establishes plans and priorities, and assigns and monitors the work in a rail equipment maintenance division
- Administers safety and rail vehicle preventive maintenance programs
- Projects division expenditures to assist in departmental budget calculations
- Directs staff compliance with policies, procedures, and practices and adherence to labor contracts
- Conducts disciplinary investigations, hearings, and counseling sessions
- Prepares reports, correspondence, standard operating procedures, and rail transportation notices
- Interacts with various departments, outside agencies, contractors, and consultants to coordinate schedule and procedural changes and ensure quality service
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of rail equipment maintenance and repair
 - Applicable local, state, and federal laws, rules, and regulations governing public transit systems
 - Electronic/electrical subsystems
 - OSHA and other safety and environmental regulations related to rail vehicle maintenance
 - Quality control standards for maintenance of electrical systems
 - Sources of supply manufacturing techniques
 - Modern management theory

Rail Equipment Maintenance Manager

(Continued)

- Ability to:
 - Oversee the operations of a large-scale rail vehicle maintenance department
 - Analyze situations, identify problems, implement solutions, and evaluate outcomes
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Communicate effectively orally and in writing
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Electronics or other related field
- 3 years' management-level experience in heavy or light rail vehicle maintenance.
- Valid California Class C driver's license
- Experience with computerized maintenance management information systems desirable

Special Conditions

- Overtime, on-call, weekend/holiday work required when necessary

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RAIL EQUIPMENT MAINTENANCE SUPERINTENDENT

Basic Function

To direct and administer the activities of the equipment maintenance function within the Rail Operations Department

Classification Characteristics

Differs from Director of Rail Operations in that Rail Equipment Maintenance Superintendent directs the overall activities of the rail equipment maintenance function, while Director of Rail Operations directs the overall functioning of the department.

Supervised by: Director of Rail Operations
Supervises: Rail Equipment Maintenance Manager; Rail Equipment Maintenance Engineer

Examples of Duties

- Designs and directs rail maintenance programs and develops operational maintenance plans
- Develops long and short term goals and establishes priorities
- Directs the design and construction of rail maintenance facilities and procurement of rail equipment
- Establishes operating and capital budgets for all rail equipment maintenance activities
- Develops criteria and directs staff in planning for new rail vehicle and shop construction functions
- Represents the department and the Authority to other departments, outside agencies, and consultants
- Directs the development of rail-related policy statements and procedures on maintenance engineering, safety, and service
- Administers warranty and reliability programs for the Authority on vehicle contracts
- Coordinates rail-related activities with other departments and other transit agencies
- Advises and assists with labor contract negotiations for rail maintenance operations
- Prepares oral and written narrative, graphic, and statistical reports for Board members, Executive Staff, Management Staff, and outside agencies
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of rail equipment maintenance
 - Applicable local, state, and federal laws, rules, and regulations related to equipment maintenance and safety procedures

Rail Equipment Maintenance Superintendent

(Continued)

- Budget administration
- Public agency procurement processes and contract administration
- Modern management theory

- Ability to:
 - Oversee, direct, and plan, the work of a major function within rail operations
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Engineering, or other related field
- 4 years' management-level experience in rail-transit equipment maintenance
- Valid California Class C driver license
- Master's degree in related field desirable

Special Conditions

- Required to work irregular hours, nights, and weekends when necessary

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RAIL EQUIPMENT MAINTENANCE SUPERVISOR

Basic Function

To supervise rail maintenance personnel in the inspection, maintenance, repair, and operation of rail transit vehicles

Classification Characteristics

Supervised by: Senior Rail Equipment Maintenance Supervisor
Supervises: Maintenance Specialist; Maintenance Assistant

Examples of Duties

- Plans, organizes, and assigns preventive and corrective maintenance work to technical personnel on the designated shift
- Develops rail vehicle equipment inspection, testing, and acceptance procedures and prepares detailed reports and correspondence related to equipment acquisition, warranty programs, specifications, modifications, reconstruction, emergency response, and overall results
- Monitors compliance of both vehicles and staff with safety codes, regulations, and policies.
- Oversees and assists in the development and maintenance of computerized and manual operational records
- Diagnoses persistent equipment problems and develops maintenance solutions
- Develops new procedures for maintenance of equipment and improvement of equipment reliability
- Prepares comprehensive reports and correspondence
- Supervises subordinate staff

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices of repair and maintenance of transit rail vehicles and electronic/electrical subsystems
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies, OSHA and other safety and environmental issues related to vehicle maintenance
 - Sources of supply and manufacturing techniques
 - Quality control standards
 - Shop mathematics
 - Principles of supervision

Rail Equipment Maintenance Supervisor

(Continued)

- Ability to:
 - Plan, organize, and monitor the work of a rail equipment maintenance work unit
 - Prepare comprehensive reports and correspondence
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Compile, analyze, and interpret complex data
 - Analyze situations, identify problems, and recommend solutions
 - Construct equipment testing processes and equipment
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Electrical Engineering, Electronics, or other related field, or equivalent training from a recognized trade school
- 3 year's journey-level experience performing rail equipment maintenance and repair
- Valid California Class C driver license

Special Conditions

- May be required to work irregular hours, nights, weekends when necessary, and respond to emergencies on a 24-hour, 7-days-a-week basis
- Some positions may require a valid Class A driver license.
- Some positions may require travel to out-of-state manufacturing sites

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RAIL OPERATIONS SUPERINTENDENT

Basic Function

To direct and administer the activities of the transportation function within the Rail Operations Department

Classification Characteristics

Differs from Director of Rail Operations in that Rail Operations Superintendent directs the overall activities of the transportation function, while Director of Rail Operations directs the overall functioning of the department

Supervised by: Director of Rail Operations
Supervises: Central Control Facility Manager; Rail Division Transportation Manager; Secretary

Examples of Duties

- Manages the overall administration of the rail transportation function, including activities of the Central Control Facility
- Directs the development of policy statements, procedures manual, and instructional materials in support of the Authority's light and heavy rail operations
- Reviews plans and specifications submitted by oversight agencies, Authority staff, and consultants to identify problematic issues and ensure compliance with operational needs of the rail system
- Directs the development of staff analysis and hiring schedules
- Establishes Transportation portion of Rail Operations budget
- Directs the development of training courses for rail personnel
- Directs rail operations start-up activities
- Represents the Authority and department as a member of inter-agency and Authority committees and before regulatory agencies and the public
- Prepares complex narrative and graphic reports, conducts studies, and writes correspondence
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public rail transit operations, including light and heavy rail
 - Applicable local, state, and federal laws, rules, and regulations governing public transit services
 - Modern management theory

Rail Operations Superintendent

(Continued)

- Ability to:
 - Oversee, direct, and plan the work of a major function within rail operations
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Establish and implement policies and procedures
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 4 years' management-level experience in transit operations, including 1 year in rail operations
- Valid California Class C driver's license
- Valid California Class B driver's license desirable
- Train Operator Certification desirable
- Master's degree in related field desirable

Special Conditions

- Required to work irregular hours, nights, and weekends when necessary

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RAIL SIGNAL SUPERVISOR

Basic Function

To supervise technical personnel in the repair and maintenance of signal system

Classification Characteristics

Supervised by: Facilities Maintenance Manager

Supervises: Rail Signal Inspector

Examples of Duties

- Ensures compliance with design criteria
- Plans and monitors new system installations
- Studies and develops equipment maintenance plans and schedules
- Responds to signal system emergencies
- Investigates, diagnoses, and corrects system problems
- Trains and certifies inspectors
- Develops training materials
- Develops system inspections/testing and preventive maintenance procedures
- Initiates ordering parts
- Provides system information to other departments and outside agencies
- Reviews prints and technical data
- Works with other departments to resolve problems or coordinate activities
- Conducts weekly safety meetings to ensure compliance with procedures and regulations
- Interprets government regulations
- Interacts with other rail services, such as Southern Pacific, to coordinate inspections, repairs, or improvements on shared rail lines
- Supervises subordinate staff

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices, of electronic rail signal systems
 - Applicable federal, state, and local laws, rules, and regulations
 - Principles of supervision

Rail Signal Supervisor

(Continued)

- Ability to:
 - Plan, organize, and monitor the activities of a signal repair and maintenance report work unit
 - Read electrical and signal schematics
 - Operate various testing equipment
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Compile and analyze complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees and outside representatives
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - Related field or equivalent training from a recognized trade school
- 3 years' experience performing repair and maintenance of signal systems
- Valid California Class C driver's license

Special Conditions

- Frequent exposure to electrical, weather, mechanical, and physical hazards

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RAIL TRACK SUPERVISOR

Basic Function

To supervise personnel in the repair and maintenance of rail track

Classification Characteristics

Supervised by: Facilities Maintenance Manager

Supervises: Track Inspector

Examples of Duties

- Plans, organizes, and assigns repair and maintenance work of track-related systems and equipment, including roadbeds, ties, rails, frogs, and replacement of track switches in yards and on the mainline
- Investigates, troubleshoots, and diagnoses track system and equipment problems and develops maintenance procedures
- Conducts track inspections and reviews and approves track inspection reports
- Develops and administers preventive maintenance program; maintains tracking system of all repairs and maintenance work performed, inspections, and equipment and system performance
- Develops and administers staff training programs
- Enforces safety regulations and instructs subordinates on the use of safety devices and procedures
- Provides input on design and maintenance of track system for new rail projects to ensure compliance with operational needs and design standards.
- Responds to emergency calls to ensure proper restoration of track following system failures
- Identifies equipment and materials needed to maintain track system; initiates requisitions for parts, materiel, equipment, and outside labor procurement necessary to perform designated maintenance
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of repair and maintenance of rail track
 - Materials and equipment used for track installation, repair and maintenance
 - Standard safety operating procedures for entering and working on track systems
 - Principles of supervision



Rail Track Supervisor

(Continued)

- . Ability to:
 - Plan, organize, and monitor the work of inspection, installation, repair, and maintenance of rail track functions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Maintain records, logs, and files of activities
 - Interact professionally with various levels of employees and outside representatives
 - Analyze situations, identify problems, and recommend solutions
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- . Associate's degree - Related field or equivalent training from a recognized trade school
- . 3 years' experience performing installation, repair, and maintenance of rail track facilities and equipment
- . Valid California Class C driver's license

Special Conditions

- . Frequent exposure to energized overhead catenary or contact rail power distribution, long-line freight and vehicular traffic
- . Required to wear safety equipment whenever on duty
- . Overtime, on-call, weekend/holiday work required when necessary

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.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RAIL TRACTION SUPERVISOR

Basic Function

To supervise personnel in the repair and maintenance of traction power substations and power contact systems

Classification Characteristics

Supervised by: Facilities Maintenance Manager

Supervises: Traction Power Inspector

Examples of Duties

- Plans, organizes, and assigns repair and maintenance work of traction power systems and equipment
- Investigates, troubleshoots, and diagnoses traction power system and equipment problems
- Conducts inspections of equipment and traction power distribution facilities
- Reviews and approves inspection reports
- Develops and administers preventive maintenance program; maintains tracking system of all repairs and maintenance work performed, inspections, and equipment and system performance
- Develops and administers staff training programs
- Enforces safety regulations and instructs subordinates on the use of safety devices and procedures
- Provides input on design and maintenance of traction power systems for new rail projects to ensure compliance with operational needs and design standards
- Responds to power distribution system emergencies and initiates repairs to ensure restoration of service
- Identifies equipment and materials needed to maintain traction power system; initiates requisitions for parts, materiel, equipment, and outside labor procurement necessary to perform designated maintenance
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of repair and maintenance of rail traction power distribution systems and components
 - Materials and equipment used for the installation, repair, and maintenance of traction power equipment and distribution systems

Rail Traction Supervisor

(Continued)

- Standard safe operating procedures for working on main-line and wayside equipment
- Principles of supervision

- . Ability to:
 - Oversee, plan, and direct the work of others in the inspection, installation, repair and maintenance of rail traction power equipment
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Understand, interpret, and apply blueprints, schematics, and specifications
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Maintain records, logs, and files of activities
 - Interact professionally with various levels of Authority employees and outside representatives
 - Analyze situations, identify problems, and recommend solutions
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Associate's degree - related field or equivalent training from a recognized trade school
- 3 years' experience performing installation, repair, and maintenance of traction power substations and overhead catenary or contact rail systems
- Valid California Class C driver's license

Special Conditions

- Required to work at heights up to 125 feet
- Required to move objects weighing up to 50 pounds
- Required to wear safety equipment whenever on duty
- Overtime, on-call, weekend/holiday work required when necessary

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RAIL TRANSIT OPERATIONS SUPERVISOR

Basic Function

To coordinate, monitor and ensure safe and efficient rail transit operations

Classification Characteristics

Supervised by: Rail Transportation Division Manager; Assistant Rail Transportation
Division Manager; Senior Rail Transit Operations Supervisor

Supervises: Train Operator

Examples of Duties

- Assigns work runs and documents daily activities and paytime of Train Operators
- Trains Transportation Department personnel and other employees in the application of policies, procedures, and rules and ensures adherence to these regulations
- Trains and certifies Transportation personnel and other employees in the operation and safety of trains and other rail vehicles
- Investigates rail accidents and incidents
- Operates Rail Control Center equipment to monitor and direct the movement of trains on the lines and resolve operational problems
- Directs Train Operators during emergencies, equipment breakdowns, and service delays
- Coordinates with emergency response agencies/teams during accidents; conducts interviews with Operators and witnesses and documents accident reports
- Represents the department and organization with outside agencies to ensure quality rail service
- Counsels Operators and prepares written documents concerning Operator performance
- Performs various administrative and public relations assignments
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public transit rail operations
 - Rail system operating lines, routes and fares
 - Transportation Department operating policies, procedures, and rules
 - Applicable local, state, and federal laws, rules, and regulations governing public transit rail systems

Rail Transit Operations Supervisor

(Continued)

- Federal Communications Commission and California Vehicle Code regulations
 - Operations of computerized communications systems
 - Principles of supervision
- Ability to:
- Plan, organize, and monitor the work of rail operations
 - Understand, interpret and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Operate radio communication systems (voice, radio, and computer-aided dispatch equipment)
 - Communicate effectively orally and in writing
 - Exercise judgement and creativity in making conclusions and recommendations
 - Interact professionally with various levels of Authority employees and outside representatives
 - Travel to offsite locations within a reasonable timeframe
 - Operate a train
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience operating public transit vehicles, including 6 months as a Train Operator
- Valid California Class B driver's license and medical certificate
- Employees interested in transferring from the bus operations function must have 2 years' experience as a Transit Operations Supervisor in any area of bus operations

Special Conditions

- May be required to work irregular hours, nights, and weekends when necessary, and respond to emergencies on a 7-days a week, 24-hour basis

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RAIL TRANSPORTATION DIVISION MANAGER

Basic Function

To manage the overall activities of an operating rail transportation division

Classification Characteristics

Supervised by: Rail Operations Superintendent

Supervises: Assistant Rail Transportation Division Manager; Rail Transit Operations Supervisor; Train Operator

Examples of Duties

- Develops goals, establishes plans and priorities, and assigns and monitors work in a rail transportation division
- Directs the review and analysis of division operations and monitors system performance to identify and solve problems and ensure efficient and cost effective operations
- Evaluates performance of division operations to ensure conformance with department's goals and objectives and eliminate impediments to peak performance
- Directs the availability and assignment of proper operating and supervisory staff and resources to ensure that service objectives are achieved within budgetary constraints; administers staff training programs
- Directs staff compliance with policies, procedures, and practices and adherence to labor contracts
- Conducts disciplinary investigations, hearings, and counseling sessions
- Prepares reports, correspondence, standard operating procedures, and transportation notices
- Interacts with various departments and outside agencies to coordinate schedule and procedural changes and ensure quality service
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public transit operations, department operating policies, procedures, and rules
 - Applicable local, state, and federal laws, rules, and regulations governing public transportation policies and funding sources for a public agency
 - Operating lines, routes, and fares
 - California Vehicle Code regulations
 - Modern management theory

Rail Transportation Division Manager

(Continued)

- Ability to:
 - Oversee the operations of an operating transportation division
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Compile, analyze, and interpret complex data
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Related field
- 1 year's experience as a Division Transportation Manager OR
- 2 years' experience as an Assistant Transportation Division Manager
- Valid California Class C driver's license

Special Conditions

- Overtime, on-call, weekend/holiday work required when necessary

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

REAL ESTATE ASSISTANT

Basic Function

To perform paraprofessional work in support of the real estate acquisition, appraisal, real estate services, and property management functions

Classification Characteristics

Differs from Real Estate Officer in that the Real Estate Assistant performs support work in management and processing of real estate documents and contracts, while the Real Estate Officer assists in negotiations for contract services and to acquire and manage property.

Supervised by: Real Estate Manager

Supervises: None

Examples of Duties

- Assists with research and analyses on property transactions
- Maintains on-going monitoring system report of parcels and documents through the appraisal, acquisition, environmental review, relocation, or property management process
- Prepares and processes supporting documents for negotiations with property owners or tenant relocation
- Assists in monitoring appraisal, environmental, or relocation contract requirements
- Works with escrow companies to ensure accurate, efficient closing
- Prepares and maintains real estate inventory, records, computer databases, right-of-way maps, and related property records
- Prepares periodic and special reports related to real estate activities
- Supports the preparation of RFP documents for various real estate functions
- Assists in processing payment requests

Essential Knowledge and Abilities

- Knowledge of:
 - Applicable local, state, and federal laws, rules, and regulations governing real estate processes and procedures, including Uniform Relocation Act and others
 - Agencies regulating ownership and control of property
 - Computer applications, particularly as related to the maintenance and analysis of property information and records

Real Estate Assistant

(Continued)

- Real estate agreements, including leases, licenses, and permits, drafting practices and techniques
- Basic accounting practices, financial reports, and analytical methods and techniques
- Legal descriptions
- Ability to:
 - Interpret legal descriptions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, and contracts
 - Communicate effectively orally and in writing
 - Prepare reports and correspondence
 - Meet tight time constraints and deadlines
 - Analyze situations, identify problems, and recommend solutions
 - Compile and analyze data
 - Operate computers and general office equipment
 - Maintain computerized logs, files and recordkeeping systems
 - Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience performing real estate management and acquisitions or title management functions for a corporate or public sector organization
- Valid California Class C driver's 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

REAL ESTATE ENVIRONMENTAL OFFICER

Basic Function

To conduct environmental site assessment, investigation, and remediation work of Authority-owned property

Classification Characteristics

Differs from Real Estate Project Manager in that Real Estate Project Manager is responsible for overseeing the activities for a specific functional unit, while Real Estate Environmental Officer is responsible for a specialized function within the Real Estate Services unit

Supervised by: Real Estate Project Officer

Supervises: None

Examples of Duties

- Oversees, monitors, and determines acceptability of environmental remediation work in progress by the Southern Pacific and Santa Fe Railroads on rights-of-way acquired by the Authority for SCRRA
- Reviews and evaluates preliminary site assessments (Phase I), subsurface soil investigations (Phase I and Phase II), and remediation projects
- Assesses site-related costs of cleanup resulting from environmental degradation of properties to be acquired by Authority
- Assists the Appraisal Unit in evaluation of the market value of properties to be acquired for rail transit projects
- Monitors work of contracted environmental consultants performing groundwater investigations, remediation, recovery, NPDES permits, obtaining AQMD permits, securing approved work plans and sign-offs through the Regional Water Quality Control Boards and the Department of Health Services
- Conducts annual environmental site audits of Authority-owned properties leased by private parties to assess the likelihood of environmental contamination; determines spatial extent and scope of contamination; monitors remediation, if necessary
- Evaluates the nature of contaminants, average concentration of chemicals and spatial extent of soil and groundwater plumes
- Evaluates the presence of asbestos-containing materials (ACMs), assesses the most feasible and economic approach for remediation and abatement
- Generates appropriate RFP scopes of work for pre-acquisition environmental assessments; establishes criteria for evaluation and selection of contractors; participates in technical review of proposals; assists in selection of most qualified respondents
- Maintains ongoing communication with appropriate regulatory agencies
- Establishes cleanup levels for impacted sites and recommends extent of remediation

Real Estate Environmental Officer

(Continued)

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of real estate environmental assessment (due diligence)
 - Applicable local, state, and federal laws, rules, and regulations pertaining to environmental site assessments, investigation, and remediation
 - Methods of soil and groundwater investigation and remediation
 - Chemical migration in vadose zone soils and groundwater
 - Numerical and analytical models used for determining the fate and transport of chemical compounds in porous media
 - General liability associated with environmental issues
 - Soil physical and chemical characteristics and their impact on the spatial migration potential of chemical compounds
- Ability to:
 - Oversee, direct, plan, and schedule the work of outside contractors
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Compile and analyze complex data

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree in Environmental Science or other related field
- 3 years' professional experience performing environmental site assessment, investigation, and remediation activities
- Valid California Class C driver's license
- Master's degree in related field desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

REAL ESTATE OFFICER

Basic Function

To purchase or lease property and easements

Classification Characteristics

Supervised by: Real Estate Manager; Senior Real Estate Officer

Supervises: None

Examples of Duties

- Negotiates with owners and lien holders for purchase or lease of property
- Prepares offers, purchase agreements, escrow instructions, leases, and other legal documents
- Reviews title reports, appraisals, and similar supporting documents and reports
- Prepares reports and correspondence
- Monitors appraisals and relocation services
- Explains rights and relocation benefits to owners and tenants
- Assists in relocation of owners and tenants
- Serves as liaison among all parties involved in purchase, such as staff, consultants, contractors, attorneys, etc.
- Maintains real estate records and computer files
- Assists in establishing relocation budget estimates
- Determines rental values for Authority-owned properties
- Keeps management current on purchase status or problems
- Prepares property condemnation packages for special counsel
- Monitors environmental hazards assessment of properties
- May focus on acquisitions for special area, such as rail, bus, facilities, etc.
- May manage Authority properties, including marketing, maintenance, lease renewals, and payment records
- May solicit contractors/consultants for special projects, such as repairs, building, or demolition
- May draft or revise land use contracts
- May conduct field inspections and respond to complaints

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of real estate and leasing processes and procedures

Real Estate Officer
(Continued)

- Applicable local, state, and federal laws, rules, and regulations, governing right-of-way, relocation, related compensation, environmental hazards removal, etc.
- Ability to:
 - Communicate effectively orally and in writing
 - Compile and analyze complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Mediate and negotiate
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Operate computers and general office equipment
 - Handle highly confidential information
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgment and creativity in making decisions
 - Think and act independently
 - Determine strategies to achieve goals

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Finance, or other related field
- Valid California Class C driver's license
- 2 years' experience working in real estate

Special Conditions

- Occasional exposure to weather and physical hazards during field visits

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

REAL ESTATE PROJECT MANAGER

Basic Function

To plan and direct real estate acquisition, management, and disposal

Classification Characteristics

Supervised by: Director of Real Estate
Supervises: Senior Real Estate Officer; Real Estate Officer; Real Estate Assistant; Secretary

Examples of Duties

- Assists construction and planning by providing value estimates and just compensation for proposed acquisitions and leasing
- Oversees the solicitation, award, and administration of appraisal contracts, monitors work, and resolves problems
- Recommends condemnation action and prepares for court action or legal claims by or against the Transportation Authority in property valuation matters
- Sets and implements goals, policies, procedures, and work standards
- Establishes and monitors long-range schedules and strategies
- Assists in defining real property requirements and formulating construction schedules
- Conducts negotiations on property and makes offers on purchase
- Directs the pre-acquisition due diligence of all real estate acquisitions and all post-acquisition transfers into ownership
- Initiates environmental site investigations and consults with environmental consultants
- Identifies and resolves property management issues prior to acquisition
- Prepares reports and correspondence
- Reviews and approves rental payments and other invoices
- Assists in developing departmental budget
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of appraisal, condemnation law, and real estate acquisitions and leasing
 - Applicable local, state, and federal laws, rules, and regulations governing right-of-way, relocation, related compensation, environmental hazards removal, etc.
 - Modern management theory
- Ability to:
 - Oversee the operations of a real estate department

Real Estate Project Manager

(Continued)

- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Negotiate and mediate
- Determine strategies to achieve goals
- Communicate effectively orally and in writing
- Represent Authority before the public
- Prepare comprehensive reports and correspondence
- Analyze situations, identify problems, and recommend solutions
- Exercise judgment and creativity in making decisions
- Think and act independently
- Plan financial and staffing needs
- Establish and implement policies and procedures
- Compile, analyze, and interpret complex data
- Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Real Estate, or related field
- Valid California Class C driver's license
- 4 years' experience in real estate appraisal, acquisition, or leasing

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RECORDING SECRETARY

Basic Function

To provide secretarial services in support of meetings and activities of Authority Board of Directors or other affiliated boards or sub-boards

Classification Characteristics

Differs from Senior Secretary in that Recording Secretary takes and prepares official minutes of Board and committee meetings and organizes Board records, while Senior Secretary performs other complex secretarial duties

Supervised by: Assistant Board Secretary

Examples of Duties

- Prepares and compiles materials for Authority or affiliated Boards of Directors
- Prepares minutes of Board and committee meetings
- Maintains index of resolutions and actions taken at meetings of the Board of Directors
- Provides information on Board meetings and actions to public officials and other interested parties
- Researches material for Board members, staff, and the public
- Maintains records of attendance at Board and committee meetings for the purpose of Director fee payments
- Maintains Board files and prepares for microfilming

Required Knowledge and Abilities

- Knowledge of:
 - Laws, rules, and procedures pertaining to official records of a public agency
 - Modern office equipment and procedures
 - English usage, grammar, punctuation, and spelling
 - Basic arithmetic
- Ability to:
 - Record and accurately transcribe minutes of meetings
 - Gather, compile, and analyze data
 - Understand and carry out oral and written instructions
 - Establish and maintain complex filing systems

Recording Secretary (Continued)

- Meet assigned deadlines
- Maintain confidential information
- Interact effectively with various levels of Authority employees, elected/appointed officials, and the general public
- Type at a corrected speed of 60 wpm; take dictation at a speed of 80 wpm

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 5 years' responsible secretarial experience supplemented by courses in business English and office procedures
- Associate's degree in Office Administration or other related field or diploma from an accredited business college desirable

Special Conditions

- May be required to work late or irregular hours

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RECORDS AND MAIL SERVICES MANAGER

Basic Function

To manage and oversee the security and accessibility of Authority records and mail distribution

Classification Characteristics

Supervised by: Director of General Services
Supervises: Records Management Supervisor; General Services Supervisor

Examples of Duties

- Coordinates retrieval and reproduction of documents for the Legal Department and other Authority departments, and outside agencies
- Manages computerized index of records, including budgets
- Handles service requests and software enhancements
- Monitors file integrity
- Prepares budget for unit
- Directs and monitors contractors' work
- Approves purchase invoices
- Negotiates and monitors staff performance contracts
- Provides training for record management and other department staff
- Meets with other department managers to discuss records retention, filing, and training
- Supervises transfer of records to microfilm
- Oversees all public records requests
- Obtains approval for public disclosure of documents
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of library classification and coding
 - Applicable legal, administrative, fiscal, and historical records retention requirements
 - Computer-assisted information retrieval systems
 - Legal and administrative restrictions on information disclosure

Records Manager and Mail Services Manager

(Continued)

- Document storage and alternatives
- Financing, budgeting, and inventory principles
- Modern management theory
- Ability to:
 - Oversee the operations of a records management function
 - Communicate effectively orally and in writing
 - Compile and analyze complex data
 - Handle highly confidential information
 - Analyze situations, identify problems, and recommend solutions
 - Meet tight time constraints, deadlines, and productivity demands
 - Prepare comprehensive reports and correspondence
 - Exercise sound judgment and creativity in making decisions
 - Determine strategies to achieve goals
 - Plan financial and staffing needs
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business Management, Library Science, Business Administration, or other related field
- 3 years' supervisory-level experience in records management
- Master's degree in related field desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RECORDS/INFORMATION COORDINATOR

Basic Function

To coordinate retrieval and dissemination of public records and information

Classification Characteristics

Supervised by: Records Management Supervisor

Examples of Duties

- Receives and reviews requests and subpoenas from internal and external sources for records, documents, and other materials or information on Authority-wide business matters
- Confers with requestors to clarify information being requested
- Confers with legal counsel regarding legal availability, source, and confidentiality of information being requested
- Interacts with staff from various departments and consultants to identify sources and coordinate retrieval and release of information and documents
- Provides written and verbal explanations to requestors regarding release and/or denial of release of information
- Researches various sources, including but not limited to computerized data bases, paper files, tape recordings, from the centralized records management unit and other departments for information
- Prepares and reviews documents prior to release; redacts information which is exempt or non-responsive
- Coordinates reproduction of documents being provided; determines charges and receives payments for costs of reproduction or labor and machine costs; maintains records of charges
- Maintains records of information requested, information released, and costs charged for legal and audit purposes

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of disclosure of public information
 - Records management software applications

Records/Information Coordinator

(Continued)

- Ability to:
 - Perform research
 - Analyze complex information
 - Exercise judgement and creativity in making conclusions
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/ management agreements
 - Prepare reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Related field
- 2 years' experience performing records management work for a public sector agency
- Paralegal or construction or engineering records experience desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

RECORDS MANAGEMENT SUPERVISOR

Basic Function

To supervise the Authority's records management function

Classification Characteristics

Supervised by: Records and Mail Services Manager

Supervises: Records/Information Coordinator; Micrographics Coordinator; Office Assistant

Examples of Duties

- Oversees retrieval, reproduction, and release of documents requested by other Authority departments, Legal Counsel, outside agencies, and the public
- Manages the computerized indices, micrographics program, and electronic imaging system
- Participates in departmental budget development
- Serves as consultant to departments on records management issues, such as storage space utilization, organization or record-keeping systems, and disposition of records
- Coordinates storage, retrieval, and disposition of inactive records
- Coordinates establishment of records management long-term and short-term plans, policies, procedures, and approval processes
- Works with department records coordinators, department heads, legal counsel, executive staff, and Board members to develop records retention schedules, including determination of legal retention requirements and identification of vital and historic records
- Administers micrographics program, including developing procedures, planning work activities, and supervising staff engaged in microfilming
- Evaluates and recommends procurement of records management and micrographics equipment and products to ensure technology integration
- Prepares written reports, including Board reports and correspondence
- Represents the department internally and with outside representatives
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of records management, cataloging, indexing, and reference and literature research
 - Applicable local, state, and federal laws, rules, and regulations governing legal

Records Management Supervisor
(Continued)

- requirements of records retention and destruction
- Micrographics processes as they relate to vital records
- ANSI and AIM standards and procedures for creation and storage of micrographic records
- Modern practices of office management recordkeeping and filing systems
- Principles of supervision
- Ability to:
 - Plan, organize, coordinate, and direct records management work
 - Operate equipment used for storing and retaining documents and records
 - Establish, maintain, and revise records, files, and storage areas
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Compile and analyze complex data
 - Represent Authority before the public
 - Prepare reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Analyze situations, identify problems, and recommend solutions
 - Communicate effectively orally and in writing
 - Travel to offsite locations within a reasonable timeframe
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- 2 years' experience administering a comprehensive records management program
- Valid California Class C driver license
- Professional certificate in Records Management desirable

Special Conditions

- Overtime and weekend work when necessary

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

REVENUE COLLECTIONS MANAGER

Basic Function

To manage the collection, transporting, processing, and depositing of all revenue

Classification Characteristics

Supervised by: Assistant Director of Revenue
Supervises: Senior Cash Counting Supervisor

Examples of Duties

- Plans, organizes, and manages the receipt, disbursement, and recording of revenue transactions
- Manages contracts for collection of rail fares and servicing of ticket vending machines
- Resolves problems arising from financial transactions involving collection and depositing of moneys from bus and rail operations
- Accepts and controls the issuance of all MTA and foreign tokens
- Organizes the collection of revenues from bus and rail systems
- Conducts systems analyses and develops computerized systems to track revenue collection
- Participates in monitoring and auditing firebox operations in the field
- Prepares reports, memos, and other correspondence
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of revenue operations and banking procedures
 - Applicable local, state, and federal laws, rules, and regulations relating to revenue operations and recordkeeping for a public agency
 - Financial recordkeeping and cash transaction procedures
 - Modern management theory
- Ability to:
 - Oversee the operations of a revenue collections function
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence

Revenue Collections Manager
(Continued)

- Analyze situations, identify problems, and recommend solutions
- Exercise judgement and creativity in making decisions
- Determine strategies to achieve goals
- Interact professionally with various levels of Authority employees and outside representatives
- Plan financial and staffing needs
- Compile, analyze, and interpret complex data
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Supervise subordinate staff
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Accounting, Public Administration, Business, or other related field
- 3 years' supervisory experience in revenue collection activities
- Valid California Class C driver license

Special Conditions

- Must pass a security clearance check

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

REVENUE EQUIPMENT MANAGER

Basic Function

To manage the repair and maintenance activities for revenue collection equipment and farebox systems, rail ticket vending machines, and vaulting equipment and mechanisms

Classification Characteristics

Supervised by: Assistant Director of Revenue
Supervises: Facilities Maintenance Supervisor; Fare Collection and Closed Circuit Television Supervisor

Examples of Duties

- Plans and manages the 24-hour, 7-day-a week activities associated with the proper operation and maintenance of revenue collection equipment and other systems, including equipment repair, installation, procurement, problem analyses, and security
- Oversees development of a computerized data base designed to track farebox systems and revenue collection equipment repairs and scheduled maintenance
- Analyzes problems with revenue systems and resolves problems with engineering staff and contractors to ensure maximize utilization and design improvements
- Identifies equipment and system defects which may result in loss of revenue or data; works with police and other Authority personnel to resolve equipment and security failures and revenue theft
- Coordinates installation of fareboxes and rail ticket vending machines
- Conducts field inspections and audits of revenue equipment use in the operating divisions
- Establishes and monitors security controls for revenue equipment locks, keys, and other related mechanisms
- Prepares reports, memos, and other correspondence
- Prepares and submits budget proposal for assigned area, and monitors annual expenditures
- Assesses and submits cost of repair estimates
- Develops and prepares programs and schedules for equipment upgrades
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of the repair and maintenance of revenue collection equipment or other related electronic systems

Revenue Equipment Manager
(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing environmental, safety, and facilities maintenance
- Public agency procurement processes and contract administration
- Modern management theory
- Ability to:
 - Oversee the operations of a revenue equipment maintenance function
 - Mediate and negotiate
 - Communicate effectively orally and in writing
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgement and creativity in making decisions
 - Determine strategies to achieve goals
 - Interact professionally with various levels of Authority employees and outside representatives
 - Plan financial and staffing needs
 - Compile, analyze, and interpret complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Engineering, Public Administration, Business, or other related field
- 3 years' supervisory experience in the repair and maintenance of revenue collection equipment or other related electronic systems
- Valid California Class C driver's license

Special Conditions

- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards
- On call 24 hours

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TECHNICAL ANALYST

Basic Function

To provide professional support within the Information and Technology Services Department

Classification Characteristics

Supervised by: Director of Information and Technology Services

Examples of Duties

- Develops work goals and department projects
- Assigns and coordinates work projects
- Designates staff assignments, establishes work priorities, and evaluates cost and time requirements
- Reviews completed projects to ensure that goals are met and that programs are compatible with other programs already in use
- Makes recommendations for improvements in computer system
- Prepares project reports and documentation for new or modified software and hardware

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public and contract administration analysis, negotiation, and budgeting
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies, funding sources, real estate leasing, and development practices
 - Business computer software applications
 - Office practices, procedures, methods, and equipment
 - Mathematics and business statistics
- Ability to:
 - Perform complex analyst functions
 - Coordinate staff to work as a team in accomplishing tasks
 - Analyze situations, identify problems, and recommend solutions

Technical Analyst
(Continued)

- Understand, interpret, and apply, laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Prepare comprehensive reports and correspondence
- Exercise judgment and creativity in making conclusions
- Compile, and analyze complex data
- Plan and coordinate multiple projects
- Meet critical deadlines
- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Planning, Accounting, or other related field
- 3 years' experience performing management, operations, budgetary, or administrative work
- Master's degree in a related field may substitute for 1 year of the required experience

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSPORTATION TECHNICAL PLANNER I

Basic Function

To perform a wide range of entry-level planning duties related to county-wide transportation planning, programming, and the technical analysis of transportation

Classification Characteristics

Supervised by: Transportation Technical Manager IV

Examples of Duties

- Gathers, analyzes, and applies standard formulas, policies, mathematical computation and statistical methods to data required in assigned projects
- Researches, analyzes, and develops specific transportation-related policy issues and proposals; prepares recommendations
- Reviews programs, projects, and proposals to determine compliance with appropriate laws, rules, and regulations
- Administers fund allocation for various programs, including financial accounting, report preparation, and ensuring proper allocation of funds for a specific project
- Develops projections and studies of transportation service alternatives and levels, appropriate routes, land use, cost effectiveness, joint development, and value capture and feasibility of options
- Participates in meetings with Authority staff, community organizations, cities, and other public agencies concerning the development, funding, operation, or modification of a transportation-related project
- Applies computer software applications and database transportation systems to complete assigned projects
- Conducts portions of large service analysis, cost-benefit, economic, and financial feasibility studies
- Coordinates planning projects with Authority departments and employees
- Applies, develops, and evaluates travel simulation models and their results
- Applies, develops, and evaluates geographic information system procedures
- Applies, develops, and programs computerized applications
- Applies, develops, and implements statistical analysis procedures
- Prepares and reviews engineering studies and specifications
- Prepares comprehensive reports and correspondence

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of urban and regional transportation planning,

Transportation Technical Planner I

(Continued)

- design, and land use or joint development
- Applicable local, state, and federal laws, rules, and regulations governing transportation policies and funding sources for a public agency
- Research methods and practices
- Financial policy and analysis
- Real estate and property assessment values and principles
- Personal computer business, transportation, and planning software applications

Ability to:

- Conduct planning studies and projects
- Understand basic engineering criteria
- Prepare comprehensive reports and correspondence
- Develop and present basic rail and transit planning or policy issues to the public
- Compile and analyze complex data
- Analyze situations and identify problems
- Understand, interpret and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of Authority employees and outside representatives
- Communicate effectively orally and in writing
- Supervise subordinate staff
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Urban planning, Civil or Transportation Engineering, or other related field
- 1 year's experience performing urban, regional, or transportation planning
- Valid California Class C driver license
- Master's degree in urban planning, public administration, or other related discipline may be substituted for the minimum experience

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSPORTATION TECHNICAL PLANNER II

Basic Function

To provide professional-level technical assistance and support for planning and programming staff and conduct technical activities associated with a specialized scientific, statistical, or engineering discipline

Classification Characteristics

Differs from Transportation Technical Manager III in that Transportation Technical Manager II provides technical assistance and support to Transportation Technical Manager III and may evaluate varying aspects of projects while Transportation Technical Manager III is responsible for one or more functions of a complex project or for all aspects of a less complex project.

Supervised by: Transportation Technical Manager IV

Examples of Duties

- Applies, develops, and evaluates travel simulation models and their results
- Applies, develops, and evaluates geographic information system procedures
- Applies, develops, and programs computerized applications
- Applies, develops, and implements statistical analysis procedures
- Prepares and reviews engineering studies and specifications
- Represents staff at meetings to facilitate and implement projects
- Prepares comprehensive reports and correspondence
- Works with other government agencies on projects
- Assumes lead responsibility on transportation studies and research projects
- Coordinates with other Authority programs
- Negotiates and executes cooperative agreements with various agencies
- Provides technical guidance
- Monitors consultant contracts
- Acts as liaison with outside agencies

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of transportation planning and regulations
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies and funding sources for a public agency
 - Statistical analysis methods

Transportation Technical Planner II
(Continued)

- Research methods and practices
- Ability to:
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Mediate and negotiate
 - Analyze situations, identify problems, and recommend solutions
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Compile and analyze complex data
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Civil or Traffic Engineering, Planning, Statistics, Business, Public Administration, or other related field
- 3 years' experience in transportation planning
- Certification or registration in a related discipline desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSPORTATION TECHNICAL MANAGER III

Basic Function

To provide senior-level technical and administrative support to planning and programming staff; to conduct technical scientific, statistical, or engineering studies

Classification Characteristics

Differs from Transportation Technical Manager IV in that Transportation Technical Manager III is responsible for one or more functions of a complex project or for all aspects of a less complex project while Transportation Technical Manager IV is responsible for all aspects of a complex project.

Supervised by: Transportation Technical Manager IV

Examples of Duties

- Applies, develops, and evaluates travel simulation models and their results
- Applies, develops, and evaluates geographic information system procedures
- Applies, develops, and programs computerized applications
- Applies, develops, and implements statistical analysis procedures
- Prepares and reviews engineering studies and specifications
- Oversees consultants to ensure completion of projects
- Participates in consultant selection
- Develops scopes of work for approval
- Coordinates with various committees, groups, and agencies
- Ensures consistency in report formats
- Develops Request for Proposals
- Administers and monitors contracts
- Provides budget analysis
- Reviews engineering plans and specifications
- Assists in developing standards
- Develops agreements with other counties and agencies to establish service agreements and certification requirements
- Provides technical assistance
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of contract administration and negotiation, contract administration and negotiation, and public works construction

Transportation Technical Manager III

(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing transportation policies and funding sources for a public agency
- Methods and procedures for data collection and analysis
- Statistical analysis methods
- Modern management theory

- Ability to:
 - Prepare comprehensive reports and correspondence
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Represent Authority before the public
 - Analyze situations, identify problems, and recommend solutions
 - Compile and analyze complex data
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Civil Engineering, Statistics, Business, Public Administration, Planning, or other related field
- 4 years' experience in transportation planning
- Experience in staff management, consulting, or major projects desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSPORTATION TECHNICAL MANAGER IV

Basic Function

To plan, direct, and control Authority technical projects or programs associated with a specialized scientific, statistical, or engineering discipline

Classification Characteristics

The Transportation Technical Manager series is responsible for conducting the technical activities associated with a specialized scientific, statistical, or engineering discipline while the Transportation Project Manager series is responsible for the oversight and management of a planning project or study and the Transportation Program Manager series is responsible for administering a policy or program.

Supervised by: Director of Air Quality and Mobility; Director of Joint Development
Supervises: Transportation Technical Manager III; Transportation Technical Planner II, I; Secretary

Examples of Duties

- Applies, develops, and evaluates travel simulation models and their results
- Applies, develops, and evaluates geographic information system procedures
- Applies, develops, and programs computerized applications
- Applies, develops, and implements statistical analysis procedures
- Prepares and reviews engineering studies and specifications
- Develops, manages, and coordinates support staff
- Monitors, and approves invoicing of revenues and allocates to accounts
- Analyzes and monitors contractor budgets
- Ensures projects are completed within approved budget
- Develops scopes of work
- Resolves legal, contractual, and technical issues
- Evaluates the costs, benefits, and legality of alternative, revenue generating models
- Attends meetings
- Prepares marketing programs
- Develops departmental goals and policies
- Administers and manages the annual budget
- Provides information to outside parties on various projects
- Manages a department consultant contracts for compliance with procedures and policies
- Implements and monitors various systems
- Prepares comprehensive reports and correspondence
- Supervises subordinate staff

Transportation Technical Manager IV (Continued)

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of transportation planning and regulations, contract administration and negotiation, and public works construction
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies and funding sources for a public agency
 - Methods and procedures for data collection and analysis
 - Statistical analysis methods
 - Modern management theory
- Ability to:
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees and outside representatives
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Meet tight time constraints and deadlines
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Think and act independently
 - Make financial decisions within a budget
 - Establish and implement relevant policies and procedures
 - Compile, analyze, and interpret complex data
 - Conduct major transit improvement studies
 - Develop complex transit planning projects
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Planning, Civil Engineering, Statistics, or other related field
- 5 years' experience in either transportation planning, staff management, consulting, major projects, or other related area

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSPORTATION PROGRAM MANAGER III

Basic Function

To provide senior-level support to multimodal financial planning projects and programs

Classification Characteristics

Supervised by: Transportation Program Manager IV

Examples of Duties

- Manages a single component of a major complex funding program or manages a single funding program or grant
- Participates in special task forces, committees, panels, and peer groups as required
- Provides consultation and makes presentations to local, regional, state, and federal agencies and groups regarding transportation programs and funding
- Provides technical assistance to Authority staff and external agencies
- Participates in regional and local transportation forums
- Assists in developing program guidelines and strategies
- Monitors completion of various funding plans, programs, and projects
- Develops and monitors forecasts, budgets, and financial plans for transportation programs and projects
- Develops scopes of work, financial plans, schedules, contracts, and agreements
- Coordinates and disseminates information to various departments, agencies, organizations, and the public
- Evaluates the costs, benefits, and risks associated with alternative funding plans, programs, and projects
- Prepares computer spreadsheet analyses and conducts sensitivity tests on different variables

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of capital planning, grants management, or benefits assessment
 - Applicable local, state, and federal laws, rules, and regulations governing capital planning and grants management for a public transportation agency
 - Organization and processes of local, regional, state, and federal government, including legislative and funding processes and policies
 - Financial, analytical, statistical, and mathematical processes and procedures

Transportation Program Manager III

(Continued)

- Regulatory, municipal, county, transit, highway and agency policies, plans, and procedures
- Business computer programs and applications

- Ability to:
 - Plan, program, analyze, negotiate, and implement capital planning, grants management, or benefit assessments proposals, projects, programs, and strategies
 - Manage comprehensive studies and analyses
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Communicate effectively orally and in writing
 - Analyze situations, identify problems, and recommend solutions
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees, the Board of Directors, and outside representatives
 - Prepare complex computer spreadsheet analyses and databases to support analytical work
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Finance, or other related field
- 4 years' experience in capital planning or grants administration for public transportation projects
- Valid California Class C driver's license
- Master's degree - Business, Public Administration, Finance, or other related field desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSPORTATION PROGRAM MANAGER IV

Basic Function

To manage a major multimodal capital planning, grants management, or benefits assessment project or program

Classification Characteristics

Supervised by: Director of Capital Planning; Director of Grants Programming Management
Supervises: Transportation Program Manager III; Transportation Planning Analyst I-II

Examples of Duties

- Manages a large, complex capital planning, grants management, or benefit assessments program such as the Call for Projects, the Long Range Transportation Plan, the State Transportation Improvement Program, major capital grants and operating grants, or planning for a new assessment district, which are elements of multiple, integrated programs
- Leads special task forces, committees, panels, and peer groups on major issues as required
- Provides consultation and makes presentations to local, regional, state, and federal agencies and groups regarding transportation programs and funding
- Provides technical assistance to Authority staff and external agencies
- Participates in regional and statewide transportation forums
- Participates in developing program guidelines, strategies, and policies
- Ensures completion of various funding plans, programs, and projects
- Develops and negotiates scopes of work, financial plans, schedules, contracts, and agreements
- Evaluates proposed legislation for impacts on a specific program
- Develops and monitors forecasts, budgets, and financial plans for transportation programs and projects
- Evaluates the costs, benefits, and risks associated with alternative funding plans, programs, and projects
- Represents Authority before committees, boards, business, citizens', governmental and civic organizations, and other agencies
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of capital planning, grants management, or benefits assessment

Transportation Program Manager IV

(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing capital planning and grants management for a public transportation agency
- Organization and processes of local, regional, state and federal government, including legislative and funding processes and policies
- Financial, analytical, statistical, and mathematical processes and procedures
- Modern management theory
- Ability to:
 - Plan, program, analyze, negotiate, and implement capital planning, grants management, or benefit assessments proposals, projects, programs, and strategies
 - Manage comprehensive studies and analyses
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Negotiate consensus solutions
 - Prepare comprehensive reports and correspondence
 - Communicate effectively orally and in writing
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Interact professionally with various levels of Authority employees, the Board of Directors, and outside representatives
 - Develop and implement databases and spreadsheet programs
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Finance, or other related field
- 3 years' senior-level experience in capital planning or grants administration for public transportation projects
- Valid California Class C driver's license
- Master's degree - Business, Public Administration, Finance, or other related field desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSPORTATION PROGRAM PLANNER I

Basic Function

To perform a wide range of duties to provide entry-level support in managing specific multi-modal transportation or financial planning projects or programs

Classification Characteristics

Supervised by: Director of Transportation Program Management; Transportation Program Manager II-V

Supervises:

Examples of Duties

- Gathers, analyzes, and applies standard formulas, policies, mathematical computations, and statistical methods to data as required in assigned projects or programs
- Participates in special task forces and peer groups as required
- Provides support in developing presentations to local, regional, state, federal and agencies and groups regarding transportation programs and funding
- Under direction, monitors completion of various funding plans, programs, and projects
- Assists in developing specific components of scopes of work, financial plans, schedules, contracts and agreements
- Disseminates information to various departments, agencies, organizations, and the public
- Assists in evaluating the costs, benefits, and risks associated with alternative funding plans, programs, and projects
- Conducts specific portions of large cost-benefit, economic, and financial feasibility studies
- Researches, analyzes, and prepares recommendations on specific transportation and financial planning issues and legislation as assigned
- Participates in meetings with Authority staff, cities, and other public agencies on specific transportation and financial planning projects and programs
- Applies computer software and database systems to complete assigned projects

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices related to transportation, urban and regional planning, and fiscal analysis

Transportation Program Planner I

(Continued)

- Applicable local, state, and federal laws, rules, and regulations governing social, political and environmental issues influencing transportation programs
- Transportation planning and programming concepts
- Financial, analytical, statistical, research and mathematical processes and procedures
- Personal computer business and planning software applications

- Ability to:
 - Analyze proposals, projects, programs, and strategies
 - Analyze situations, identify problems, and recommend solutions
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Use microcomputer spreadsheet and database programs
 - Communicate effectively orally and in writing
 - Represent Authority before the public
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Urban or Transportation Planning, Political Science, Engineering, or other related field
- 1 year's professional-level experience in public transportation or financial planning
- Valid California Class C driver's 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSPORTATION PROGRAM PLANNER II

Basic Function

To provide professional-level technical assistance and support in managing multi-modal transportation or financial planning projects or programs

Classification Characteristics

Supervised by: Director of Transportation Program Management; Transportation Program Manager III-V

Supervises:

Examples of Duties

- Researches relevant statutes or regulations regarding capital funding
- Compiles data for the Long Range Plan, Transportation Improvement Program, Grants, or Benefit Assessment District sections
- Participates in special task forces, committees, panels, and peer groups as required
- Provides support in developing presentations to local, regional, state, federal and agencies and groups regarding transportation programs and funding
- Provides technical assistance to Authority staff and external agencies
- Participates in regional and local transportation forums
- Assists in developing regional guidelines, strategies, and pricing
- Monitors completion of various funding plans, programs, and projects
- Monitors forecasts, budgets, and financial plans for transportation programs and projects
- Assists in developing scopes of work, financial plans, schedules, contracts and agreements
- Represents staff at meetings to facilitate and implement projects
- Monitors consultant contracts
- Coordinates and disseminates information to various departments, agencies, organizations, and the public
- Acts as liaison with outside agencies on specific projects and programs
- Assists in evaluating the costs, benefits, and risks associated with alternative funding plans, programs, and projects
- Analyzes components of transportation funding legislation

Transportation Program Planner II (Continued)

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices related to transportation, urban and regional planning, development, programming, construction, public financing techniques, and fiscal analysis
 - Applicable local, state, and federal laws, rules, and regulations governing social, political and environmental issues influencing transportation programs
 - Multi-modal transportation planning and programming concepts, practices, and techniques
 - Financial, analytical, statistical, and mathematical processes and procedures
- Ability to:
 - Analyze transportation proposals, projects, programs, and strategies
 - Understand, interpret and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, and recommend solutions
 - Prepare comprehensive reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Represent Authority before the public

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, Urban or Transportation Planning, Political Science, Engineering, or other related field
- 3 years' professional-level experience in public transportation or financial planning
- Valid California Class C driver's license
- Master's degree - Business, Public Administration, Urban or Transportation Planning, Engineering, Political Science, or other related field desirable

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSIT OPERATIONS EMERGENCY DISPATCHER

Basic Function

To dispatch transit police units to transit operations-related crime incidents

Classification Characteristics

Supervised by: Transit Police Lieutenant

Supervises: None

Examples of Duties

- On an assigned shift, receives incoming telephone and voice radio calls, complaints and inquiries from transit operations personnel, other employees, and the public concerning crimes and police emergencies
- Dispatches orders to police radio patrol units in vicinity to investigate calls
- Relays instructions or responds to questions from remote units
- Monitors public safety frequencies to aid in coordinated efforts as required and interfaces with other public agencies in dispatching vehicles in such emergencies
- Operates a variety of communications equipment, including but not limited to radio and telephone systems
- Prepares routine correspondence and reports and maintains records and logs
- Maintains radio contact with units on assignment
- Operates CRT and teletype terminals to input and receive law enforcement and general administrative records and information
- Maintains status of current activities for Transit Police units working on assigned shift

Essential Knowledge and Abilities

- Knowledge of:
 - Applicable local, state, and federal laws, rules, and regulations governing a public transportation agency
 - Federal Communications Commission (FCC) procedures and regulations associated with the operation of a public safety communication network
 - Authority's operating areas
 - Area emergency jurisdictions
 - Criminal Justice Information System (CJIS) and Justice Department Information Center (JDIC) operations

Transit Operations Emergency Dispatcher

(Continued)

- Ability to:
 - Operate radio communication systems including voice radio and computer-aided dispatch equipment
 - Exercise judgment and creativity in making decisions
 - Communicate effectively orally and in writing
 - Operate a computer terminal
 - Work under pressure and changing conditions
 - Handle highly confidential information
 - Interact professionally with various levels of Authority employees and outside representatives

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience as a police or public safety radio dispatcher

Special Conditions

- Must pass a background investigation as required by P.O.S.T.
- Must be able to work any shift
- Weekend/holiday work

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSIT OPERATIONS SUPERVISOR (COMMUNICATIONS)

Basic Function

To coordinate and monitor the daily operations of bus service within the Radio Dispatch Center

Classification Characteristics

Supervised by: Senior Transit Operations Supervisor

Examples of Duties

- Operates a computer-aided multi-channel radio and telephone communications console and responds to requests for assistance from Bus Operators, Transit Police Officers, other MTA operations support personnel, public emergency services agencies, and the general riding public
- Exercises authority over revenue operations personnel and employees prudent judgment in the utilization and consumption of MTA resources to resolve problems
- Optimizes bus service reliability through the use of failure management strategies which include schedule manipulation techniques, route diversions, and the diagnosis of minor mechanical problems
- Priorities requests and reported problems in order of importance and severity and formulates, coordinates, and directs the appropriate course of remedial action
- Records pertinent data on incident reports detailing all reported crime activity, accidents, road hazards, mechanical malfunctions, street closures, facilities malfunctions, and other miscellaneous operational problems and potential service disruptions
- Notifies and appries Executive Staff, division management, media relations, safety and risk management personnel, and other affected MTA department staff of events and incidents which have the potential to subject MTA to financial liability, media scrutiny, and public criticism
- Serves as a regional coordinator of mobility services for police and fire agencies, State Office of Emergency Services, Federal Emergency Management Agency, the National Guard, and the American Red Cross, during civil disturbance, natural disasters, and other emergencies; may be required to serve as an MTA representative and liaison at city or county emergency operations command centers
- Responds to requests for assistance from disabled patrons and ensures transportation service in accordance with the Americans with Disabilities Act
- Performs customer and public relations duties, including retrieving lost articles and helping to locate missing persons
- Performs other duties as assigned, including scheduling document management, staffing projections and work planning, and data base management

Transit Operations Supervisor

(Continued)

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices of Authority bus system operations, operating lines, routes, and fares
 - Applicable local, state, and federal laws, rules, and regulations governing public transit systems
 - Transportation Department operating policies, procedures, and rules
 - Federal Communications Commission regulations
 - California Vehicle Code
 - Area emergency jurisdictions
 - Principles of supervision
- Ability to:
 - Plan, organize, and monitor transit operations work
 - Understand, interpret and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Operate radio communication systems, including voice radio and computer-aided dispatch equipment
 - Perform minor mechanical adjustments to transit vehicles
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgement and creativity in making decisions
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience as a full-time Bus Operator (part-time driving experience shall be counted at one-half the actual length of time so that 2 years' part-time driving experience may be substituted for one year full-time driving experience) OR
- Bachelor's degree in a related field and 2 years' Authority experience performing professional/paraprofessional administrative work leading to an understanding of Authority operations OR
- Associate's degree in a related field and 4 years' Authority experience performing professional/paraprofessional administrative leading to an understanding of Authority operations
- Completion of the Authority's Pre-supervisory Training Program or its equivalent desirable
- Valid California Class B-P driver's license

Special Conditions

- Various hours

Transit Operations Supervisor
(Continued)

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.



Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSIT OPERATIONS SUPERVISOR (DIVISION OPERATIONS)

Basic Function

To supervise, coordinate, and monitor the daily operations of bus service

Classification Characteristics

Supervised by: Service Operations Manager; Deputy Service Operations Manager; Senior Transit Operations Supervisor

Supervises: Bus Operator

Examples of Duties

- Processes and assigns work assignments to operators (mark up) on a daily basis to ensure reliability and cost effectiveness and have it posted by 3:00 p.m. per labor contract
- Dispatches daily work assignments; monitors status of operators and equipment availability during am and pm roll-outs, making necessary adjustments to insure reliability and cost effectiveness; make sure all daily transactions and reports are completed and documented accurately by the end of each shift
- Coordinates yard management activities with maintenance personnel to insure timely roll-outs and bus replacements are made in a timely manner to minimize service delays; monitors procedures to insure 100% quality and safety; identifies major operational problems and submit recommendations for resolution to Service Operations Manager
- Verifies roll out sheets for accuracy including any pink letter changes
- Maintains and updates attendance logs; make sure entries to daily event and operator change sheets are accurate; reports excessive absences to Service Operations Manager
- Updates records of operators' status, i.e. sick, industrial injuries, vacations, training, schedule checker, a.d.s. etc, as well as miscellaneous reports, pink letters (bus schedule changes, special assignments, i.e. media events, school exhibits, clean air exhibits, etc., regular bus operator assignments, bumps (displacements)
- Oversees set up and organizes division shake ups
- Monitors staffing needs for the Division
- Processes minor rule violation slips, customer complaints and commendations; interviews and counsels operators on rule violations and assesses discipline if necessary in accordance with labor contract
- Oversees the accuracy of maintaining division payroll errors, keeping errors to a minimum, make all necessary payroll adjustments on a biweekly basis
- Calculates payment of operators paytime, sick pay, unprovoked attack pay, and occupational injury pay
- Manages the weekly bid process and division shake-up
- Responds to incoming telephone calls regarding operators going sick, requesting off, personal reasons, or family emergencies and transfers to the appropriate persons, and answering any operators questions
- Identifies and processes accident tracers for Hertz claims management; interviews operators involved
- Implements and monitors departmental and divisional procedures, policies, rules, regulations and operating methods

Transit Operations Supervisor

(Continued)

- Records first-level hearings; making sure documentation is accurate and complete, reflecting comments, arguments and evidence that is presented by the district and union; prepare clear and precise drafts of appeal letters for the manager's approval
- Opens any assignments that are necessary on the sheets and in TOTS and reassign or keep open if it falls on following day's shift

Essential Knowledge And Abilities

- Knowledge of:
 - Theories, principles, and practices of Authority bus system operations, operating lines, routes, and fares
 - Applicable local, state, and federal laws, rules, and regulations governing public transit systems
 - Transportation Department operating policies, procedures, and rules
 - Federal Communications Commission regulations
 - California Vehicle Code
 - Area emergency jurisdictions
 - Principles of supervision
- Ability to:
 - Plan, organize, and monitor transit operations work
 - Understand, interpret and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Operate radio communication systems, including voice radio and computer-aided dispatch equipment
 - Perform minor mechanical adjustments to transit vehicles
 - Analyze situations, identify problems, and recommend solutions
 - Exercise judgement and creativity in making decisions
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- 2 years' experience as a full-time Bus Operator (part-time driving experience shall be counted at one-half the actual length of time so that 2 years' part-time driving experience may be substituted for one year full-time driving experience) OR
- Bachelor's degree in a related field and 2 years' Authority experience performing professional/paraprofessional administrative work leading to an understanding of Authority operations OR
- Associate's degree in a related field and 4 years' Authority experience performing professional/paraprofessional administrative leading to an understanding of Authority operations
- Completion of the Authority's Pre-supervisory Training Program or its equivalent desirable
- Valid California Class B-P driver's license

Transit Operations Supervisor

(Continued)

Special Conditions

· Various hours and work locations

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.

11

12

13

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSIT POLICE CAPTAIN

Basic Function

To oversee the activities of a major division within the Transit Police Department

Classification Characteristics

Differs from Transit Police Chief in that Transit Police Captain directs the activities of a major division of the department, while Transit Police Chief is responsible for the overall functioning of the department.

Supervised by: Transit Police Chief
Supervises: Transit Police Lieutenant; Transit Police Sergeant; Transit Police Officers; Support Staff

Examples of Duties

- Plans, directs, organizes, and manages activities within the areas of Field Patrol Operations, Office Support, Investigations, Recruitment and Training, Crime Prevention, and Security
- Assists in developing and implementing departmental goals and budgets
- Establishes and implements departmental policies and procedures and updates operation and procedure manuals
- Consults with and advises Authority management and staff on police policies, procedures, and practices
- Responds to inquiries on matters within assigned areas of responsibility
- Prepares and presents reports for management and outside agencies
- Represents the department and Authority in-house and with outside agencies
- Coordinates law enforcement activities with other departments and outside agencies
- Arbitrates second-level employee grievances
- Identifies training needs and implements training programs
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of law enforcement
 - Applicable local, state, and federal laws, rules, and regulations
 - Authority's policies and procedures
 - Modern management theory
- Ability to:
 - Direct a major function within a police department

Transit Police Captain

(Continued)

- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of Authority employees and outside representatives
- Exercise judgment and creativity in making decisions
- Determine strategies to achieve goals
- Communicate effectively orally and in writing
- Mediate and negotiate
- Represent Authority before the public
- Analyze situations, identify problems, and recommend solutions
- Think and act independently
- Plan financial and staffing needs
- Make financial decisions within a budget
- Establish and implement policies and procedures
- Compile and analyze complex data
- Supervise subordinate staff

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Criminal Justice, Public Administration, Business Administration, or other related field
- 2 years' police experience at the lieutenant level
- Professional certificates/licenses: P.O.S.T. Management Certificate
- Valid California Class C driver's license

Special Conditions

- Must currently be working for a California Law Enforcement Agency or have successfully completed a P.O.S.T. approved requalifications course within the last 3 years
- Additional 2.5% salary premium for possession of P.O.S.T. Executive Certificate
- 24 hours on-call
- Some exposure to weather and physical hazards
- May require overtime, on-call, or weekend work
- May require overnight or day travel

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSIT POLICE CHIEF

Basic Function

To direct and oversee the overall functioning of the Transit Police Department

Classification Characteristics

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

Supervised by: Executive Officer, Administration
Supervises: Transit Police Captain; Transit Police Lieutenant; Secretary

Examples of Duties

- Directs, develops, and oversees administration of all department police programs
- Develops and implements the Authority's master security plan
- Prepares and presents reports to Authority management and Board of Directors
- Plans and directs programs consistent with community-oriented policing philosophy
- Represents Authority before professional, business, citizen groups, other agencies, associations, and Boards
- Establishes and implements policies, procedures, safety and work standards, and controls
- Coordinates functions, groups, and projects
- Plans, assigns, monitors, and evaluates work of subordinates
- Fosters an open, professional team working environment
- Recruits, trains, and advises staff and provides for their professional development
- Directs preparation and administration of department budget
- Manages contracts with external law enforcement agencies and security companies
- Supervises subordinate staff

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of budgeting and law enforcement administration
 - Applicable federal, state, and local laws, rules, and regulations
 - Modern management theory

Transit Police Chief

(Continued)

- Ability to:
 - Plan, organize, and manage a law enforcement agency
 - Communicate effectively orally and in writing
 - Interact professionally with various levels of Authority employees, outside representatives, and the public
 - Represent Authority before the public
 - Prepare comprehensive reports and correspondence
 - Operate general office equipment in performance of duties
 - Handle highly confidential information
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Exercise judgment and creativity in making decisions
 - Direct the total activities of a division or department
 - Think and act independently
 - Determine strategies to achieve goals
 - Determine financial and staffing needs
 - Compile, analyze, and interpret complex data
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Public Administration, Criminal Justice, or other related field
- 5 years' police experience at the rank of Lieutenant or higher
- Professional certificates/licenses: POST Management Certificate
- Valid California Class C driver's license
- Master's degree - Public Administration, Criminal Justice, or other related field desirable

Special Conditions

- Exposure to weather and physical hazards
- May require overtime, on-call, or weekend work
- May require overnight or day travel

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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

TRANSIT POLICE LIEUTENANT

Basic Function

To supervise the activities within a major police division

Classification Characteristics

Differs from Transit Police Captain in that Transit Police Lieutenant manages a work unit within a major police division, while Transit Police Captain manages the overall operations of a major police division.

Differs from Transit Police Sergeant in that Transit Police Lieutenant manages a work unit within a major police division, while Transit Police Sergeant exercises first-level supervision over sworn and non-sworn personnel within a work unit.

Supervised by: Transit Police Captain

Supervises: Transit Police Sergeant; Senior Transit Police Officer; Transit Police Officer

Examples of Duties

- Develops goals, priorities, procedures, and programs, and assigns work of a work unit within a major division of the department
- Performs complex technical assignments within and outside of own specialty area
- Represents the department and the Authority both in-house and with outside agencies
- Participates in planning and implementing coordinated intradepartmental, interdepartmental, and interagency efforts
- Consults with and advises Authority staff and representatives of other agencies regarding law enforcement activities and issues and Transit Police Department policies, procedures, and practices
- Recommends human resource, budgetary, policy, and procedural changes
- Prepares written and oral reports for Authority management and outside agencies
- Directs and participates in preparation and correction of reports, presentation of data, making recommendations, and reviewing reports for accuracy and completeness
- Identifies training needs, and develops and implements training and testing programs
- Conducts disciplinary hearings; determines if charges are warranted and recommends appropriate disciplinary action to Transit Police Chief
- Supervises subordinate staff

Transit Police Lieutenant (Continued)

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of law enforcement
 - Applicable local, state, and federal laws, rules, and regulations
 - Modern management theory

- Ability to:
 - Plan, organize, and manage the work of specialized police work unit
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Plan and manage projects from inception to culmination
 - Analyze situations, identify problems, and implement solutions
 - Prepare reports and correspondence
 - Interact professionally with various levels of Authority employees and outside representatives
 - Communicate effectively orally and in writing
 - Supervise subordinate staff
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Criminal Justice, Public Administration, or other related field, or P.O.S.T. Advanced Certificate
- 2 years' police experience at the sergeant level
- Professional certificates/licenses: P.O.S.T. supervisory certificate
- Valid California Class C driver's license

Special Conditions

- 24 hour on-call
- Requires good physical condition with complete mobility and sensory abilities
- Exposure to physical hazards
- Additional 2.5% salary premiums will be paid for possession of Advanced and Management P.O.S.T. certificates

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.