

**Metro****BOARD OF DIRECTORS****FEBRUARY 26, 2004****SUBJECT: RECLASSIFICATION AND CREATION OF POSITIONS****ACTION: APPROVE PROPOSED CLASSIFICATION CHANGES****RECOMMENDATION**

- A) Approve the reclassification of the non-represented position of Executive Officer, Rail Construction (Grade BB) to the non-represented classification Chief Capital Management Officer (Grade DD).
- B) Approve the creation of a new non-represented classification Director, Federal Advocacy (Grade Q).

ISSUES

On the February 26, 2004 Board agenda, the Board will consider approval of a new MTA Position Authorization and Compensation Policy. The proposed new policy states that any non-represented position reclassification upgrades not included in the approved fiscal year budget, as well as all new non-represented classifications created during any fiscal year require Board approval. A reclassification is a change of a position in one classification to another classification in the same or similar job family or career progression. A new classification is the creation of a classification that does not currently exist and is not in the adopted budget.

In alignment with the proposed new policy, staff is requesting approval of a reclassification of an existing position, as well as approval to create a new non-represented classification.

DISCUSSION

Reclassification of the non-represented position of Executive Officer, Rail Construction (Grade BB) to the non-represented classification of Chief Capital Management Officer (Grade DD)

The proposed one position classification of Chief Capital Management Officer will provide overall executive direction over all MTA construction projects. This position has been reclassified to ensure the ability of the MTA to successfully execute the design/build concepts, whereby outside contractors both design and build large-scale capital projects. Critical to the successful completion of these capital projects is the experience of successful completion (high

quality, within budget, on-time) of both the design and construction sides of large-scale projects. The individual hired for this position will possess this breadth of experience.

Human Resources recommends that this position be placed in salary grade DD, with a salary range of \$196,606 - \$235,926 - \$283,111. This recommendation is based upon the proposed position description (see Attachment A), and a review of market pay data.

Approve the creation of a new non-represented classification titled Director, Federal Advocacy (Grade Q)

The proposed new classification of Director, Federal Advocacy will lead MTA's federal advocacy activities by providing advanced-level representation of, and advocacy for, the MTA's policies, projects and programs before federal legislative bodies and regulatory agencies. The incumbent in this position will be located in Washington D.C., ensuring that the MTA is represented in the nation's capital on a full-time basis during the next critical years of legislative advocacy. This person will serve as chief liaison for the Authority with members of the United States Congress and other federal government officials to inform them of and support legislation and policies benefiting transportation services and projects.

Human Resources recommends that this classification be placed in salary grade Q, with a salary range of \$86,809 - \$108,512 - \$130,214. This recommendation is based upon the proposed classification description (See Attachment B), and a review of market pay data.

Due to the current budgetary constraints, staff is proposing to eliminate a vacant New Business Development Manager position (Grade M) to create this new position without increasing the number of total budgeted positions.

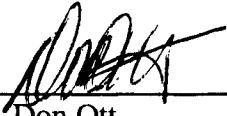
FINANCIAL IMPACT

There is no impact to the FY04 Budget because the two budgeted positions that the two new positions will replace have been vacant, creating a vacancy savings.

ATTACHMENTS

- A. Proposed Position Description – Chief Capital Management Officer
- B. Proposed Position Description – Director, Federal Advocacy

Prepared by: William McLeod, Director of Human Resources
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Chief Executive Officer

ATTACHMENT A – POSITION DESCRIPTION:

CHIEF CAPITAL MANAGEMENT OFFICER

Pay Grade HDD

(\$196,606 - \$235,926 - \$283,111)

Basic Function

To provide overall executive direction and has ultimate responsibility over Construction Project Management and other assigned functions of the Authority

Classification Characteristics

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

This single class manages, through subordinate senior management staff, all of the Authority's construction and engineering projects. This class is distinguished from the Executive Officer, Project Management, in that the latter has the responsibility over construction and engineering activities of the Authority's major capital projects.

Supervised by: Chief Executive Officer

Supervises: Executive Officer, Project Management; Deputy Executive Officer, Program Management; Executive Officer or Deputy Executive Officer of assigned functions; Executive Secretary

Work Environment

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

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

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

Examples of Duties

- Provides policy direction to assigned major functional areas or departments, directing the establishment of goals, major priorities, and advising in the development of strategies and resolution of major problems
- Monitors activities of assigned departments to ensure conformance with goals and objectives of reporting unit and eliminate impediments to peak performance
- Provides technical advice to the CEO and Authority Board on matters related to the Authority's transit design, construction, and management of current projects
- Directs the management, studies, investigations, and analyses of project construction at the direction of the CEO and Board of Directors, including reports of findings and recommendations
- Administers major funds, acquisitions, contracts and vendor relations
- Directs the implementation of transit project goals and objectives, policies, work standards, and controls for professional staff and consultants; evaluates project performance against goals and takes necessary action to address deviations
- Prepares and presents managerial and policy issues and recommendations to CEO, MTA Board and to political entities and advises on related issues
- Represents MTA at meetings and conferences with elected and public officials, the community, private citizens, and public and private organizations
- Assists in the development of MTA's regional long-range strategic plans
- Ensures coordination and cooperation of services among assigned departments
- Ensures adequate funding to meet ongoing and project commitments
- Serves as chair or member of various committees or boards
- Complies with MTA's efficient and effective bill paying standard to ensure project and cost center invoices are paid in a timely manner
- Oversees, monitors, and adheres to departments/units budget, goals, and schedules which complies to agency-wide fiscal responsibility
- Develops and delivers quality projects from inception to close-out on time and within scope and budget
- Creates MTA's safety vision; approves and adopts the agency's safety rules, policies, and procedures; communicates safety expectations; and maintains accountability for the safety performance of the entire agency
- Complies with all of MTA's safety rules, policies, and procedures

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of mass transit systems design, construction, operations, maintenance, safety, accident prevention, and emergency response
 - Applicable local, state, and federal laws, rules, and regulations governing the design, engineering, and construction of mass transit and other capital projects
 - Capital and operating budgets

- Management of large-scale mass transit and construction of capital projects
- Ability to:
 - Plan, develop and implement objectives, policies, procedures, and work standards to organize and control the design and construction of a major rail transit project
 - Understand, interpret, and apply applicable laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements
 - Represent the Authority before elected officials and the public as requested/required

Minimum Qualifications

Potential candidates interested in the Chief Capital Management Officer position **MUST** meet the following requirements:

- Bachelor's degree - Engineering, Construction Management, or other related field
- 8 years' senior management-level experience at the department-head level or higher level in large-scale rail-transit/tunneling construction project
- Master's degree in Engineering or Management and experience working with construction of capital projects in a mass transit environment is desirable
- Valid California Class C driver's license

Special Conditions

- Must possess Registration as a Professional Engineer in the State of California or be able to attain such within 6 months of appointment

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.

ATTACHMENT B - POSITION DESCRIPTION

DIRECTOR, FEDERAL ADVOCACY

Pay Grade H1Q

(\$86,809 - \$108,512 – \$130,214)

Basic Function

To lead MTA's federal advocacy activities by providing advanced-level representation of, and advocacy for, the Authority's policies, projects and programs before federal legislative bodies and regulatory agencies.

Classification Characteristics

Incumbents in this classification will specifically represent the Authority before federal legislative bodies/regulatory agencies.

Supervised by: Chief Executive Officer

Work Environment

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

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

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

Examples of Duties

- Serves as chief liaison for the Authority with members of the United States Congress and other federal government officials to inform them of and support legislation and policies benefiting transportation services and projects.

- Meets and speaks with federal government officials, and public and private sector groups to foster support for the MTA's projects and programs.
- Contacts and confers with members of congress and other holders of public office to persuade them to support legislation in MTA's interest.
- Studies proposed legislation to determine possible effect on MTA's interests.
- Provides technical and advisory assistance to the CEO on federal legislative matters that may come, or are before the Board for its consideration.
- Confers with federal legislators and officials to emphasize supposed weaknesses or merits of specific bills to influence passage, defeat, or amendment of measure, or introduction of legislation more favorable to MTA's interests.
- Contacts individuals and groups having similar interests in order to encourage them also to contact legislators and present views.
- Prepares written and oral reports for the MTA management, Board of Directors, outside agencies and the public.
- Prepares news releases and informational pamphlets and conducts news conferences in order to state agency's views and to inform public of features of proposed legislation considered desirable or undesirable.
- Plans and coordinates meetings between members and elected officials to discuss legislative issues and proposals and allow officials to respond to agency's concerns.
- Contacts regulatory agencies and testifies at public hearings to enlist support.
- Complies with all of MTA's safety rules, policies, and procedures.
- Responsible for maintaining, supporting, and promoting a safe work environment while complying with all of MTA's safety rules, policies, and procedures.

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of public administration and political processes.
 - Federal legislative and advocacy processes.
 - Regulatory agency processes.
 - The political environment at the federal level.
 - Current elected and appointed officials of federal government.
- Ability to:
 - Utilize knowledge, power, and persuasion to influence the federal legislative process on behalf of the agency and transit industry.
 - Gather, organize, and analyze federal legislation.
 - Understand, interpret, and apply laws, policies, rules, contracts, guidelines, and budgets.
 - Recognize problems and implement solutions.
 - Prepare reports and correspondence.
 - Interact professionally with various levels of MTA employees and outside representatives.
 - Communicate effectively with others.
 - Travel to offsite locations within a reasonable timeframe.

Minimum Qualifications

Potential candidates interested in the Director, Federal Advocacy position **MUST** meet the following requirements:

- Bachelor's degree in Political Science, Public Administration, or other related field.
- Five years progressively responsible experience performing lobbyist work, or public affairs work for a public sector or governmental agency or federal advocacy firm, or 5 years progressively responsible experience working as a staff member for a federal elected official, federal legislative committee or federal government/public affairs office.
- Master's degree in related field desirable.
- Valid California Class C driver license.

Special Conditions

- Position is located in Washington D.C.
- Out-of town 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.

