



Metro

Metropolitan Transportation Authority

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**BOARD
DECEMBER 15, 2005**

SUBJECT: CREATION OF NEW CLASSIFICATION; SALARY FOR POSITION

ACTION: APPROVE CREATION OF NEW CLASSIFICATION AND SALARY

RECOMMENDATION

Approve the:

- A) creation of a new non-contract classification of Executive Officer, Real Property Management and Development (Grade AA).
- B) salary to fill the new position.

ISSUES

In alignment with the Position Authorization and Compensation policy, staff is requesting the creation of a new classification and approval of the salary for the position.

RATIONALE

Approve the creation of a new non-represented classification titled Executive Officer (Grade AA)

The Executive Officer, Real Property Management and Development will play an important role at this agency in balancing transit uses, community interests and financial returns. Greater emphasis has been placed to enhance the land use and economic development goals of surrounding communities and regional development plans. This position will provide a dedicated person to solidify and lead Metro's joint development and new business opportunities program. This position will also be responsible for managing the Real Estate Department. A description of the new classification is attached.

If approved by the Board, this position will replace the budgeted Deputy Executive Officer position, with no increase to the total number of budgeted positions. The vacancy savings over the first six months will offset the higher salary for the remainder of the fiscal year.

Approve the salary for the position.

A professional recruiter was retained to assist with the identification and selection of potential candidates for the position. Over 30 applications were received and the most qualified applicants were interviewed. Given the duties of the position and after an external market comparison, the bi-weekly salary recommended for this position is \$5,576.92.

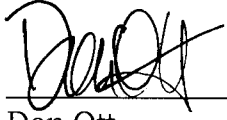
FINANCIAL IMPACT

The DEO position was budgeted at mid-point for FY06. The proposed salary in the new classification exceeds the mid-point for the DEO position. The recommended salary can be approved with no impact on the FY06 budget because the position was vacant during the first half of the year. The vacancy savings will offset the higher salary for the remainder of the fiscal year.

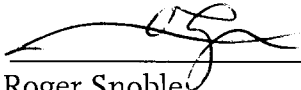
ATTACHMENT

Proposed position description – Executive Officer, Real Property Management and Development

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Don Ott
Executive Officer Administration



Roger Snoble
Chief Executive Officer

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

EXECUTIVE OFFICER, REAL PROPERTY MANAGEMENT AND DEVELOPMENT

Pay Grade HAA

(\$113,488.49 - \$141,861.15 - \$170,233.80)

Basic Function

To develop, plan, direct, and manage joint development projects and new business opportunities within Metro, as well as provide high-level direction on all Metro real estate activity.

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: Director, Real Estate; New Business Development Manager; Administrative Aide

FLSA: Exempt

Work Environment

With the vision of leading the nation in safety, mobility, and customer satisfaction, Metro'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 Metro's customers, employees, and business partners. Accidents and injuries are preventable.
- **Employees** – Employees are Metro'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 Metro
- **Integrity** – We rely on the professional ethics and honesty of every Metro 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

- Coordinates, interfaces and negotiates with outside interests, including investors, developers, consultants, architects and contractors in developing new business ventures to achieve Metro's joint development and new business goals
- Establishes and monitors short-range and long-range project goals, budgets, schedules, and strategies
- Prepares request for proposals for specific joint development projects and new business opportunities and manages the hiring of outside parties to assist in negotiations
- Serves as project leader to monitor and ensure projects are completed according to deadlines and standards
- Directs performance of services by external parties for successful completion of projects
- Manages and directs public affairs activities related to project design and completion
- Provides high-level direction on all Metro real estate activity, including appraisals, acquisitions, property management and real estate functions
- Prepares and presents reports to executive and management staff, the Board of Directors, and outside regulatory agencies
- Represents Metro at meetings, conferences, and public events
- Sets and implements joint development and new business policies, and project procedures, standards, and controls
- Ensures compliance with MTA policies and procedures and applicable state, federal and local regulations and laws
- Supervises subordinate staff and the work activities of consultants
- Evaluates staff's overall level of knowledge, skills and abilities, and assists in developing the department's succession plan
- Complies with MTA's efficient and effective bill paying standard to ensure project and cost center invoices are paid in a timely manner
- Develops, manages, and adheres to departments'/units' budget, goals, and schedules which are consistent with agency-wide goals
- Develops, manages and delivers quality projects, from inception to close-out, on time and within scope and budget
- Communicates MTA's safety vision and goals; oversees the implementation of agency and departmental safety rules, policies, and procedures; and maintaining accountability for safety performance of all subordinate employees
- Complies with all of MTA's safety rules, policies, and procedures

Essential Knowledge and Abilities

- Knowledge of:
 - Theories, principles, and practices of development/construction project management, operations, governmental contract policies, and public administrative methods, including goal setting, program and budget development and implementation
 - Theories, principles, and practices of real estate, and transportation
 - Applicable local, state, and federal laws, rules, and regulations governing transportation policies, real estate and development practices

- Large-scale capital project management
- Social, political, and environmental issues influencing transit programs
- Modern management theory
- Ability to:/
 - Direct the overall development activities for major capital projects
 - Negotiate deals with high-level developers
 - Interact professionally with various levels of Metro employees, public officials, and outside representatives
 - Evaluate and pursue joint development and new business opportunities
 - Communicate effectively orally and in writing
 - Represent Metro before the public
 - Prepare comprehensive reports and correspondence
 - Analyze situations, identify problems, recommend solutions, and evaluate outcome
 - Plan financial and staffing needs
 - Compile, analyze, and interpret complex data
 - Determine strategies to achieve goals
 - Establish and implement policies and procedures
 - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
 - Exercise judgment and creativity in making decisions
 - Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Potential candidates interested in the Executive Officer, Real Property Management and Development position **MUST** meet the following requirements:

- Bachelor's degree – Architecture, Engineering, Planning, Project Management or Business-related field
- 5 years' senior management-level experience in the development, design and/or construction of major capital projects
- 5 years' senior management-level experience in joint development of business projects and in project planning and management
- Master's degree desirable
- Valid California Class C driver's license

Special Conditions

- May require 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.