



Expo

Exposition Metro Line
Construction Authority

One Gateway Plaza
Los Angeles, CA 90012-2952

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BuildExpo.org

6.b

DATE: MAY 6, 2006

TO: BOARD OF DIRECTORS

FROM: RICHARD D. THORPE *RDT*
CHIEF EXECUTIVE OFFICER

**SUBJECT: EXPOSITION METRO LINE CONSTRUCTION AUTHORITY
PROPOSED STAFF POSITIONS FOR FY07**

RECOMMENDATION

Approve the Exposition Metro Line Construction Authority (Authority) FY07 Staff positions.

SUMMARY

Approval of FY07 positions as described herein is requested in order for the Authority to effectively implement upcoming critical Project responsibilities.

DISCUSSION

In January 2006, the Board approved an overall streamlined, responsive and cost-effective organization and authorized recruitment of initial Authority staff positions. Employment of staff in these positions is commencing consistent with the schedule for transitioning Project operations to the Authority's 707 Wilshire offices. It is requested that the Board authorize the following direct hire positions which in conjunction with previously approved positions are necessary to conduct critical day-to-day Authority management functions and address complex issues and tasks:

- Project Control Manager
- Governmental/Community Relations Representative
- Executive Assistant

Since these positions are needed on a fulltime basis, direct hire is the most appropriate and cost-effective means of acquiring this staff with the requisite expertise. A detailed description for each of the requested positions is shown on Attachment A. The balance of staffing functions for FY07 generally requires specialized expertise or staff assistance of a short-term nature that is more effectively provided through seconding of available Metro staff or professional consulting services.

FINANCIAL IMPACT

The cost for the requested positions is included in the Authority's proposed FY07 budget and the Metro approved Full Funding Plan of \$640,000,000.

NEXT STEPS

The recruitment process for the requested positions will commence contingent upon approval of the proposed FY07 Budget and this proposed FY07 Staffing Plan.

ATTACHMENT

A. Job Classification Specification



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PROJECT CONTROL MANAGER

Salary Range: (\$60,914-\$109,644)

The Project Control Manager will manage project control activities and resources in engineering and construction of the Authority capital project.

TYPICAL TASKS/DUTIES:

This position provides project control management as follows:

- Oversees all cost estimating, budgeting, cost management and control, scheduling, and management information system and reporting activities
- Establishes, maintains and implements cost and schedule management activities to ensure compliance with policies, procedures, and plans
- Participates in development and enhancement of Project Management Information System components and modules; implements standard computerized project tracking and status reporting systems
- Reviews, analyzes, and interprets project design and construction budgets, detailed schedules, and costs to ensure conformance with authorized scope and project completion requirements
- Reviews, analyzes, and controls actual project performance to cost and schedule management objectives
- Identifies problems and recommends resolutions to cost and schedule-related activities
- Prepares and presents reports to senior management
- Oversees performance and evaluates work of the Design Build contractor to ensure compliance and consistency with contract requirements and project objectives
- Supervises subordinate staff
- Supports Authority's accounting/bill paying procedures to ensure project and cost center invoices are paid in a timely manner
- Responsible for communicating and implementing safety rules, policies, and procedures in support of the agency's safety vision and goals; and maintaining accountability for the safety performance of all subordinate employees
- Complies with all of Authority's safety rules, policies, and procedures

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Theories, principles, and practices of construction project management, including cost and scheduling management
- Construction cost estimating
- Applicable local, state, and federal laws, rules, and regulations
- Public Works Engineering and Construction
- Contract administration
- Personal computer business software applications
- Modern management theory

Ability to:

- Oversee the operations of multiple project control work units
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets
- Analyze situations, identify problems, and recommend solutions
- Exercise judgment and creativity in making decisions
- Plan staffing needs
- Compile, analyze, and interpret complex data
- 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

EDUCATION AND EXPERIENCE

Potential candidates interested in this position **MUST** meet the following requirements:

- Bachelor's degree - Engineering, Construction, Business, or other related field
- 5 years' lead or senior-level project control experience in heavy civil projects
- Professional certifications/license: AACE International Certification desirable
- Master's degree in related field desirable

Special Conditions: Exposure to physical hazards during site visits.

Disclaimer: This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.



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GOVERNMENT/COMMUNITY RELATIONS REPRESENTATIVE

Salary Range: (\$36,548 - \$73,095)

The Government/Community Relations Representative will serve as a liaison between Exposition Authority Members, elected officials, business, professional, civic, governmental and community groups for the Exposition Light Rail Construction project.

TYPICAL TASK/DUTIES:

- Informs, promotes and helps address issues pertaining to the design, construction and implementation of this mass transit project.
- Plans and implements strategy and outreach programs for the Exposition project, including a mitigation plan and construction impact program.
- Coordinates and represents the Authority at community meetings, press conferences and media events.
- Tasked with researching incidents, complaints and concerns, and interfaces with management and the community to resolve issues.
- Provides verbal and written responses to concerns and inquiries from the community, stakeholders and elected officials.
- Maintains records and prepares reports and correspondence on community issues.
- Responds to telephone calls, mail, and faxes from constituents and elected officials.
- Keeps abreast of issues and concerns by attending Board, Council and community meetings, and keeps the public and elected officials informed about milestones, schedule and construction impacts related to the Exposition Light Rail project.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Protocol of communicating with and for public agencies
- Group dynamics and community organizing techniques
- Research and analytical techniques, methods and procedures
- Experience on major mass transit construction project in a Community Relations role

Ability to:

- Design, implement and manage public or community relations programs to promote a mass transit project

- Communicate effectively orally and in writing
- Represent the Authority before the public and elected officials
- Analyze situations, identify problems, recommend solutions and evaluate outcomes
- Balance competing community and political interests and interact professionally with the Board of Directors and their staffs, executive staff and other staff
- Exercise judgment and creativity in making decisions and recommendations
- Prepare reports and correspondence
- Research and frame complex issues for communication to a non-technical audience

EDUCATION AND EXPERIENCE:

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

- Bachelor's Degree in Communications, Political Science, Marketing, Journalism, English or other related field
- 1-2 years experience working with community groups, elected officials or business groups in a community relations, political or public affairs capacity

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EXECUTIVE ASSISTANT

Salary Range: (\$36,548-\$73,095)

This position provides secretarial and administrative support for professional staff and/or management.

TYPICAL TASKS/DUTIES:

- Support Board Secretary at Monthly Board Meetings
- Composes, edits and produces memos, reports, letters and other correspondence, including confidential materials, from transcription and handwritten sources
- Screens and responds to telephone calls and visitors, providing information and resolving problems
- Coordinates general office functions and administrative support projects and follows up on pending items
- Sets up meetings including notifying and confirming participants, locating and reserving sites, setting up rooms and providing materials
- May assign work and train other secretarial and clerical staff
- Maintains daily calendar of supervisor(s)
- May be required to take and transcribe dictation
- Processes purchase requisitions

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- General office practices and procedures
- Proper telephone etiquette
- Personal computer business software applications
- Filing systems and recordkeeping practices
- English usage, correct grammar, punctuation and spelling
- Authority policies and procedures

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

EDUCATION AND EXPERIENCE:

Potential candidates interested in this position **MUST** meet the following requirements:
5 years' senior-level secretarial experience.

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