



Exposition Metro Line
Construction Authority

707 Wilshire Boulevard
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Los Angeles, CA 90017

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BuildExpo.org

Expo

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DATE: JANUARY 11, 2007

TO: BOARD OF DIRECTORS

FROM: RICHARD D. THORPE 
CHIEF EXECUTIVE OFFICER

ACTION: APPROVE THE PHASE 2 FY07 STAFFING PLAN

RECOMMENDATION

Approve the Exposition Metro Line Construction Authority's (Authority) proposed Staffing Plan for FY07 as described below and shown in Attachment A.

SUMMARY

Approval of the initial staffing plan for FY07 is necessary for the Authority to effectively assume responsibility for the Phase 2 project and to effectively manage the Phase 2 consultant contract. Staff identified in the Organizational Chart for FY07 will be co-located with the consultant team at the Authority's offices.

DISCUSSION

SB 504 and SB 1384 authored by State Senator Sheila Kuehl and passed by the state legislature, grants the Authority responsibility over all environmental planning, design, and construction of the Exposition Light Rail Transit Project (Project), from downtown to Santa Monica. As the Phase 2 portion of the project is about to begin, the Authority and Metro have worked out an agreement which delegates functional responsibilities between the two agencies as shown in Attachment A.

These roles and responsibilities will serve as a guideline for staff of both agencies and do not represent an exhaustive list of duties and responsibilities associated with the management of the Phase 2 project. However, approval of a

staffing plan for Phase 2 is necessary for the Authority to effectively assume responsibility for Phase 2 of this project and to manage the consultant team selected to conduct the environmental and preliminary engineering work.

Much of the initial Phase 2 work for FY07 can be completed using existing Phase 1 staff from the Authority and staffing from Metro. However, because of the complexity of the environmental consulting contract and the importance of keeping Phase 2 on schedule to compete for New Starts funding in 2009, a full time Project Director for Phase 2 is necessary. The job description (Attachment B) describes the roles and responsibilities of the Project Director. This will be a fulltime position with responsibility over all day-to-day aspects of the Phase 2 project.

Supplemental staffing needs during FY07 for Phase 2 will be provided by existing Authority and Metro staff. These needs are anticipated to be minimal and will not affect the Phase 1 effort. If there is a need for additional staff positions, these will be brought back to the Board for approval at a later date or as part of the FY08 budget for Phase 2.

FINANCIAL IMPACT

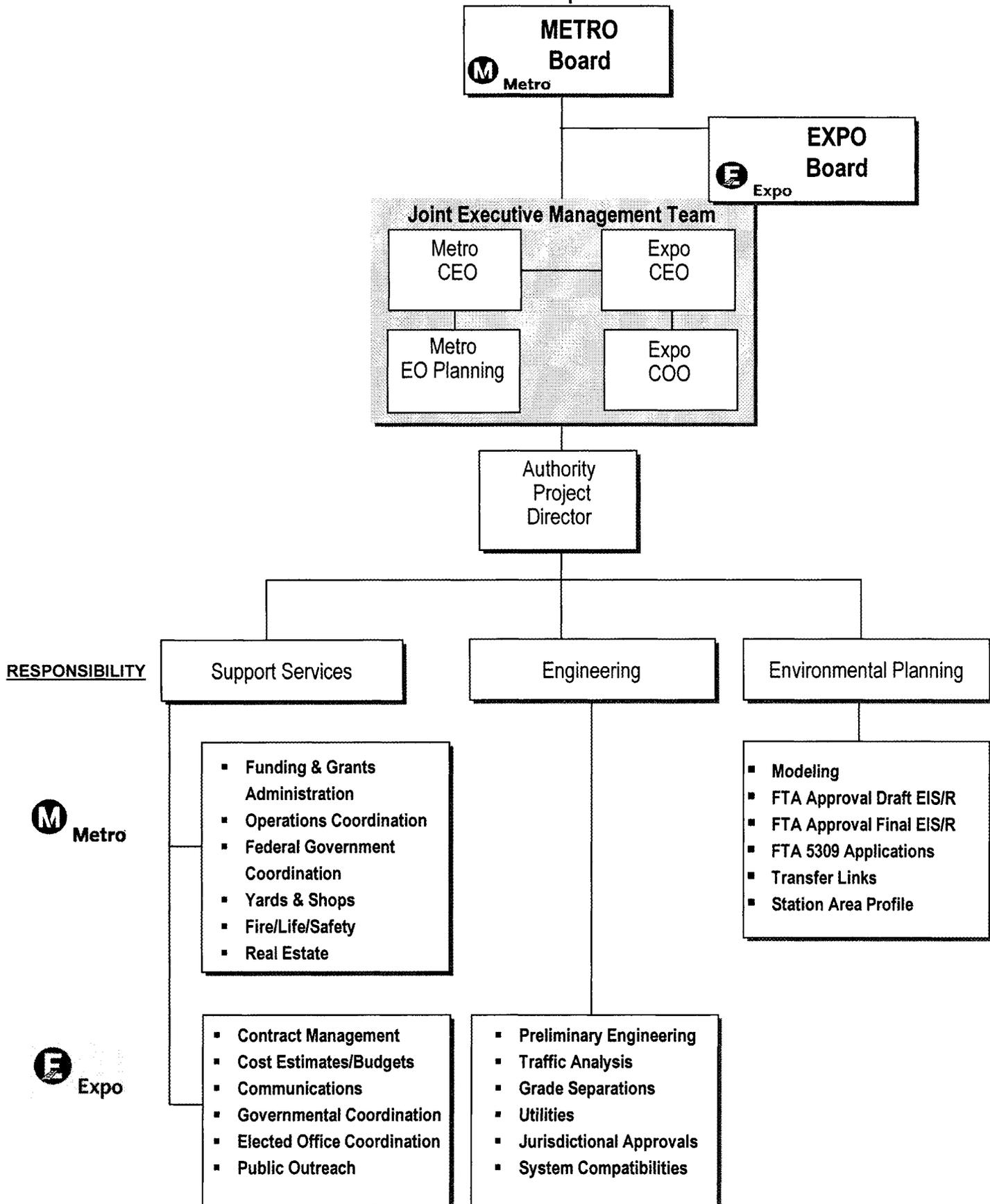
There is funding available in the FY07 budget approved by the Metro Board to fund the Project Director position and any staffing provided by the Authority and Metro.

ATTACHMENT(S)

- A. Expo Phase 2 Organizational Chart
- B. Authority Project Director Job Classification Specifications

Exposition Phase 2 Functional Responsibilities

ATTACHMENT A





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ATTACHMENT B

TRANSPORTATION PROJECT DIRECTOR

Salary Range: (\$109,644-\$158,376)

Job Description

This is a project management, administrative and supervisory position requiring the effective and efficient overall project management of one primary assigned project/program – Phase 2 of the Expo Transit Project. Employee serves as overall project manager and is responsible for completing environmental planning and preliminary engineering of the project within budget and on schedule. Responsibilities include overseeing, managing and coordinating the development of the project/program and directing all professional staff involved in the environmental analysis, compliance and clearance of the Expo Phase 2 project. Project Director determines project needs and requirements, resolves conflicts that impact project schedule and costs, makes decisions and recommendations, and works with consultant staff, Authority staff and outside agencies.

Examples of Duties

- Direct and review consultant work
- Supervise and direct staff
- Lead and facilitate meetings with staff, consultant and outside agencies
- Monitor and adhere to project budget
- Provide technical support and policy guidance
- Review studies, plans and specifications
- Review environmental work for adherence to laws and regulations
- Present and explain positions and issues at hearings, public meetings and interagency meetings

Essential Knowledge and Abilities

- Principles and practices of project and program management, transportation and land use planning and regulations, contract and funding

- Understand and apply local, state and federal laws, rules and regulations governing transportation policies funding and planning for a public agency
- Knowledge of analysis and preparation of NEPA and CEQA environmental documents
- Knowledge of environmental assessment and mitigation
- Principles of analysis used for air quality, traffic, noise, land use, visual and aesthetic, hazardous materials and cultural resource studies
- Land development regulations and procedures
- Organizations and processes of local, regional, state and federal government, including legislative and funding processes and policies
- Manage activities of a major transportation project
- Determine strategies to achieve goals
- Interact professionally with various levels of Authority employees and outside representatives
- Understand complex planning concepts
- Communicate effectively orally and in writing
- Prepare comprehensive reports and correspondence
- Analyze situations, identify problems, recommend and negotiate consensus solutions and evaluate outcome
- Work effectively with a variety of government and community officials
- Make financial decisions within a budget

Minimum Qualifications

Applicant must have any combination of training, education and experience that demonstrates the ability to perform this position's duties. Potential candidates MUST meet the following requirements:

- Bachelor's Degree – Business, Urban, or Transportation Planning, Operations Research, Engineering, Political Science, Public Administration or other related field
- 5 years' transportation project or program management level experience in transportation planning, transportation finance, engineering or other related area
- Master's degree in a related field is desirable
- Knowledge of engineering is desirable

This job specification is not to be construed as an exhaustive statement of duties.