

**EXECUTIVE MANAGEMENT AND AUDIT COMMITTEE  
MARCH 15, 2007**

**SUBJECT: APPROVE PAY GRADE ADJUSTMENT, NEW CLASSIFICATION AND SALARIES**

**ACTION: APPROVE THE ADJUSTMENT OF PAY GRADE CC, CREATION OF A NEW NON-REPRESENTED CLASSIFICATION AND SALARIES FOR EIGHT POSITIONS**

**RECOMMENDATIONS**

Approve:

- A. the adjustment of pay grade CC from \$137,904 – \$207,001 to \$177,091 - \$259,001,
- B. the creation of the Deputy Chief Capital Management Officer (DCCMO) classification, pay grade CC (\$177,091 – \$259,001), and
- C. the salary of \$250,000 and 10 days additional time off with pay (TOWP) for the new DCCMO
- D. the proposed salaries for six positions in Countywide Planning and Development (CP&D):
  - 1. the salary of \$147,500 for one Executive Officer, CP&D (Transportation Development & Implementation), pay grade AA
  - 2. the salary of \$145,000 for one Executive Officer, CP&D(Transportation Development & Implementation), pay grade AA
  - 3. the salary of \$140,000 for one Deputy Executive Officer (DEO), CP&D (Programming & Policy Analysis), pay grade T
  - 4. the salary of \$137,000 for three DEOs, CP&D (Transportation Development & Implementation)
- E. the proposed salary of \$150,000 for one DEO Labor Relations in Operations, pay grade S

**ISSUES**

Board approval is required for adjustments to the non-contract pay table for non-represented employees, for new classifications with a salary range that exceeds \$125,000, for salaries in excess of \$125,000 and/or any special benefit arrangements that deviate from existing policies.

## RATIONALE

### Deputy Chief Capital Management Officer Position

Pay grade CC on the non-represented pay table was created during a prior administration for a specific job classification in the organization at that time. The range did not fit with the pay table that had been recommended by the Hay Group study and which was adopted by Metro. Pay grade CC now needs to be adjusted to better reflect the market and Metro's current organizational structure.

The adjusted pay grade CC is appropriate for the proposed Deputy Chief Capital Management Officer classification, which will report to the Chief Capital Management Officer, who divides his time between Metro construction projects and the Exposition Line project. The DCCMO will be responsible for construction management and engineering oversight of Metro's Construction division. A realignment of responsibilities to improve bus and rail facilities project management has increased both the total value and volume of capital projects in Construction. With these changes, full-time senior executive level management is needed for Construction.

After review of the duties of the position, internal equity and market, the salary recommended for the DCCMO is \$250,000. In addition, the proposed compensation includes 10 days time TOWP accrual per year in addition to the time normally accrued by a new employee, with five of the ten days added to the DCCMO's TOWP bank immediately upon hire.

### Proposed Salaries for CP&D Positions

At the January 25, 2007 meeting, the Board of Directors approved the upgrade of two existing filled positions to new Executive Officer classifications, the creation of two additional Executive Officer classifications using existing vacant positions, and the creation of one new Deputy Executive Officer classification, also using a budgeted vacant position, in CP&D. The changes were made to meet leadership needs associated with the many existing and new projects for which CP&D is responsible. At the completion of the selection process, two DEOs were promoted to two of the new EO classifications, and a total of four DEO positions were vacant. Selections for these vacancies were made and staff is requesting that the Board approve the recommended salaries for these positions.

### Proposed Salary for DEO Labor Relations Position

At the January 25, 2007 meeting, the Board of Directors approved the reclassification upgrade of a vacant position to DEO Labor Relations. The DEO Labor Relations will direct and manage the recently restructured Labor Relations Department in Operations. A selection was made and the salary recommended for the position is \$150,000.

## FINANCIAL IMPACT

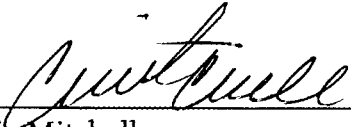
The funding for the Deputy Chief Capital Management Officer position is included in the FY07 budget in cost center 8010, projects 800088, Eastside Extension and 100080, Construction Overhead. The funding for the CP&D positions is included in the FY07 budget in cost centers 4310,4340,4350,4360 and 4420, projects 405510 and 405511. These positions will have no impact on the Enterprise fund.

The funding for the DEO Labor Relations positions is included in cost center 3010 in projects 100030, 100040 and 100070. There will be no increase in total FTEs in the adopted budget.

ATTACHMENT

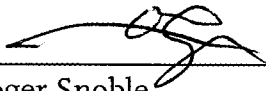
Job specification for Deputy Chief Capital Management Officer

Prepared by: Don Ott, Executive Officer, Administration



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Lonnie Mitchell  
Chief of Administrative Services



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Roger Snoble  
Chief Executive Officer

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

**DEPUTY CHIEF CAPITAL MANAGEMENT OFFICER**

Pay Grade HCC

**Basic Function**

To assist the Chief Capital Management Officer in executing the overall activities of the Construction Project Management unit of Metro.

**Classification Characteristics**

This classification is exempt/at will and the incumbent serves at the pleasure of the hiring authority. This single class assists in managing, through subordinate senior management staff, the Authority's overall 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 Capital Management Officer

**Supervises:** Executive Officer, Project Management; Deputy Executive Officer, Engineering; & Executive Secretary

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 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 the 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**

Assists the Chief Capital Management Officer in providing overall leadership within the Construction Project Management and its functions.

- Assists in monitoring the activities of the department to ensure conformance with goals and objectives of reporting unit and eliminate impediments to peak performance
- Provides technical advice to the Chief of Capital Management, CEO and Authority Board on matters related to the Authority's transit design, construction, and management of current projects
- Provides direction in the management, studies, investigations, and analyses of project construction at the direction of the Chief Capital Management Officer, 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
- Represents Metro, in the absence of the Chief Capital Management Officer, at meetings and conferences with elected and public officials, the community, private citizens, and public and private organizations
- Assists in the development of Metro's regional long-range strategic plans
- Ensures coordination and cooperation of services among assigned departments
- Ensures adequate funding to meet ongoing and project commitments
- Complies with Metro'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 Metro'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 Metro'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
- Social, political, and environmental issues influencing transit programs
- Principles and practices of public administration
- Modern management theory

### **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
- Analyze situations, identify problems, implement solutions, and evaluate outcome
- Prepare reports and correspondence
- Establish and maintain cooperative working relationships
- Exercise judgment and creativity in making decisions
- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees, outside representatives, and public officials

### **Minimum Qualifications**

Potential candidates interested in the DEPUTY CHIEF CAPITAL MANAGEMENT OFFICER position MUST meet the following requirements:

- Bachelor's degree - Engineering, Construction Management, or other related field
- Five 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.