



**EXECUTIVE MANAGEMENT AND AUDIT COMMITTEE  
MARCH 20, 2008**

**SUBJECT: APPROVE I-405 HOV PROJECT MANAGEMENT POSITION, POSITION UPGRADE AND SALARY APPROVAL**

**ACTION: ADD ONE FTE TO THE CONSTRUCTION FY08 BUDGET AND APPROVE UPGRADE AND SALARY FOR EXECUTIVE OFFICER PROJECT MANAGEMENT**

**RECOMMENDATION**

- A. Amend the FY08 budget to add one full time equivalent (FTE) to Construction, for the duration of the project, for the new position of Executive Officer, Highway Project Management (salary grade BB, \$137,155 - \$205,732); and
- B. Approve the upgrade of the Executive Officer, Project Management position (from salary grade AA, \$129,209 - \$193,814 to salary grade BB, \$137,155 - \$205,732) and a new salary of \$183,215.

**ISSUES**

Board approval is required to add FTEs to the adopted budget and for salaries in excess of \$125,000.

**RATIONALE**

We need a person with certain qualifications to manage the I-405 HOV Project. Human Resources worked with Construction to determine the qualifications and experience required for the Project and developed the new position of Executive Officer, Highway Project Management. Based on a survey of other major public transit agencies, the pay range for the position is competitive with market. Staff will return to the Board for salary approval when a candidate has been selected.

The position will be budgeted for the duration of the project. At project completion, the position will be eliminated.

The Executive Officer, Project Management position is recommended for a salary upgrade and increase to reflect the current market for positions with similar responsibilities, and for

internal equity. The 5% increase is consistent with the Human Resources policy on compensation.

## **BACKGROUND**

The I-405 Northbound High Occupancy Vehicle (HOV) Lane between I-10 and US-101 is a joint effort by us and Caltrans. The project will be managed by an integrated project management team under the direction of the Executive Officer, Highway Project Management, who will be our employee.

It is necessary to begin drawdown of Federal funds for the project by September 2009. It was determined that this schedule could not be met using a traditional design-bid-build approach. The state passed enabling legislation that allowed the project to proceed as a design/build project. We are the lead agency for the project and the design/build contract will be with us. Because our design/build experience to oversee a freeway system project is limited, the need to hire an experienced professional to lead the project is essential and critical. Caltrans will provide design approvals and construction oversight for the project. In order to meet the project schedule, the Executive Officer Highway Project Management must be filled to establish the Integrated Project Management Office.

## **FINANCIAL IMPACT**

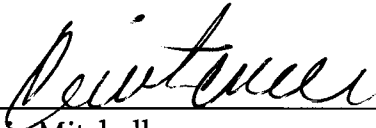
Funds for the I-405 HOV project and the necessary staff are drawn from the funding allocated to this project from state and federal sources. The position of Executive Officer, Highway Project Management, is new and is not included in either the FY08 adopted or proposed FY09 budgets. There may be additional positions and/or consultant help needed for the project, which staff will bring to the Board for approval when all the staffing requirements for the integrated project office are defined.

The proposed salary increase for the Executive Officer, Project Management will be absorbed in the adopted FY08 budget.

## **ATTACHMENT**

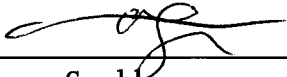
Job specification for Executive Officer, Highway Project Management

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Job Class Specification

**EXECUTIVE OFFICER, HIGHWAY PROJECT MANAGEMENT**

Pay Grade HBB

(\$137,155.20 - \$171,454.40 - \$205,732.80)

**Basic Function**

To provide executive direction to project management staff and consultants on the engineering and construction activities of major Metro highway capital projects.

**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 middle management staff, assigned construction and engineering projects.

**Supervised by:** Deputy Chief Capital Management Officer

**Supervises:** Deputy Executive Officer, Program Management; Deputy Executive Officer, Construction Management; Director, Quality Management; Director, Project Engineering; Manager, Construction Safety; Administrative Aide; & 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 1<sup>st</sup> 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 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**

- Directs and oversees the performance of services by highway project management staff, consultants and contractors for successful completion of projects.
- Takes primary lead of the multi-agency Integrated Project Management Office for design/build highway projects.
- Obtains multi-agency concurrence in selection and management of design/build highway project management team.
- Establishes, implements and monitors short-range and long-range project goals, budgets, schedules, progress, and strategies.
- Monitors capital and operating budgets and adherence to policies and procedures
- Manages and directs third-party coordination and public affairs activities related to highway project design and construction.
- Ensures all design and construction meet operations and maintenance quality standards and expectations.
- Establishes and implements highway project policies, procedures, safety and work standards, and controls.
- Ensures cooperation and coordination of services amongst departments to achieve Metro-wide goals and objectives.
- Provides policy recommendations, technical assistance, and information to the Board of Directors, executive management, and departments involved in the design, construction, and management of highway capital projects.
- Ensures compliance with Metro policies and procedures and applicable state, federal and local regulations and laws.
- Prepares and presents oral and written reports to executive and management staff, the Board of Directors, and outside regulatory agencies.
- Represents Metro at meetings and conferences with public agencies, the private sector, public and corporate officials, and the general public
- 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 design/build highway projects from inception to close-out on time and within scope and budget.
- Communicates Metro'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 Metro's safety rules, policies, and procedures.

### **Essential Knowledge and Abilities**

Knowledge of:

- Theories, principles, and practices of highway engineering, construction, operations, and maintenance, governmental contract policies, and public administrative methods, including goal setting, program and budget development and implementation.
- Applicable local, state, and federal regulatory requirements and standards.
- Large-scale capital project management.

- Social, political, and environmental issues influencing transit programs.
- Heavy engineering and construction practices and procedures.
- Modern management theory.

Ability to:

- Direct the overall engineering and construction activities for design/build highway capital projects.
- 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.
- Interact professionally with various levels of Metro employees, public officials, and outside representatives.
- Supervise and motivate subordinate staff.

### **Minimum Qualifications**

Potential candidates interested in the EXECUTIVE OFFICER, HIGHWAY PROJECT MANAGEMENT position MUST meet the following requirements:

- Bachelor's degree - Engineering or related field.
- 8 years' senior management-level experience in the design and/or construction of major design build projects, including extensive experience managing highway projects.
- Valid California Class C driver's license.
- Master's degree desirable.
- California license as a Professional Engineer (PE) desirable

### **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.