

**Metro**Los Angeles County  
Metropolitan Transportation AuthorityOne Gateway Plaza  
Los Angeles, CA 90012-2952213.922.2C  
metro.net**EXECUTIVE MANAGEMENT COMMITTEE  
OCTOBER 18, 2012****SUBJECT: PERSONNEL MATTER****ACTION: AUTHORIZE CHIEF EXECUTIVE OFFICER TO NEGOTIATE  
SALARY****RECOMMENDATION**

Authorize the Chief Executive Officer to negotiate a salary within the pay range for the position of Deputy Executive Officer, Project Management, pay grade T (\$126,309 - \$157,903 - \$189,496).

**ISSUE**

The Board of Directors has requested that Transit Project Delivery assign a dedicated full-time Project Manager to be responsible for the final design and construction phases of the Exposition Phase II (Expo) and the Gold Line Foothill Extension (Foothill) projects. The position needs to be filled with an individual whose salary reflects the level of responsibility and the individual's qualifications.

**RATIONALE**

This position will serve in the capacity equal to that of the Chief Project Officers (CPO) of the Expo and Foothill projects. The individual filling the position will serve as MTA's project manager and will attend engineering and construction meetings, make site visits, coordinate needed approvals by MTA's various technical disciplines (including operations), and advise MTA's executive management on project issues for resolution relevant to timely completion and transfer of the projects for operations.

With multiple major projects underway simultaneously, Metro needs to fill this vacant Deputy Executive Officer, Project Management position with a highly qualified individual to ensure that the assigned projects are delivered on budget and on schedule.

**DETERMINATION OF SAFETY IMPACT**

Approval of this recommendation will not impact the safety of Metro's patrons or employees.

**FINANCIAL IMPACT**

Funding for the Deputy Executive Officer, Project Management is included in the FY13 budget in cost center 8010, project 100055, Measure R Administration.

**Impact to Budget**

Funding for the Deputy Executive Officer, Project Management position is from Measure R funds which are not eligible for current bus or rail operating projects.

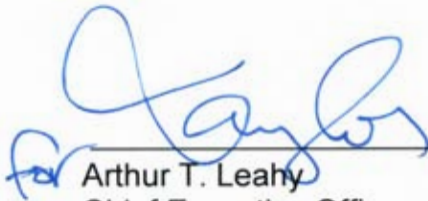
**ATTACHMENT**

A. Job specification for Deputy Executive Officer, Project Management

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Chief Administrative Services Officer



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Chief Executive Officer

Los Angeles County Metropolitan Transportation Authority

Job Class Specification

DEO, PROJECT MANAGEMENT  
Pay Grade H1T  
(\$126,309.25 - \$157,902.78 - \$189,496.32)

**Basic Function**

To plan, direct, and manage major projects within Metro, including large capital projects or management of large information technology projects.

**Classification Characteristics**

This classification is exempt/at will and the incumbent serves at the pleasure of the hiring authority.

**Supervised by:** Executive Director, Transit Project Delivery; Executive Officer, Project Management; Chief Communications Officer

**Supervises:** Director Of Tap Technology Systems; Sr Construction Manager; Construction Manager; Administrative Aide

**FLSA:** Exempt

**Work Environment**

In order to achieve the Agency's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Services Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce green house gas emissions.
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.

- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.

### Examples of Duties

#### Large Capital Projects.

- Establishes and monitors short-range and long-range project goals, budgets, schedules, and strategies.
- Directs performance of services by consultants and contractors for successful completion of projects.
- Manages and directs third-party coordination and public affairs activities related to project design and completion.
- Ensures all design and construction activities meet operations and maintenance quality standards and expectations.
- Represents agency and applicable division at meetings, conferences, and public events.

#### Large Information Technology Projects

- Directs the overall activities of a unit engaged in technical development, evaluation, analysis, reporting and monitoring of transit-related information technology services.
- Develops, implements, and directs policies, programs, and standards for the overall functioning of assigned unit associated with support equipment, and other advanced technology systems. Provides expertise and leadership in conducting technical studies and analysis related to mass transit service performance monitoring and reporting.
- Develops and manages information security and recovery capabilities; oversees current information technology interface with other related Metro databases.
- Ensures compliance will all applicable standards to ensure inter-operability between hardware, software, database, and network systems.
- Oversees all contracts, operating budget, and capital budget for section. Directs performance and evaluates work of consultants to ensure compliance and consistency with agency, department, and project objectives.
- Directs, plans, assigns, monitors, and evaluates the work of subordinate. Ensures completion of contracts in a thorough and timely manner.XXX

#### Generic

- Prepares and presents reports to executive and management staff, the Board of Directors, and outside regulatory agencies.
- Sets and implements project policies, procedures, safety and work standards, and controls.
- Ensures compliance with Metro policies and procedures and applicable state, federal and local regulations and laws.
- Supervises subordinate staff or the work activities of consultants.
- Evaluates staff's overall level of knowledge, skills and abilities, and assists in developing the department's succession plan.

- Oversees, monitors, and adheres to departments/units budget, goals, and schedules which complies with to agency-wide fiscal responsibility.
- Maintains, supports, and promotes a safe work environment while complying with all of Metro's safety rules, policies, and procedures

### **Essential Knowledge and Abilities**

Knowledge of:

- Theories, principles, and practices of rail transit 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 construction practices and procedures.
- Modern management theory.

Ability to:

- Direct the overall engineering and construction activities for major 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 outcomes.
- 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.
- Travel to offsite locations within a reasonable timeframe.

### **Minimum Qualifications**

Potential candidates interested in the DEO, PROJECT MANAGEMENT position MUST meet the following requirements:

- Bachelor's degree - Engineering or related field.
- 5 years' senior management-level experience in:
  - -design and/or construction of major capital projects, including extensive experience managing rail transit projects; OR
  - -management and administration of large information technology projects.

- Valid California Class C driver's license.
- Master's degree 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.