



Metro

Los Angeles County
Metropolitan Transportation Authority

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REVISED
EXECUTIVE MANAGEMENT COMMITTEE
APRIL 16, 2015

SUBJECT: APPROVE SALARY

ACTION: APPROVE SALARY OF INTERIM DEPUTY CHIEF EXECUTIVE OFFICER

RECOMMENDATION

Approve the salary of the Interim Deputy Chief Executive Officer (DCEO).

ISSUE

Board approval is required for salaries in excess of \$200,000.

RATIONALE

The DCEO retired from Metro on April 3, 2015. The Chief Executive Officer appointed an interim DCEO, effective April 14, 2015, to act in this capacity until a permanent replacement is selected.

In accordance with Metro's compensation policy, temporary pay for an interim appointment in a higher level position is at least 5% above the employee's current salary or the pay range minimum, the greater of the two. The pay range for the DCEO position is \$270,358 - \$329,846 - \$389,313 (job specification attached). The Interim DCEO's pay would be increased to the pay range minimum. The temporary pay rate would be effective retroactive to April 14, 2015, the effective date of the Interim DCEO's appointment.

FINANCIAL IMPACT

The salary for the DCEO position is included in the FY15 adopted budget in cost center 2010, Chief Executive Office under project number 100002, Governmental and Oversight Activities.

Impact to Budget

The source of funds for this position is Governmental and Oversight Activities which are not eligible for Bus and Rail Operating or Capital Projects.

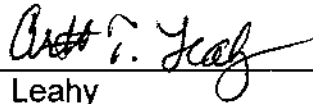
ATTACHMENT

A. Job Specification, Deputy Chief Executive Officer

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Donald E. Ott
Executive Director, Employee & Labor Relations



Arthur T. Leahy
Chief Executive Officer

Los Angeles County Metropolitan Transportation Authority

Job Class Specification

DEPUTY CHIEF EXECUTIVE OFFICER

Pay Grade HDD

(\$270,358.40 - \$329,846.40 - \$389,313.60)

Basic Function

To assist the Chief Executive Officer in executing the overall mission of Metro.

Classification Characteristics

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

Supervised by: Chief Executive Officer

Supervises: Executive Director, Project Management Oversight; Executive Director, Employee & Labor Relations; Executive Director, Enterprise Risk and Safety Management; Chief Auditor; DEO, Project Management; Executive Secretary/CEO/OIG

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.
- **Civil Rights** – To actively promote compliance with all civil rights statutes, regulations and policies.

Examples of Duties

- Assists the Chief Executive Officer in providing overall leadership of Metro in formulating and achieving public transportation objectives.
- Provides counsel to the CEO on significant matters affecting Metro operations and policies.
- Assists the CEO in developing and implementing short-range and long-range goals and business plans.
- Formulates policy recommendations for the Board of Directors, attends Board meetings, and advises Board.
- Formulates and recommends operating policies and procedures or changes in existing policies or procedures.
- Chairs and serves as a member of interdepartmental and interagency committees.
- Represents Metro and the CEO as designated in meetings, as committee member, and before community and business groups.
- Monitors activities of assigned departments to ensure conformance with goals and objectives of reporting unit and eliminate impediments to peak performance.
- Directs the conduct of studies, investigations, and analyses at the direction of the CEO, presenting oral and written reports of findings and recommendations.
- Supervises subordinate department heads and managerial staff.
- Creates Metro's safety vision; approves and adopts the agency's safety rules, policies, procedures; communicates safety expectations; and maintains accountability for the safety performance of the entire agency.
- Contributes to ensuring that the EEO policies and programs of Metro are carried out.

Essential Knowledge and Abilities

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation.
- Capital and operating budgets.
- Principles, practices, and program areas related to transit operations.
- Social, political, and environmental issues influencing transit programs.
- Applicable local, state, and federal laws, rules, and regulations.
- Principles and practices of public administration.
- Modern management theory.

Ability to:

- Assist in planning, organizing, and controlling the integrated work of a multi-tiered public transit organization.
- Develop and implement objectives, policies, procedures, work standards, and internal controls.
- Determine strategies to achieve goals.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements.
- Represent Metro before elected officials and the public.

- 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 Metro employees, outside representatives, and public officials.
- Read, write, speak, and understand English.

Minimum Qualifications

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

- Bachelor's degree - Business, Public Administration, or other related field.
- 5 years' senior management-level experience in public transit operations.
- Valid California Class C driver license.
- Master's degree - Business, Public Administration, or other related field desirable.

Special Conditions

- None.

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.