



September 8, 1999

Metropolitan
Transportation
Authority
[Signature]
One Gateway Plaza
Los Angeles, CA
90012-2952

TO: BOARD OF DIRECTORS

FROM: RAY A. INGE *RAI*
EXECUTIVE OFFICER, HUMAN RESOURCES

SUBJECT: EXECUTIVE SEARCH FOR ETHICS AND LOBBYIST
REGISTRATION MANAGER

ISSUE

Staff will be transferring \$21,000 from the Board's contingency fund to Human Resources Department to pay executive search fees and expenses for the recruitment of the Ethics and Lobbyist Registration Manager.

BACKGROUND OR DISCUSSION

The Board has requested that MTA initiate an executive search to fill the position of Ethics and Lobbyist Registration Manager. The salary for this position is Grade N (\$61,422-\$92,133). Human Resources Department does not budget for executive search fees, as we are able to recruit and fill nearly all vacant positions at MTA/PTSC with our professional recruiting staff. Use of outside recruiting specialists is a discretionary expense to be paid for by the requesting department.

We have selected RJA Associates to conduct this search. RJA is a local firm with extensive experience in public sector placements. We are receiving the services of RJA for a fee of \$21,000, including related expenses.

NEXT STEPS

We expect the entire process to be completed within 12 weeks of contract award. Advertisements are ready, and RJA will conduct outreach recruitment for eight weeks, until the filing deadline. RJA will then assist with screening and reference checks of top candidates. I will coordinate with the Board regarding final interviews and processing the selected candidate, which we expect to complete in January.