



**EXECUTIVE MANAGEMENT AND AUDIT COMMITTEE  
JANUARY 18, 2007**

**SUBJECT: APPROVE NEW CLASSIFICATIONS AND SALARY**

**ACTION: APPROVE THE CREATION OF TWO NEW NON-REPRESENTED CLASSIFICATIONS AND THE SALARY FOR THE ACTING CHIEF OPERATIONS OFFICER**

**RECOMMENDATION**

Approve:

- A. the creation of the Chief Operations Officer (COO) classification, pay grade CC (\$137,904 – \$207,001),
- B. the salary for the Acting COO, and
- C. the reclassification upgrade of a vacant non-represented position to the new classification of Deputy Executive Officer (DEO) Labor Relations, pay grade S (\$112,923 - \$159,598).

**ISSUES**

Board approval is required for new classifications with a salary range that exceeds \$125,000 and for salaries in excess of \$125,000.

**RATIONALE**

The new COO classification is responsible for all aspects of Metro bus service. The classification was created to assume the bus operations responsibilities of the Deputy Chief Executive Officer/COO position, which was vacated. After review of the duties of the position, internal equity and market, the salary recommended for the Acting COO is \$186,135, retroactive to December 1, 2006.

The proposed DEO Labor Relations position will direct and manage the activities of the recently restructured Labor & Employee Relations Department in Transit Operations.

**FINANCIAL IMPACT**


The funding for the COO and DEO Labor Relations positions are included in the FY07 budget in cost center 3010, projects 100030, 100040 and 100070.

ATTACHMENTS

Job specifications for:

- A. Chief Operations Officer
- B. DEO Labor Relations

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 Class Specification

CHIEF OPERATIONS OFFICER  
Pay Grade HCC  
(\$137,904.00 - \$175,452.80 - \$207,001.60)

Basic Function

To oversee and direct the overall activities of Metro's bus service delivery.

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: Service Sector General Managers; Executive Officer, Operations; DEO, Safety & Security; DEOs, Operations; Operations Performance Analysis Manager; Administrative Analyst; Senior 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

- Develops, implements, and directs budgets, goals, and business plans within assigned work units
- Provides direction and support to all bus operations functions to ensure attainment of Metro and departmental objectives within established policies and parameters
- Coordinates activities within bus operations to assure peak performance and productivity, as well as conformance with established or mandated external regulations and policies effecting Metro operations
- Develops and implements strategic business plans focusing on bus transportation needs in cooperation and coordination with all Metro departments involved in regional decisions
- Provides counsel to the CEO on significant matters affecting Authority bus 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
- Provides policy direction for the External Affairs function of Metro
- 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
- 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, adopts and complies with all of Metro's safety rules, policies, procedures; communicates safety expectations; and maintains accountability for the safety performance of the entire agency

## 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.

### Minimum Qualifications

Potential candidates interested in the CHIEF OPERATIONS 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.

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DEPUTY EXECUTIVE OFFICER, LABOR RELATIONS

Pay Grade H1S

(\$112,923.20 - \$141,148.80 - \$169,374.40)

**Basic Function**

To plan, direct and manage the activities of the Labor & Employee Relations Department.

**Classification Characteristics**

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

Supervised by: Chief Operations Officer  
Supervises: Grievance Hearing Officer; Labor Relations Arbitration Specialist,  
Employee/Labor Relations Representatives (dotted line)

**Work Environment**

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Ability to:

- Plan, organize and direct the work of an employee relations department.
- Mediate and negotiate.
- Communicate effectively orally and in writing.
- Interact professionally with various levels of Metro employees and outside representatives.
- Prepare comprehensive reports and correspondence.
- Represent Metro before the public.
- Analyze situations, identify problems, recommend solutions, and evaluate outcome.
- Exercise independent judgment and creativity in making decisions during collective bargaining sessions.
- Determine strategies to achieve financial and staffing goals.
- Establish and implement policies and procedures.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements.
- Supervise subordinate staff.
- Travel to offsite locations within a reasonable timeframe.

### **Minimum Qualifications**

Potential candidates interested in the DEO, Labor Relations position **MUST** meet the following requirements:

- Bachelor's degree - Business Administration, Industrial Relations, or other related field
- 5 years' senior management-level experience in all areas of Labor Relations with an organization having multiple union representation
- Experience as a Negotiator required
- Master's degree or Jurist Doctorate desirable
- Professional certificates/licenses desirable

### **Special Conditions**

None

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