



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.9200 Tel  
213.922.9201 Fax  
metro.net

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

**SUBJECT: NEW NON-CONTRACT POSITIONS AND SALARY CHANGES –  
COUNTYWIDE PLANNING & DEVELOPMENT SBU**

**ACTION: APPROVE CREATION OF NEW POSITIONS AND ANNUAL SALARIES  
ABOVE \$125,000**

**RECOMMENDATIONS**

- A) Approve the creation of the new non-contract position of Deputy Executive Officer, Regional Transportation Planning & Development (Grade T) by upgrading an existing position.
- B) Approve the creation of the two new non-contract positions of Executive Officer, Planning (Transportation Development & Implementation) – (Grade AA) by upgrading existing positions.
- C) Approve the creation of the new non-contract position of Executive Officer, Planning (Long Range Planning & Coordination) - (Grade AA), through a reclassification of the current Deputy Executive Officer, with the proposed annual salary of the incumbent of \$150,000.
- D) Approve the creation of the new non-contract position of Executive Officer, Planning (Programming & Policy Analysis) – (Grade AA), through a reclassification of the current Deputy Executive Officer, with the proposed annual salary of the incumbent of \$155,000.

**ISSUES**

Board approval is required for the creation of new non-represented positions and for salaries in excess of \$125,000. CP & D develops strategies, projects and programs, in partnership with federal, state, regional and local transportation agencies, to meet the mobility and fiscal challenges that face Los Angeles County. Due to the high political sensitivity and demand for existing and new projects, it is imperative that the agency retain a highly qualified staff to ensure that projects are completed within budget and in a timely manner. Staff is proposing the above changes to reflect leadership needs resulting from these increasing demands, to handle the sheer volume of the increasing work load, and to attract and retain key staff in a highly competitive market.

The recommended actions will enable the CP & D business unit to make some organizational changes to create a more efficient operation. Currently, the Transportation Development and Implementation (TDI) unit has six Area Teams reporting to a single manager. This is twice the number of sections and staff than report to the other CP & D units. This is overwhelming for one manager especially given the large number of major new planning initiatives added to the TDI unit in FY07.

In the proposed reorganization, the Transportation Development and Implementation (TDI) unit will have three area teams each reporting to an Executive Officer. This will enable more thorough involvement of the Executive Officer in the issues, programs and projects that CP & D is undertaking in these areas, ensure Board directives and deadlines are met, as well as, allow for closer communication with constituents, cities and COG's.

In addition, the two TDI Executive Officers will oversee modal systems countywide such as the rail program, goods movement, the highway program, arterials, pedestrian/urban design/land uses and others. This is to help ensure consistency in how these projects are planned and implemented to address system wide connectivity. Three Area Teams will be managed by DEO positions, rather than Director positions, to reflect that they manage complex major modal programs in addition to large scale individual planning projects in their specific geographic areas.

In the Programming and Policy analysis unit, one section will also be headed up by a DEO rather than a Director position. This is to reflect the enormity of the local, state and federal funding issues that this section deals with, the added responsibilities brought about by the passage of the State Infrastructure Bond and the large number of required staff in this section.

The Human Resources Department is in the process of reviewing existing classifications/ salaries of staff that is not impacted by this action. Recommendations will be forthcoming during the FY08 budget process.

### **FINANCIAL IMPACT**

The Countywide Planning & Development (CP & D) strategic business unit will be required to absorb the additional costs resulting from the salary grade changes in their FY07 budgeted funds and FTE's. This added burdened cost is estimated to be no more than \$139,000 for FY07. The total FTE's in the FY07 Budget will not change as a result of these actions. The CP & D Executive Office will be responsible for budgeting these costs in future year budgets.

## **BACKGROUND**

On January 1, 1997, the LACMTA implemented a new job classification and compensation system to replace the previous program. The objectives were to make the system internally equitable, flexible, and externally competitive. The new system created a more fair and equitable structure that focuses on the value of the job to the LACMTA. Under this system, the number of classification titles was decreased and the number of pay bands increased to reflect best practices within LACMTA's market.

The underlying methodology used to value jobs under this system is the Hay Guide Chart-Profile Method of Job Evaluation. Under this method of job measurement, position content is evaluated based on the knowledge required for the position, the kind of thinking needed to solve problems, and the responsibilities assigned to the position. Positions are assigned points based on the various job content factors. Salary grades have been established based on point ranges, with positions assigned to a salary grade based on their point values. Additionally, in order to ensure competitiveness with the marketplace(s) in which the LACMTA attracts talent, market pay data is reviewed to ensure that positions are placed in the appropriate salary grade.

## **DISCUSSION**

**Approve the creation of the new non-contract position of Deputy Executive Officer, Regional Transportation Planning & Development (Grade T) by upgrading an existing position.**

The Deputy Executive Officer (DEO) is responsible for the development and implementation of regional programs and projects that support Metro's mission of improving mobility throughout Los Angeles County. This position also ensures that the department provides valuable program and project management guidance, capital and operating budget support, policy recommendations, legislative analysis, as well as other technical support for Board members, executive staff, committees, other Metro staff, and external agencies.

The DEO meets with task force members on projects of high political sensitivity, reviews progress reports, approves personnel action requests, requisitions, performance contracts and evaluations, ensures compliance with Metro's policies and procedures, and reviews and monitors the section budget. The position participates in DEO and Executive staff meetings, reviews and comments on CP&D Board reports, meets with interdepartmental project teams on projects of high significance and provides support to Board members and Metro executive staff on transportation planning issues.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends approving the creation of a new non-contract position entitled Deputy Executive Officer, Regional Transportation & Development in salary grade T, with a salary range of \$117,354 - \$146,702 - \$176,051. This recommendation is based upon the proposed classification description and a review of market pay data.

**Approve the creation of the two new non-contract positions of Executive Officer, Planning (Transportation Development & Implementation) – (Grade AA) by upgrading existing positions.**

Reporting directly to the Chief Planning Officer (CPO), these positions are responsible for administering and implementing Los Angeles County's multi-billion dollar transportation program in partnership with federal, state, regional and local transportation agencies. This position advises the CPO on transportation issues and makes recommendations, meets with other transit agencies and policy-makers to secure funding for programs; develops long and short-range transportation plans, develops environmental impact reports, investigations and analyses and presents oral and or written reports of findings/recommendations to LACMTA Board, and updates/monitors long-range staffing plans, resource needs and contingencies to support MTA projects. These positions will each direct, manage and oversee three Area Teams plus coordinate systemwide planning for several transportation modes.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends approving the creation of two new non-contract positions entitled Executive Officer, Planning (Transportation Development & Implementation) in salary grade AA, with a salary range of \$124,842 - \$156,042 - \$187,262. This recommendation is based upon the proposed classification description and a review of market pay data.

**Approve the creation of the new non-contract position of Executive Officer, Planning (Long Range Planning & Coordination) – (Grade AA), through a reclassification of the current Deputy Executive Officer, with the proposed annual salary of the incumbent of \$150,000.**

Reporting directly to the Chief Planning Officer, this position is responsible for overseeing the administration, management, and coordination of the Long Range Planning, Regional Transit Planning, and Systems Analysis & Research units. Departmental responsibilities include the development of the Long Range Transportation Plan and Short Range Transportation Plan, overall coordination of the Call for Projects process, development and implementation of the Congestion Management Program, liaison to regional transportation and air quality agencies/programs; regional transit planning activities including Metro Rapid Transit planning, the development of regional Short Range Transit Plans, technical transit planning and bus-priority arterial analysis; and transportation demand modeling, geographic information system, and demographic/mobility/performance analysis for countywide plans and corridor studies.

Human Resources evaluated the position using LACMTA's job measurement methodology and recommends approving a newly-created position entitled Executive Officer, Planning (Long Range Planning & Coordination) in salary grade AA, with a salary range of \$124,842 - \$156,042 - \$187,262. This recommendation is based upon the proposed classification description and a review of market pay data.

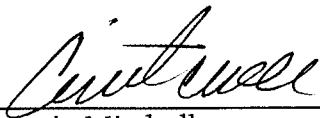
Given the incumbent's current salary level, Human Resources is recommending a 16% salary increase to an annual salary of \$150,000.

Approve the creation of a new non-contract position Executive Officer, Planning (Programming & Policy Analysis) – (Grade AA), through a reclassification of the current Deputy Executive Officer, with the proposed annual salary of the incumbent of \$155,000.

Reporting directly to the Chief Planning Officer, this position oversees, directs and manages the overall regional programming, strategic capital planning and regional grants management of \$12 billion in federal, state and local funds for regional, multi-modal transportation improvement programs and projects of Los Angeles County and LACMTA, as well as local programming and allocation of over \$1 billion in local transit funding for Los Angeles County cities, municipal operators, Metrolink and LACMTA. The position establishes goals and major priorities for regional programming, local programming, strategic capital planning and regional grants management, facilitates and monitors progress against federal, state and local programming targets established over required short-range (\$19 billion) and long-range (\$150 billion) programming time periods, directs the development of strategies and resolutions to federal, state and local programming and budgeting cycles, formulates policy and recommendations related to regional programming, local programming, strategic capital planning and regional grants management for LACMTA's Board of Directors, and presents reports to the Board.

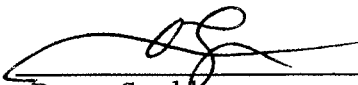
Human Resources evaluated the position using LACMTA's job measurement methodology and recommends approving a newly-created position entitled Executive Officer, Planning (Programming & Policy Analysis) in salary grade AA, with a salary range of \$124,842 - \$156,042 - \$187,262. This recommendation is based upon the proposed classification description and a review of market pay data.

Given the incumbent's current salary level, Human Resources is recommending a 15% salary increase to an annual salary of \$155,000.



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Lonnie Mitchell  
Chief of Administrative Services



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Roger Snoble  
Chief Executive Officer

