



**BOARD MEETING
DECEMBER 10, 2009**

**SUBJECT: AUTHORIZE CHIEF EXECUTIVE OFFICER TO UPGRADE
AND FILL POSITION**

**ACTION: APPROVE UPGRADE OF DEPUTY EXECUTIVE OFFICER,
FEDERAL ADVOCACY AND GOVERNMENT RELATIONS
POSITION TO EXECUTIVE DIRECTOR, GOVERNMENT AND
COMMUNITY RELATIONS AND AUTHORIZE THE CEO TO
FILL THE POSITION**

RECOMMENDATION

Approve the upgrade of a vacant Deputy Executive Officer (DEO), Federal Advocacy and Government Relations position (pay grade S, \$116,875 – \$175,302) to Executive Director, Government and Community Relations (pay grade CC, \$190,621 – \$278,793) and authorize the Chief Executive Officer (CEO) to fill the position within the Board approved pay range.

ISSUES

Board approval is required for salaries that exceed \$175,000.

RATIONALE

The Deputy Executive Officer, Federal Advocacy and Government Relations position was vacated on July 2, 2009. This position was responsible for managing our advocacy programs at the federal, state and local government levels. To better integrate our government and community relations activities, both units will now report to a single senior executive position that will report directly to the CEO. This new position will have a critical role in developing a unified program to build coalitions among elected officials, local communities and regional stakeholders to support our efforts to advance Measure R programs and other infrastructure projects.

Human Resources staff completed an analysis of the expanded scope of responsibilities and considered the critical role the position will play in obtaining program funding, its role in pursuing legislative and regulatory changes that will help advance our programs, and the higher visibility of the position. Based on this

analysis, staff recommends the new upgraded classification. The job specification attached reflects the increased responsibilities and expanded scope of the position, as well as the expertise required to develop and successfully execute our advocacy programs.

FINANCIAL IMPACT

Funds for the position are included in the FY10 budget in cost center 7130, project 100002, task 01. The difference between the budgeted salary and the new salary will be absorbed in the cost center's FY10 budget.

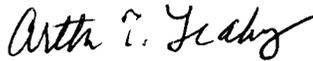
ATTACHMENT

Job specification for Executive Director, Government and Community Relations

Prepared by: Don Ott, Executive Officer, Administration



Lonnie Mitchell
Chief Administrative Services Officer



Arthur T. Leahy
Chief Executive Officer

Los Angeles County Metropolitan Transportation Authority

Job Class Specification

EXECUTIVE DIRECTOR, GOVERNMENT & COMMUNITY RELATIONS

Basic Function

To provide overall executive direction in the management of Metro's Advocacy Program by providing advanced-level representation of, and advocacy for, Metro's policies, projects, and programs before federal and state legislative bodies, regional and local governments, regulatory agencies and local communities; directs the overall activities of both the Government & Community Relations Departments.

Classification Characteristics

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

Supervised by: Chief Executive Officer

Supervises: DEO, Community Relations, Government Relations Manager, Assistant Administrative Analyst, Executive 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 1st 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

- Serves as chief liaison between Metro and members of the United States Congress and other federal, state, regional and local government officials to inform them of and support legislation and policies benefiting transportation services and projects.
- Directs the work of Metro's team of federal and state contract lobbyists.
- Directs the development and implementation of programs, strategies and plans for communicating and obtaining support for agency goals and objectives to elected officials, community leaders, other agencies and the public.
- Studies proposed legislation to determine possible effect on Metro's interests and confers with federal and state legislators and regional and local officials to emphasize weaknesses or merits of specific bills to influence passage, defeat, or amendment of measure, or introduction of legislation more favorable to Metro's interests.
- Provides technical and advisory assistance to the CEO and Board on federal, state and local legislative and community matters.
- Contacts individuals and groups having similar interests to encourage them to contact legislators and present views.
- Directs the development and implementation of the overall plans and strategies for community outreach and mitigation programs in support of Metro's projects and in response to community needs.
- Monitors developments related to governmental and public affairs; evaluates impact to Metro and recommends and implements policy & procedural improvements.
- Makes recommendations to management and Board of Directors on proposed, pending or new legislation that may impact Metro's services or programs.
- Reviews and analyzes proposed local government ordinances and development plans to determine their effect on the agency; develops strategies and makes recommendations for Metro's response.
- Prepares written and oral reports for Metro management, Board of Directors, outside agencies and the public.
- Represents Metro and/or the department in internal and external meetings, task forces, committees and hearings.
- Prepares or directs the preparation of news releases and informational pamphlets; conducts news conferences in order to affirm Metro's views and to inform the public of features of proposed legislation considered desirable or undesirable.
- Plans meetings between Board members and state and federal elected officials to discuss legislative issues and proposals.
- Contacts regulatory agencies and testifies at public hearings to enlist support.
- Implements and evaluates reports, programs, and services which require Metro Board approval.

- Evaluates Department's goals, programs, performance, staffing, and budget.
- Manages the review and analysis of board reports to determine impact on Metro and region and provide objective analysis to assist Board Members in making informed decisions.
- Recommends actions and strategies for the successful passage of policy items under consideration by the Board.
- Represents the department with Metro executive staff and other interdepartmental task forces and committees.
- Establishes legislative programs in conformance with Board direction.
- Reviews literature, legal decisions, and proposed/enacted legislation to determine impact on Metro and makes recommendations to Metro executive staff and the Board for Metro's action.
- Supervises subordinate staff and develops training programs.
- Develops and delivers quality projects from inception to close-out on time and within scope and budget. Manages special projects as assigned.
- Oversees, monitors, and adheres to departments'/units' budget, goals, and schedules to ensure fiscal responsibility.
- Complies with Metro's efficient and effective bill paying standard to ensure project and cost center invoices are paid in a timely manner.
- Communicates Metro's safety vision and goals; oversees the implementation of agency and departmental safety rules, policies, and procedures, and maintains accountability for the safety performance of all subordinate employees.

Essential Knowledge and Abilities

Knowledge of:

- Theories, principles, and practices of public policy development, public affairs and community relations.
- Theories, principles, and practices of legislative processes and protocol.
- Lobbying techniques.
- Applicable local, state, and federal laws, rules, and regulations.
- Research theories and techniques.
- Organizational and project management theory and techniques.
- Group dynamics and organizing techniques.
- Organizational structure, functioning and protocol of local governments and public agencies.
- Modern management theory and principles.

Ability to:

- Plan, organize, and direct the work of a federal, state, and regional work unit.
- Understand, interpret and apply Metro policies, rules, regulations, procedures, contracts, budgets, and labor/management agreements.
- Communicate effectively orally and in writing.

- Mediate and negotiate.
- Interact professionally with Board of Directors and their respective staffs, Metro executive staff, various levels of Metro employees, elected officials, outside representatives and the community.
- Prepare comprehensive correspondence and reports.
- Handle highly confidential material.
- Analyze complex data, identify problems and recommend solutions.
- Exercise judgment and creativity in making decisions.
- Think and act independently.
- Determine effective strategies to achieve goals.
- Manage the organization and coordination of community meetings and councils.
- Travel to off-site meetings.

Minimum Qualifications

Potential candidates interested in the DIRECTOR, GOVERNMENT & COMMUNITY RELATIONS position MUST meet the following requirements:

- Bachelor's degree – Political Science, Public Administration, Public Policy or other related field.
- 8 years' senior management-level experience administering legislative affairs program, public sector public policy, or public affairs program for a public or governmental agency with additional experience in government relations or public affairs, **OR**
- 8 years working as a senior staff member for a federal/state elected official, federal/state legislative committee, or federal/state government or public affairs office with additional experience in government relations or public affairs.
- Demonstrated ability to work effectively in a legislative setting with substantial involvement and influence with transit and legislative contacts is highly desirable.
- Valid driver license.
- Master's degree in related field desirable.

Special Conditions

- Frequent travel required.
- On 24-hour call.

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.

