



Metro

Los Angeles County
Metropolitan Transportation Authority

One Gateway Plaza
Los Angeles, CA 90012-2952

213.922.9200
213.922.9201 |
metro.net

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**EXECUTIVE MANAGEMENT AND AUDIT COMMITTEE
SEPTEMBER 17, 2009**

SUBJECT: PERSONNEL AND MANAGEMENT CHANGES

**ACTION: RECEIVE AND FILE/AFFIRM POSITION RECLASSIFICATIONS AND
APPOINTMENT OF PERSONNEL, MANAGEMENT CHANGES AND
REDUCTION IN FORCE**

RECOMMENDATIONS

Receive and file/Affirm the following personnel changes:

A. Position Reclassifications and Appointment of Personnel

1. Reclassification of filled Deputy Executive Officer (DEO), Policy, Research and Library Services position to DEO, Congestion Reduction Initiative and the appointment of the incumbent to the new position. The position is responsible for assisting in developing internal infrastructure for the administration of the toll operations and customer experience. The duties include identification of internal administrative functions required for toll operations; recommending data collection strategies for the Customer Experience; defining the Express Lanes Rewards Program; ensuring compliance with Metro policies and procedures and applicable state, federal and local regulations; and representing Metro at conferences and public events. This change is made to provide additional management level support for the many facets of the Congestion Reduction Initiative project.
2. Reclassification of vacant TPM III position to Administrative Director, Office of the Chief Executive Officer (OCEO) and the appointment of an employee to the new position. This position provides executive level support and advances all levels of communication and information to Board members, Deputies and staff, and ensures the effective coordination with all functional units in the successful execution of projects and programs. The OCEO was reorganized to reflect the management needs of the Office and to reduce the cost of support staff.
3. Reclassification of filled Service Sector General Manager position to Executive Officer (EO), High Speed Rail and the appointment of the incumbent to the new position. This position provides executive direction to project management staff and consultants to facilitate the implementation of High Speed Rail (HSR) projects, including planning and implementing the Los Angeles to Anaheim, Los Angeles to Palmdale and Los Angeles to San Diego HSR corridors. The position also has responsibility for representing Metro for

the Los Angeles–San Diego–San Luis Obispo (LOSSAN), Amtrak and Metrolink service corridors. Executive level management of these projects is being consolidated to oversee the efforts of project personnel and to ensure that Metro has a unified position on the projects.

4. Reclassification of vacant DEO Procurement position to EO, Procurement and Material Management, and appointment of an external hire to the position. This position is responsible for Metro's overall procurement activities for all goods and services, and for providing leadership and direction to Material Management. This change is being made to reduce the amount of time that the Chief Administrative Services Officer must devote to the direct management of the procurement and material management units and to devote more time to senior executive level management of all units under his purview.
5. Reclassification of filled Information Coordinator position in the Board Secretary's Office to Assistant to the Board Chairperson, and appointment of the incumbent to the new position. This position assists the Board Chairperson, Chairperson's deputy and other Board deputies supporting board members selected by the League of Cities with administrative tasks such as scheduling meetings, preparing documents and information for reports and other general office duties.

B. Management Changes and Reduction in Force

1. Transfer responsibility for Safety and Security, including the MOU with the Los Angeles Sheriffs Department (LASD) for community policing, to the Deputy Chief Executive Officer, with the assignment of responsibility for the day-to-day management of Security to the LASD to create a unified command structure and clarify lines of authority and responsibility; and
2. Eliminate two positions, the DEO, Safety and Security and Director of Security, which are no longer needed under the new management structure.

ISSUES

The personnel actions and management changes that are within the CEO's authority are being brought to the Board to bring transparency to significant personnel and management changes. The personnel change in the Board Secretary's Office is within the Board's approval authority.

BACKGROUND

The Board authorized the CEO to create new classifications, promote personnel, make salary adjustments and approve salaries up to \$175,000. The CEO assessed the organization and management structure and has implemented several personnel and management changes to achieve the agency vision, mission, goals and objectives. All of the personnel and management changes were made according to Board and Metro policies.

FINANCIAL IMPACT

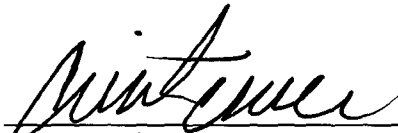
All of the above positions are included in the FY10 budget in various cost centers. It is anticipated that all of the actions combined will result in an agency-wide savings of about \$134,000.

Although two employees were promoted and received pay increases (Administrative Director, OCEO and Board Secretary Assistant to Board Chairperson) and one new employee was hired, all of the changes will be absorbed in the existing FY10 budget; no budget amendment is necessary to implement the personnel actions.

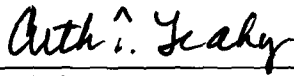
Impact on Bus and Rail Operating and Capital Budget

The source of funds for all of the positions except for the EO Procurement and Materiel, is Prop A, C, and TDA Admin from the Special Revenue fund and is not eligible for bus and rail operating and capital expenditures. The EO Procurement and Materiel will be funded with bus and rail operating and capital funds. No other source of funds was considered for this position because bus and rail is the beneficiary of these services.

Prepared by: Don Ott, Executive Officer, Administration



Lonnie Mitchell
Chief Administrative Services Officer



Arthur T. Leahy
Chief Executive Officer