



**Board Report**

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**File #:** 2015-1342, **File Type:** Policy

**Agenda Number:** 61.

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**EXECUTIVE MANAGEMENT COMMITTEE  
SEPTEMBER 17, 2015**

**SUBJECT: PERSONNEL MATTER**

**ACTION: APPROVE CREATION OF NEW CLASSIFICATION AND AUTHORIZE CHIEF EXECUTIVE OFFICER TO NEGOTIATE SALARY**

**RECOMMENDATION**

- A. APPROVING the **upgrade of a vacant position to Chief Innovation Officer**, pay grade CC (\$222,476 - \$273,894 - \$325,353); and
- B. AUTHORIZING the Chief Executive Officer to negotiate a salary within the pay grade for the position.

**ISSUE**

The Chief Innovation Officer is needed to lead a small staff and some fellows in the Office of Extraordinary Innovation.

Executive-level recruiting is extremely sensitive and sometimes difficult if the potential candidate is considering leaving current employment. Delegating authority for salary negotiation to the CEO for this position will shorten the process and ameliorate any concerns the potential candidates may have regarding confidentiality.

**DISCUSSION**

This position will be responsible for improving mobility and accessibility in Los Angeles County through partnerships with innovative people, the international private sector community, organizations, and industries; support Metro departments in piloting new and experimental ideas and policies including an effective performance-based capital investment strategy for Metro; initiate a comprehensive strategic planning process that guides the authority for next 5-10 years; and direct and oversee the Public Private Partnership (P3) Program that will improve and accelerate mobility projects in Los Angeles County. This office and position will pay for itself with the anticipated level and degree of innovation and revenue generation that will be implemented at LA Metro and throughout the county.

**FINANCIAL IMPACT**

No additional FTEs are being added to the FY16 Budget.

Funds for the Chief Innovation Officer are included in the FY16 budget in cost center 2010, Chief Executive Office, projects 100002 (Governmental Oversight) and 100055 (Measure R Admin) .

#### Impact to Budget

FY16 funding for the Chief Innovation Officer will be funded from Prop A, C, TDA and Measure R Admin funds. These funds are not eligible for bus or rail operating projects and have been identified for this position.

#### **ALTERNATIVES CONSIDERED**

An alternative would be not to approve the new classification and not authorize the CEO to negotiate a salary within the pay range for the position. Staff does not recommend this alternative as Metro will miss opportunities for innovation that would bring world-class innovation to Metro. In addition, executive-level recruiting is extremely sensitive and sometimes difficult if the potential candidate is considering leaving current employment. Delegating the authority for salary negotiation to the CEO for these positions will expedite the process and ameliorate any concerns the potential candidates may have regarding confidentiality.

#### **NEXT STEPS**

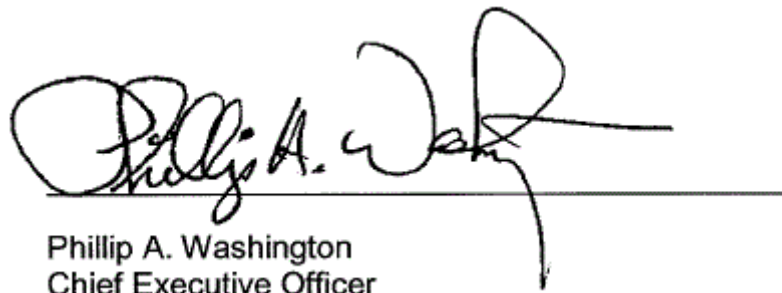
The CEO will select and hire the best candidate for the job.

#### **ATTACHMENTS**

Attachment A - Job Specification for Chief Innovation Officer

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Phillip A. Washington  
Chief Executive Officer

# Los Angeles County Metropolitan Transportation Authority

Job Class Specification

## CHIEF INNOVATION OFFICER

Pay Grade HCC

(\$222,476 - \$273,894 - \$325,353)

### Basic Function

To improve mobility and accessibility in Los Angeles County through partnerships with innovative people, the international private sector community, organizations, and industries; support Metro departments in piloting new and experimental ideas and policies including an effective performance-based capital investment strategy for Metro; initiate a comprehensive strategic planning process that guides the authority for next 5-10 years; and direct and oversee the Public Private Partnership (P3) Program that will improve and accelerate mobility projects in Los Angeles County.

### 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:** Deputy Innovation Officer; Researcher Programmer/Planner, and Fellows

**FLSA:** Exempt

### Work Environment

In order to achieve the Agency's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Services Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.

- **Accountability for Performance and Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket and ensure the highest possible return on investment.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce green house gas emissions.
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.
- **Civil Rights** – To actively promote compliance with all civil rights statutes, regulations and policies.
- **Community** – To actively engage with the Community as it relates to Metro interest/services.

### Examples of Duties

- Works with the CEO to provide strategic direction and establish goals and major priorities for the Office of Extraordinary Innovation.
- Initiates and completes comprehensive strategic planning process that includes input from our Board of Directors, employees, stakeholders, and local/national partners, that will set the strategic direction of our agency for the next decade or more.
- Works with CEO and Planning, Finance, and Construction/Engineering departments to develop a performance-based investment strategy for Metro
- Plans, develops implements, evaluates, and directs the activities, programs, policies and procedures, and personnel of the Office of Extraordinary Innovation.
- Leads staff in inter-departmental and inter-agency collaboration and partnership.
- Initiates different and unique ideas to improve mobility and accessibility in Los Angeles.
- Partners with the academic community, learned transportation professionals, and the private sector to research past and leading edge ideas and philosophies to address current and anticipated transportation challenges and concerns to determine how those ideas can benefit LA County and even the world.
- Collaborates with outside and partner governmental agencies, the private sector, and policy makers to create effective and results-based partnerships.
- Analyzes, develops, and supervises implementation of innovative means of funding and financing transportation projects and services.
- Directs the multi-agency project team in evaluating unsolicited proposals for any type of new and innovative projects that could

include P3 delivery, technology, revenue generation, cost efficiency, ridership increases, etc., to determine technical or financial merit.

- Facilitates the process to ensure the P3 concessionaire's compliance to the P3 agreement terms and conditions.
- Works with finance and budget to oversee Metro's P3 Project activities to ensure appropriate levels of resource allocations.
- Establishes procedures in coordination with Metro Unit departments to ensure that construction-related activities conform to Metro policies, federal regulations, and all applicable state and local laws
- Manages department, including developing, monitoring and adhering to budget and achieving unit's goals and objectives.
- Contributes to ensuring that the EEO policies and programs of Metro are carried out.

### **Essential Knowledge and Abilities**

Knowledge of:

- Theories, principles, and practices of transportation planning, program management, procurement, and public policy.
- Applicable local, state, and federal laws, rules, and regulations.
- Administrative principles and methods, including goal setting, program and budget development and implementation
- Capital and operating budgets.
- Social, political, and environmental issues influencing transportation programs.
- Public administration.
- Modern management theory.

Ability to:

- Plan, organize, and control the work of an innovative, dynamic organizational unit in an effort to improve mobility in Los Angeles County.
- 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, and contracts.
- Represent Metro before elected officials, the private sector, and the public.
- Analyze situations, identify problems, implement solutions, and evaluate outcome.
- Prepare comprehensive 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.
- Read, write, speak, and understand English.

### **Minimum Qualifications**

Potential candidates interested in the **CHIEF INNOVATION OFFICER** position MUST meet the following requirements:

- Bachelor's degree - Business, Public Administration, Public Policy, Urban Planning, Transportation Planning, or other related field.
- 8 years' senior management-level experience in transportation planning, policy, program management, or project development/management.
- Master's degree in related field desirable.
- Valid California Class C driver's license.

### **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.