Los Angeles County
Metropolitan Transportation
Authority
One Gateway Plaza
3rd Floor Board Room
Los Angeles, CA

Metro

Board Report

File #: 2015-1796, **File Type:** Policy **Agenda Number:** 48.

REVISED
EXECUTIVE MANAGEMENT COMMITTEE
JANUARY 21, 2016

SUBJECT: PERSONNEL MATTER

ACTION: AUTHORIZE CHIEF EXECUTIVE OFFICER TO NEGOTIATE SALARIES AND APPROVE INTERIM PAY

RECOMMENDATION

A. AUTHORIZING the Chief Executive Officer to **negotiate salaries** within the pay range for the following positions:

1. **Chief Planning Officer**, pay grade CC ($222,476 - $273,894 - $325,353)
2. **Executive Director, Vendor/Contract Management**, pay grade BB ($166,462 - $208,083 - $249,704)
3. **Deputy Executive Officer, Goods Movement**, pay grade H1T ($147,388 - $184,288 - $221,166)
4. **Executive Officer, Diversity and Economic Opportunity**, pay grade AA ($156,832 - $196,060 - $235,227)

B. APPROVING interim pay for the **Interim Chief Planning Officer**, retroactive to December 24, 2015.

C. AUTHORIZE the CEO to **negotiate salaries** within the pay range for all executive level positions that have been previously approved by the Board as amended to require Board notification.

DISCUSSION

RATIONALE

1. Negotiate Four Salaries

These key executive positions are responsible for major functional areas of the agency and need to be filled with personnel whose salaries are competitive and reflect the level of their responsibilities and qualifications.

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Executive-level recruiting is extremely sensitive and sometimes difficult if the potential candidate is considering leaving current employment. The pay ranges for the executive positions are reviewed by the Metro Board as part of the annual fiscal year budget approval. Delegating authority for salary negotiation to the CEO for these positions, within the Board approved pay ranges, will speed up the process and ameliorate any concerns the potential candidates may have regarding confidentiality.

Chief Planning Officer

The Chief Planning Officer (CPO) leads Metro's planning & programming for all modes of transportation and Real Estate & Joint Development. Under direction of the Chief Executive Officer, the CPO works closely with program and project managers, Board members, elected officials, business, labor and community leaders, environmental advocacy groups and others to develop and direct visionary programs and solutions to meet the mobility needs of Los Angeles County.

Executive Director, Vendor/Contract Management

The Executive Director, Vendor/Contract Management, leads Metro's Procurement department including Procurement, Supply Chain Management, and Client Services.

Deputy Executive Officer, Goods Movement

Last month, the CEO announced the formation of a new Federal Freight Program to be housed within the Countywide Planning Department. The Deputy Executive Officer provides direction in the development of the multimodal freight program and works closely with regional agencies, the State, and federal policy makers to ensure that Metro obtains a fair share of the federal freight funds.

Executive Officer, Diversity and Economic Opportunity

The Executive Officer, Diversity and Economic Opportunity provides executive direction to the overall performance of Metro's Diversity & Economic Opportunity Department in the implementation and administration of the Construction Careers Policy, Project Labor Agreements, Labor Wage Compliance, Contract Compliance, and Small and Disadvantaged Business Programs including Outreach, Certification, and Goal Attainment.

2. Approve Interim Chief Planning Officer Pay

The CPO resigned from Metro effective December 23, 2015. The Chief Executive Officer appointed an interim CPO, effective December 24, 2015, to act in this capacity until a permanent replacement is selected.

In accordance with Metro's compensation policy, temporary pay for an interim appointment in a higher level position is at least 5% above the employee's current salary or the pay range minimum, the greater of the two. The pay range for the CPO position is $222,476 - $273,894 -

$325,353. The Interim CPO's pay would be increased to the pay range minimum. The temporary pay rate would be effective retroactive to December 24, the effective date of the Interim CPO's appointment.

3. Authorize the CEO to Negotiate Salaries within the Pay Range for Executive-Level Positions Previously Approved by the Board

Board approval is required for salaries that exceed $200,000. The Board has previously approved existing executive level positions for which the salaries exceed $200,000 as the positions were created. Each time one of these positions is vacated, the CEO returns to the Board to obtain negotiation authority to fill the vacancy. This lengthens the time to fill vacancies and adds redundant activity to the Board agenda, since these positions and the salary ranges for them have previously been approved by the Board. Authorizing the CEO to negotiate salaries for positions with salaries that exceed $200,000 will enable the CEO to fill vacancies quickly and will help streamline the process by eliminating redundant activity. New job classifications that have not been previously approved by the Board would continue to require Board approval.

FINANCIAL IMPACT

No additional FTEs are being added to the FY16 Budget. All positions are budgeted. All pay ranges are already approved. The Chief Planning Officer is budgeted in cost center 4010 - Countywide Planning and Development in various Planning Projects, as well as one Measure R project. The Executive Director, Vendor/Contract Management is budgeted in cost center 6915 - Chief Administrative Services Officer in project 100001 - General Overhead. The Deputy Executive Officer, Goods Movement is budgeted in cost center 4010 - Countywide Planning and Development in project 405522 - Highway Planning. The Executive Officer, Diversity and Economic Opportunity is budgeted in cost center 2130 - Diversity and Economic Opportunity in project 100001 - General Overhead.

Impact to Budget

The funding sources earmarked for the Chief Planning Officer and Deputy Executive Officer, Goods Movement are Prop A, Prop C, and TDA Administration, State Transportation Improvement Program (STIP), Measure R Administration, and Prop C 25% Streets and Highways. The Executive Director, Vendor/Contract Management and Executive officer, Diversity and Economic Opportunity are both allocated to our General Overhead project. These expenses will be allocated across overhead projects per the overhead allocation provisions set forth in the Federal Cost Allocation Plan approved by the FTA. These funding sources are not allocated to Bus and Rail Operating projects.

ATTACHMENTS

Attachment A - Job Description Chief Planning Officer
Attachment B - Job Description Executive Director Vendor Contract Management
Attachment D - Job Description Deputy Executive Officer Goods Movement
Attachment C - Job Description Executive Officer Diversity Economic Opportunity

Prepared by: Don Ott, Executive Director, Employee and Labor Relations

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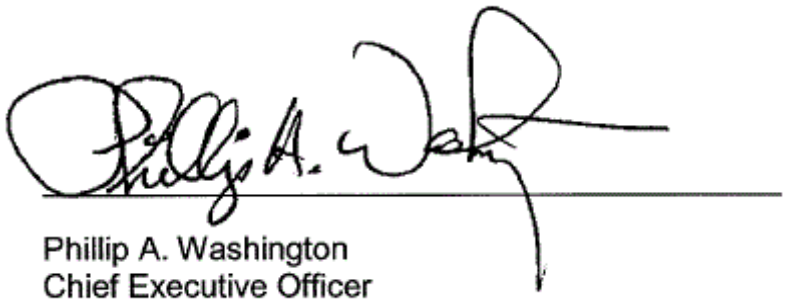

Phillip A. Washington
Chief Executive Officer

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Los Angeles County Metropolitan Transportation Authority

Job Class Specification

CHIEF PLANNING OFFICER

Pay Grade HCC
($222,476.80 - $273,894.40 - $325,353.60)

Basic Function

To lead Metro's planning & programming for all modes of transportation and Real Estate & Joint Development. Under direction of the Chief Executive Officer, works closely with program and project managers, Board members, elected officials, business, labor and community leaders, environmental advocacy groups and others to develop and direct visionary programs and solutions to meet the mobility needs of 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: Managing Executive Officer, Countywide Planning & Development; Director, Financial & Administrative Management Services; Executive Secretary

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.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **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

- Directs transportation planning & programming in support of Metro's focus on customer service, value to taxpayers, delivery of programs and projects and innovation.
- Develops strategies to improve mobility and air quality and resolve major transportation issues.
- Directs community oriented joint development projects and new business opportunities, and provides high-level direction on all Metro real estate activity.
- Establishes goals and major priorities for planning & programming and real estate & joint development.
- Implements programs to train and prepare all planning and programming staff to advance professionally.
- Leads staff in inter-departmental and inter-agency collaboration and cooperation.
- Analyzes policies and formulates and presents policy recommendations to the Chief Executive Officer and Metro Board of Directors.
- Manages agenda for Board action on planning, programming, real estate and joint development matters.
- Leads preparation and updating of a long-range transportation plan addressing public transit and paratransit; highways, streets and roads; bicycle and pedestrian facilities; traveler information; traffic management and goods movement.
- Provides for analysis and documentation required to assess environmental impacts and meet requirements of California and federal environmental laws and regulations for all of Metro's programs and projects.
- Works with outside agencies and policy makers to create partnerships and secure support for programs and projects.
- Prepares and maintains forecasts of sources of funding for transportation projects and services.
- Analyses and develops innovative means of financing transportation projects and services.
- Solicits, reviews and recommends actions on funding applications from outside agencies for various programs.
- Manages departments 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, urban planning, programming, real estate, joint development, and construction.
- 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 integrated work of a multi-tiered organizational unit in providing transit planning and programming services.
- 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 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 PLANNING OFFICER position SHOULD meet the following requirements:

- Bachelor's degree - Business, Public Administration, Urban Planning, Transportation Planning, or other related field.
- 8 years' senior management-level experience at the department-head level or above in transportation planning, programming, and project development.
- Valid California Class C driver's license.
- Master's degree in related field desirable.

Special Conditions

- None.

Disclaimer

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Los Angeles County Metropolitan Transportation Authority

Job Class Specification

EXECUTIVE DIRECTOR, VENDOR/CONTRACT MANAGEMENT

Pay Grade HBB
($ 166,462.40 - $ 208,083.20 - $ 249,704.00)

Basic Function

Leads Metro's Procurement department including Procurement, Supply Chain Management, and Client Services.

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: Executive Staff

FLSA: Exempt

Work Environment

In order to achieve Metro'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.
- **Service 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

- Leads Metro's Procurement Department including Procurement, Supply Chain Management and Client Services functions
- Establishes goals and major priorities, facilitates and monitors progress, and directs the development of strategies and resolutions to major issues related to Procurement, Supply Chain Management, and Client Services programs
- Provides policy direction to assigned major functional areas, directing the establishment of goals, major priorities, and advising in the development of strategies and resolution of major problems
- Provides advice to the CEO on significant matters and undertakes special projects as directed
- Manages departments including develping, monitoring and adhering to Metro’s policies, budget and acheiving goals and objectives of reporting units Ensures compliance with outside regulatory agencies and internal programs
- Ensures adequate funding to meet ongoing and project commitments
- Formulates policy recommendations for Metro's Board of Directors, attends Board meetings, presents reports to the Board
- Maintains and updates long-range staffing plans, resource needs, and contingencies to support Metro projects
- Executes agency-wide contracting authority as delegated by the CEO
- Exercises full breadth of authority through contract formation, partnering, administration, resolution of disputes and claims
- Represents Metro at meetings and conferences with public agencies, the private sector, public and corporate officials, and the general public
- Ensures that employees can effectively contribute to the accomplishments of the department’s and Authority’s goals and objectives
- Directs and manages department’s response to annual and ad hoc audit requests; implements audit recommendations, as appropriate
- Recommends cost avoidance procurement methodologies to Project Managers and the CEO when appropriate
- Directs preparation and administration of the department’s budget
- Provides for continuous professional development training for all employees
- Consults and advises management staff and the Board of Directors in procurement activities and issues
- Directs the creation and maintenance of an atmosphere which promotes positive human relations and open communications between employees and supervisors
- Leads the development of agency-wide business continuity and emergency management programs and plans
- 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 public procurement processes and supply chain management techniques, concepts, and processes
- Applicable local, state, and federal laws, rules and regulations pertaining to public procurement
- Business computer user applications as applied to contract administration activities
- Effective Project Management skills and techniques

Ability to:

- Ensure key organizational goals, priorities, values and other issues are considered in making program decisions
- Exercise leadership to implement and to ensure that Metro's mission and strategic vision are reflected in the management of its people
- Establish program/policy goals and the structure and processes necessary to implement Metro's mission and strategic vision
- Ensure that programs and policies are being implemented and adjusted as necessary, that the appropriate results are being achieved, and that a process for continually examining the quality of program activities is in place
- Interact professionally, effectively and sensitively with various levels of Metro/PTSC employees and outside representatives
- Acquire and administer financial, material, and information resources to accomplish Metro's mission, support program policy objectives, and promote strategic vision
- Explain, advocate, and negotiate with individuals and groups internally and externally to develop an expansive professional network with other organizations and organizational units
- Read, write, speak, and understand English

Minimum Qualifications

Potential candidates interested in the EXECUTIVE DIRECTOR, VENDOR/CONTRACT MANAGEMENT position SHOULD meet the following requirements:

- Bachelor's degree - Business, Public Administration or other related field
- 8 years' senior management-level experience in transit industry public procurement, supply chain management, or diversity & economic opportunity
- Master's degree in Business Administration, Public Administration or other related field desirable

Special Conditions

- None.

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Los Angeles County Metropolitan Transportation Authority

Job Class Specification

DEPUTY EXECUTIVE OFFICER, GOODS MOVEMENT

Pay Grade H1T
($ 147,388.80 - $ 184,288.00 - $ 221,166.40)

Basic Function

To direct Metro's mission, goals, and objectives of goods movement including planning, programming, policy and legislative analysis, and capital planning in support of furthering Los Angeles County's strategies and programs. The position is located in Metro's Countywide Planning and Development Strategic Business Unit.

Classification Characteristics

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

Supervised by: Chief Planning Officer; Managing Executive Officer, Executive Officer, Countywide Planning & Development

Supervises: Director, Countywide Planning and Development; Transportation Planning Manager I-V; Administrative Aide

FLSA: Exempt

Work Environment

In order to achieve Metro'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.
- **Service 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

- Assists the Chief Planning Officer/Managing Executive Officer/Executive Officer in directing Metro's multi-modal freight planning and programming; activities establishing goals, priorities, and developing strategies and resolutions; Advises the Chief Planning Officer/Managing Executive Officer/Executive Officer by formulates policy recommendations for consideration by the Metro Board of Directors;, implements Board adopted goods movement policies
- Ensure that Metro Board adopted high priority goods movement corridors within Los Angeles County are included in State and Federal Freight Planning documents
- Keeps abreast of Federal and State Goods Movement Policies and funding programs to ensure maximum funding for Los Angeles County
- Works with outside agencies and policy makers to secure support for goods movement programs and projects and create partnerships; chairs and serves as a member of inter-departmental and inter-agency committees
- Reviews unit performance against goals and takes necessary management actions to address deviations
- Coordinates, manages and reviews project applications for goods movement funding programs
- Reviews and comments on Federal, State and Regional legislation and programs impacting or relating to Goods Movement
- Develops goods movement programs, projects, and plans in coordination with other Metro departments and outside agencies
- Monitors capital and operating budgets and adherence to policies and procedures
- Represents Metro at meetings and conferences with public agencies, the private sector, elected officials,, and the general public
- Conducts studies, investigations, and analyses; presents oral and written reports of findings and recommendations
- Maintains and updates long-range staffing plans, resource needs, and contingencies to support Metro projects
- Supervises subordinate staff
- Prepares next generation staff
- Develops scopes of work, evaluates consultant proposals and works with procurement on the award of contracts; manages contracts including review and approval of invoices, deliverables, presentation materials, etc.
- 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
- 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, goods movement/freight programs and policies, public administration urban planning, programming
- Applicable local, state, and federal laws, rules, regulations, policies and programs
- Administrative principles and methods, including goal setting, program and budget development and implementation
- Capital and operating budgets
- Social, political, and environmental issues influencing transportation and goods movement/freight programs, modern management theory
- Los Angeles County freight and goods movement industry

Ability to:

- Plan, organize, and manage the integrated work of a major departmental division providing freight multi modal planning, countywide planning, integration of system elements, grants management
- 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, external partners 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 DEPUTY EXECUTIVE OFFICER, GOODS MOVEMENT position SHOULD meet the following requirements:

- Bachelor's degree - Business, Public Administration, Urban Planning, Transportation Planning, or other related field

Non-Contract: 9928B
Date Originally Created: 1/4/16
Date Revised: 1/4/16

- 8 years' senior management-level experience in transportation planning, programming, public administration or project development
- Valid California Class C driver's license
- Master's degree in related field desirable

Special Conditions

- None.

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Los Angeles County Metropolitan Transportation Authority

Job Class Specification

EXECUTIVE OFFICER, DIVERSITY AND ECONOMIC OPPORTUNITY

Pay Grade HAA
($156,832.00 - $196,060.80 - $235,227.20)

Basic Function

To provide executive direction to the overall performance of Metro's Diversity & Economic Opportunity Department in the implementation and administration of the Construction Careers Policy, Project Labor Agreements, and Labor Wage Compliance, Contract Compliance, and Small and Disadvantaged Business Programs including Outreach, Certification, and Goal Attainment.

Classification Characteristics

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

Supervised by: Executive Director, Vendor/Contract Management
Supervises: DEO, Diversity & Economic Opportunity; Director Of Diversity And Economic Opportunity

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.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **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

- Provides overall direction and management in the establishment and development of policies, goals and strategies for Metro's Diversity & Economic Opportunity Department.
- Directs, oversees and manages the implementation and administration of activities for Metro's Diversity & Economic Opportunity, Disadvantaged Business Enterprise, Small Business Enterprise, and Minority and Women Business Enterprise Programs.
- Implements and oversees the Construction Careers Policy and the Construction Project Labor Agreement.
- Oversees the enforcement of Metro's Labor Wage Compliance Program to ensure workers performing on construction projects are paid the appropriate predetermined prevailing wage rate.
- Oversees the implementation of an aggressive Small Business Outreach Program which communicates contracting opportunities and develops methods to facilitate small business participation in all contracting areas.
- Directs the establishment and monitoring of long-range goals, budgets, schedules, and strategies.
- Oversees and reviews all funding for various projects to determine the appropriate application of small business program requirements.
- Provides direction in the oversight of activities of Metro's Transportation Business Advisory Council (TBAC).
- Represents Metro at meetings, conferences, and public events.
- Prepares and presents reports to the CEO, Board of Directors, and management.
- Directs studies, investigations and analyses; presents oral and written reports of findings and recommendations to the CEO/CASO.
- Supervises subordinate staff and fosters an open, professional, team working environment.
- Develops and maintains liaison with federal, state, and local transportation regulatory agencies.
- 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.
- 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 Small Business, Labor Wage Compliance, Outreach, Certification Programs, and Project Labor Agreements.
- Applicable local, state, and federal laws, rules, and regulations governing Small Business, Labor Wage Compliance, Outreach, Certification, and Targeted Hiring Programs.
- Administrative methods, including goal setting, program and budget development and implementation, capital and operating budgets, and funding sources.
- Modern management theory.

Ability to:

- Direct the overall operations of all Diversity and Economic Opportunity Programs.
- Communicate effectively orally and in writing.
- Interact professionally with various levels of Metro employees and outside representatives.
- Represent Metro before the public.
- Prepare comprehensive reports and correspondence.
- Analyze situations, identify problems, recommend solutions, and evaluate outcome.
- Exercise judgment and creativity in making decisions.
- Determine strategies to achieve goals.
- Plan financial and staffing needs.
- Make financial decisions within a budget.
- Establish and implement policies and procedures.
- Compile, analyze, and interpret complex data.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements.
- Supervise subordinate staff.
- Read, write, speak, and understand English.

Minimum Qualifications

Potential candidates interested in the EXECUTIVE OFFICER, DIVERSITY AND ECONOMIC OPPORTUNITY position SHOULD meet the following requirements:

- Bachelor's degree - Business, Law, Public Administration, or other related field.
- 8 years' senior management-level experience developing and implementing equal opportunity/small business/labor wage compliance programs.
- Master’s degree in related field desirable.

Special Conditions

- None.

Disclaimer

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