

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.

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- **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.

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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.

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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.