



Board Report

File #: 2015-0741, File Type: Policy

Agenda Number: 53.

EXECUTIVE MANAGEMENT COMMITTEE
JUNE 18, 2015

SUBJECT: PERSONNEL MATTER

ACTION: AUTHORIZE CHIEF EXECUTIVE OFFICER TO NEGOTIATE SALARIES

RECOMMENDATION

AUTHORIZED ON CONSENT CALENDAR the Chief Executive Officer (CEO) to **negotiate salaries within the pay range** for the following positions:

- A. Chief Operations Officer, pay grade CC (\$215,987 - \$265,907 - \$315,868)
- B. Chief Communications Officer, pay grade BB (\$161,616 - \$202,030 - \$242,424)

ISSUE

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 the positions of Chief Operations Officer and Chief Communications Officer will speed up the process and ameliorate any concerns the potential candidates may have regarding confidentiality.

DISCUSSION

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.

Chief Operations Officer

The Chief Operations Officer position has been filled using Interim appointments since October 2013. A regular appointment needs to be made to provide stable leadership during this critical time in the agency's history. With ongoing efforts to improve bus service and operate it efficiently, along with new rail line extensions opening in 2016 and new rail line extensions under construction, strong, longer term leadership is needed.

Chief Communications Officer

The Chief Communications Officer (CCO) position is currently filled with an Interim appointment until the position is filled. This position is of vital importance in communicating with our customers and

maintaining a positive perception of Metro with the public. It is also responsible for managing Customer Services including Customer Information, Customer Service Centers, TAP service and receiving and tracking customer complaints. Government Relations is also a key and critical unit at Metro that also reports to the CCO.

FINANCIAL IMPACT

No additional FTEs are being added to the FY16 Budget.

Funds for the Chief Operations Officer position are included in the FY16 budget in cost center 3010, project 306006 (System-wide Operations Management and Administration).

Funds for the Chief Communications Officer position are included in the FY16 budget in cost center 7010, Executive Office, Communications in the following projects; 100001 (General Overhead), 100002 (Government and Oversight), 100055 (Admin - Measure R) and 306006 (System-wide Operations Management and Administration).

Impact to Budget

FY16 funding for these positions will use Project 100001, General Overhead, which is allocated to projects according to the federally approved Cost Allocation Plan and funded accordingly, including bus and rail operating and capital projects; Project 100002, Government and Oversight, which are not eligible for bus or rail operating projects, Project 100055, Admin - Measure R, which uses funds that are eligible for Measure R projects and Project 306006, System-wide Bus Operations Management and Administration, which uses funds that are eligible for bus and rail operations.

ALTERNATIVES CONSIDERED

An alternative would be not to authorize the CEO to negotiate salaries within the pay range for the positions and come back to the Board of Directors for approval. Staff does not recommend this alternative as Executive-level recruiting is extremely sensitive and sometimes difficult if the potential candidate is considering leaving current employment. By 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


Staff will continue to recruit for these positions with negotiations being conducted within the CEO's authorization.

ATTACHMENTS

- A. Job Spec for Chief Operations Officer
- B. Job Spec for Chief Communications Officer

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