



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.

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

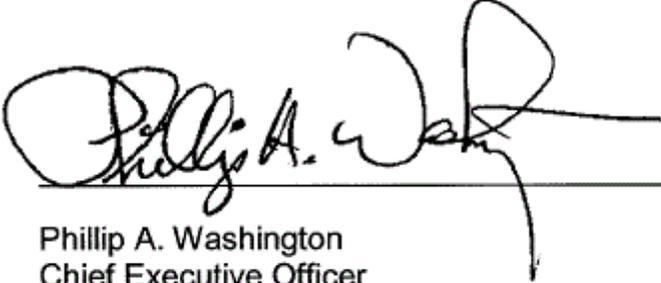
Attachment D - Job Description Deputy Executive Officer Goods Movement

Attachment C - Job Description Executive Officer Diversity Economic Opportunity

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