

Los Angeles County Metropolitan
Transportation Authority



Senior Executive Officer, Diversity & Economic Opportunity



Trusted Hiring Partner



ABOUT



The Los Angeles County Metropolitan Transportation Authority, also known as *Metro*, is the county agency that plans, operates, and coordinates funding for most of the public transportation system in Los Angeles County, California, the most populated county in the United States.

Metro is unique among the nation's transportation agencies. Metro serves as transportation planner and coordinator, designer, builder, and operator for the country's largest, most populous county. More than 10 million people - nearly one-fourth of California's residents - live, work and play within Metro's 1,433-square-mile service area.

The agency directly operates a large transit system that includes bus, light rail, heavy rail (subway), and bus rapid transit services; and provides funding for transit it does not operate, including Metrolink commuter rail, municipal bus operators and paratransit services.



MISSION

Metro safeguards the transit community by taking a holistic, equitable, and welcoming approach to public safety. Metro recognizes that each individual is entitled to a safe, dignified, and human experience.

VALUES

- Implementing a **Human-Centered Approach**
- Emphasizing **Compassion** and a **Culture of Care**
- Recognizing **Diversity**
- Acknowledging **Context**
- Committing to **Openness** and **Accountability**

THE COMMUNITY



A place for bold dreams, creative expression and limitless possibilities, Los Angeles is a city defined by its people. One of the most culturally diverse destinations in the world with Angelenos from 140 countries who speak 224 different languages, LA inspires visitors to immerse themselves in unique perspectives, unexpected moments and open- hearted community. There's always something new to discover in the City of Angels whether you're a frequent visitor or a first timer, with an abundance of multi-faceted neighborhoods and hidden gems to explore. From world-class museums and championship sports teams to beautiful beaches and one-of-a-kind culinary experiences, Los Angeles invites you to join our vibrant, bustling community of dreamers and doers.

THE BENEFITS



Providing Outstanding Employee Benefits

- **Medical & Dental Coverage:** Metro will cover a significant portion of your health care premiums.
- **Retirement & Pension:** Save for your future with 401K and 457 retirement plans PLUS a generous pension plan.
- **Career Paths:** Metro provides educational reimbursement, professional development, certifications, and training programs to advance your career.
- **Work-Life Balance:** Metro offers employees flexible work schedules available, paid time off and paid holidays, family leave and a childcare center.
- **Wellness:** Metro provides employees a FREE onsite fitness center, wellness fairs, and agency-wide fitness challenges and events.
- **Employee Perks:** Ride on the Metro system for FREE with a Metro TAP Card, employee discounts, recreational activities, and other resources to improve your life.

THE ROLE



The **Senior Executive Officer, Diversity and Economic Opportunity** oversees and directs the daily activities of Metro's Diversity and Economic Opportunity Department in the implementation and administration of the projects and programs relating to Project Labor Agreements, and Labor Wage Compliance, Contract Compliance, and Small and Disadvantaged Business Programs, including Outreach, Certification, and Goal Attainment. Serves as Metro's Disadvantaged Business Enterprise Liaison Officer for the Agency.

THE ROLE

Senior Executive Officer, Diversity & Economic Opportunity

Job Duties & Responsibilities

- Provides executive direction and management of Metro's Diversity and Economic Opportunity Department (DEOD)/Programs implementation and administration; establishes and develops policies, goals, and strategies
- Directs and oversees various policies and programs in support of Metro's diverse and disadvantaged business goals, including Metro's Medium Size and Local Business Programs
- 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
- Provides executive direction over Metro's Living Wage and Manufacturing Careers Policy
- Provides executive direction and guidance over construction mitigation support programs, specifically the Business Interruption Fund and Business Solutions Center
- 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 and oversees the Construction Careers Policy and the Construction Project Labor Agreement
- Provides direction in the oversight of activities of Metro's Transportation Business Advisory Council (TBAC)
- Represents the department with members of the senior leadership team, particularly Vendor/Contract Management and Program Management
- Represents Metro at meetings, conferences, and public events
- Oversees and responds to audits on DEOD programs and activities
- Interfaces with the Office of the Inspector General (OIG) on DEOD reviews, investigations and audits.
- Directs the establishment and monitoring of long-range goals, budgets, schedules, and strategies
- Directs studies, investigations, and analyses; presents oral and written reports; and drives consensus in support of recommendations
- Develops and manages financial forecasts, plans, and budgets

THE ROLE

Senior Executive Officer, Diversity & Economic Opportunity

Job Duties & Responsibilities (continued)

- Oversees and reviews all funding for various projects to determine the appropriate application of Small Business Program requirements
- Provides executive review and editing of sensitive and complex data and reports
- Prepares and presents reports to the CEO (Chief Executive Officer), Board of Directors, and management
- Supervises and develops assigned staff and fosters an open, professional, and 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 assigned employees
- Contributes to ensuring that the Equal Employment Opportunity (EEO) policies and programs of Metro are carried out
- May be required to perform other related job duties

KNOWLEDGE

Knowledge of (defined as a learned body of information that is required for and applied in the performance of job tasks)

- Theories, principles, and practices of Small Business, Labor Wage Compliance, Outreach, and Certification Programs, Project Labor Agreements, Construction Impact Mitigation Programs, and Workforce Development Programs
- Applicable local, state, and federal laws, rules, and regulations governing Small Business, Labor Wage Compliance, Outreach, Certification, and Targeted Hiring Programs
- State and federal government contracting laws, processes and procedures
- Local, state, and federal institutional structures and funding sources
- Financial forecasting, planning, and budgeting
- Administrative methods, including goal setting, program and budget development and implementation, capital and operating budgets, and funding sources
- Modern management theory

SKILLS

Skilled in (defined as the proficient manual, verbal, or mental utilization of data, people, or things)

- Directing the overall operations of all Diversity and Economic Opportunity Programs
- Determining and executing strategies to meet Metro's goals to utilize diverse and disadvantaged businesses
- Performing statistical and financial forecasting, budgeting and planning
- Analyzing situations, identifying problems, recommending solutions, and evaluating outcomes
- Exercising sound judgment and creativity in making decisions
- Establishing and implementing policies and procedures
- Communicating effectively orally and in writing with emphasis in public speaking
- Interacting professionally with various levels of Metro employees and outside representatives

ABILITY

Ability to (defined as a present competence to perform an observable behavior or produce an observable result)

- Mentor and coach internal and external resources in support of developing and supporting diverse and disadvantaged businesses programs
- Represent Metro before the public and with other agencies
- Plan financial and staffing needs
- Make financial decisions within a budget
- Compile, analyze, and interpret complex data
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Prepare and present comprehensive reports and correspondence
- Supervise, train, and motivate staff to enhance professional development
- Read, write, speak, and understand English

MINIMUM QUALIFICATIONS

A combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Additional experience, as outlined below, may be substituted for required education on a year-for-year basis. A typical combination includes:

Education

- Bachelor's Degree in Business, Law, Public Administration, or a related field; Master's Degree in a related field preferred

Experience

- Eight years of relevant senior management-level experience developing and implementing equal opportunity/small business/labor wage compliance programs

Certifications/Licenses/Special Requirements

- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions preferred
- American Contract Compliance Association(ACCA) Contract Compliance Administrator Certification or Master Compliance Administrator Certification preferred

PREFERRED QUALIFICATIONS

Preferred Qualifications (PQs) are used to identify relevant knowledge, skills, and abilities (KSAs) as determined by business necessity. These criteria are considered preferred qualifications and are not intended to serve as minimum requirements for the position. PQs will help support selection decisions throughout the recruitment. In addition, applicants who possess these PQs will not automatically be selected.

The following are the preferred qualifications:

- *Experience leading public or private agency economic inclusion initiatives for historically underutilized workers and businesses, including Disadvantaged Business Enterprise/Small Business (DBE/SB) programs and/or Project Labor and Local Hire Agreements*
- *Experience engaging with Federal, State, and Local funding partners and adjudicating agencies on grant, contractual, and regulatory requirements*
- *Experience leading teams that effectively collaborate with public agency procurement and client departments to advance historically underutilized business and worker inclusion compliance programs*
- *Experience preparing and presenting complex programs and data to multiple audiences, including Boards, Unions, and elected officials*
- *Certification as a Contract Compliance Administrator (CCA) or a Master Compliance Administrator (MCA) from the*
- *American Contract Compliance Association (ACCA), or equivalent, is preferred but not required*



APPLY NOW

Senior Executive Officer, Diversity & Economic Opportunity



This is an opportunity to join one of the nation's largest and most innovative transportation systems. To apply for the **Senior Executive Officer, Diversity & Economic Opportunity** with Metro, please visit www.davidgomezpartners.com or send your resume to Recruiting@DavidGomezPartners.com.

* *Salary range for this position: \$202,030 - \$252,512 - \$303,014*

* *Open until filled. Job posting may be closed at any time without notice.*



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SPECIAL CONDITIONS

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Metro provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Typical office situation
- Close exposure to computer monitors and video screen

Physical Effort Required

- Sitting at a desk or table
- Operate a telephone or other telecommunications device and communicate through the medium
- Type and use a keyboard and mouse to perform necessary computer-based functions
- Communicating through speech in the English language required

Disclaimer

This job specification is not to be construed as an exhaustive list of duties, responsibilities, or requirements.