

Los Angeles County Metropolitan
Transportation Authority



Deputy Executive Officer, Human Resources



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 Deputy Executive Officer, Human Resources plans, directs, and manages activities within Talent Acquisition or Talent Development function, which include Compensation, Work Force Well Being Services, Employment, Management Training and Development, and data analysis; serves as a senior strategic adviser to the Executive Management team.

THE ROLE

Job Duties & Responsibilities

- Develops and directs the implementation of policies and procedures; provides direction to Human Resources staff
- Develops management reports by focusing on overall goals and objectives of department; implements electronic recordkeeping and Human Resources systems development
- Directs the focus of staff to develop and achieve results-oriented strategies and tasks
- Focuses staff attention on customer service objectives and helping Metro departments achieve their goals
- Develops strategies to effect positive organizational changes
- Develops metrics for results-oriented strategies and fact-based decision making
- Implements Metro programs and projects, such as career pathways, compensation, leave of absence, Entry-Level Professional Training Program (ELTP), etc.
- Recommends and advises senior management of human resources activities as necessary; prepares Board reports, as required, to implement policy changes and obtain required salary approvals
- Serves as a strategic advisor to executive management on a broad range of human resources topics, such as succession planning, and non-contract wellness programs
- Maintains effective and cooperative working relationships with management staff throughout Metro
- Supervises, trains, mentors, and motivates assigned staff
- Communicates Metro's safety vision and goals; oversees the implementation of agency and departmental safety rules, policies, and procedures; and maintains accountability for safety performance of all assigned employees
- Contributes to ensuring that the Equal Employment Opportunity (EEO) policies and programs of Metro are carried out

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 human resources management, training and development, and public administration
- Applicable local, state, and federal laws, rules, and regulations governing human resources management for a public sector agency
- EEO and affirmative action principles and goals
- Budget, contract, and grant policies and practices
- Modern management theory and principles

SKILLS

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

- Directing activities for specific human resources function
- Developing long-term plans and programs
- Conceptualizing and planning strategies for meeting goals and objectives of department and Metro
- Communicating effectively with senior management and other staff members on difficult issues
- Establishing and implementing policies and procedures
- Analyzing situations, identifying problems, recommending solutions, and evaluating outcomes
- Exercising sound judgment and creativity in making decisions
- Communicating effectively orally and in writing
- Preparing comprehensive reports, presentations, and documents
- Interacting professionally and working effectively with various levels of Metro employees, the Board of Directors, and outside representatives
- Supervising, training, mentoring, and motivating assigned staff
- Mediation, negotiation, and collaboration
- Leadership and teamwork





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ABILITY

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

- Analyze and interpret complex data
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Plan financial and staffing needs
- Make financial decisions within a budget
- 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, Public Administration, Human Resources Management, or a related field; Master's Degree in a related field preferred

Experience

- Five years of relevant senior management-level experience administering human resources activities

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
- Relevant HR certification for the area of responsibility, such as SPHR (Senior Professional in Human Resources), CCP (Certified Compensation Professional), etc., preferred

PREFERRED QUALIFICATIONS

Compensation & Classification

- Lead the development and administration of salary structures, pay equity programs, and job classification systems.
- Oversee job evaluations, reclassifications, and compensation benchmarking studies.
- Ensure compliance with FLSA, EEO, Civil Service rules, and other applicable regulations.
- Collaborate with Labor Relations and Finance to support union negotiations and fiscal modeling.
- Present compensation strategies and findings to executive leadership and the Metro Board.

Talent Acquisition

- Direct all recruitment activities for represented and non-represented positions across the agency.
- Develop and implement innovative sourcing strategies, diversity outreach initiatives, and talent pipelines.
- Oversee applicant tracking, selection processes, and compliance with merit-based hiring policies.
- Partner with department leaders to forecast workforce needs and prioritize critical vacancies.

APPLY NOW

Deputy Executive Officer, Human Resources



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

- * *Salary range for this position: \$149,115 - \$186,930 - \$224,744*
- * *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

Disclaimer

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