

Los Angeles County Metropolitan Transportation Authority

Job Class Specification

EXECUTIVE OFFICER, TALENT MANAGEMENT

Basic Function

To provide executive direction to the overall talent management departments within Metro which includes Talent Acquisition, Talent Development, and Pension & Benefits.

Classification Characteristics

This classification is exempt/at-will and the incumbent serves at the pleasure of the hiring authority.

Supervised by: Chief Human Capital & Development Officer

Supervises: DEO, Talent Management; Pension & Benefits Manager; Executive Secretary

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.
- **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.

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Examples of Duties

- Directs the overall programs/activities of Metro's talent management to include Talent Acquisition, Talent Development, and Pension & Benefits.
- Directs the implementation and management of Metro's talent development planning process which includes the identification of emerging skill set requirements, succession planning, leadership and management development, and veterans' outreach.
- Directs the activities of the talent acquisition function which include the areas of Compensation & Classification, Employment, and Workforce Well-being Services.
- Metro-wide training and development programs to enhance individual and organizational performance.
- Directs the plans and management of Metro's pension, benefits, and unemployment insurance programs
- Oversees the administration of the deferred compensation (401K and 457) plans
- Establish goals and major priorities, facilitates and monitors progress.
- Directs the development of strategies and resolutions to major administrative services.
- Formulates policy recommendations for Metro's Board of Directors, attends Board meetings, presents reports to the Board.
- Works with outside agencies and policy makers to secure support programs and create partnerships; chairs and serves as a member of inter-departmental and inter-agency committees.
- Reviews unit performance against goals and takes necessary management actions to address deviations.
- Oversees and reviews funding applications for various programs.
- Monitors capital and operating budgets and adherence to policies and procedures.
- Represents Metro at meetings and conferences with public agencies, the private sector, public and corporate officials, and the general public.
- Directs the conduct of studies, investigations, and analyses; presents oral and written reports of findings and recommendations to DCEO/CEO.
- Maintains and updates long-range staffing plans, resource needs, and contingencies to support Metro projects.
- Supervises subordinate staff.
- 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 program areas related to administrative services for a large public agency.
- Administrative principles and methods, including goal setting, program and budget development and implementation
- Capital and operating budgets.
- Current Talent Management best practices and innovative in streamlining policies and procedures social, political, and environmental issues influencing transportation programs.
- Applicable local, state, and federal laws, rules, and regulations.
- Modern management theory.

Ability to:

- Plan, organize, and control the integrated work of a multi-tiered organizational unit in providing administrative services.
- Develop and implement objectives, policies, procedures, work standards, and internal controls.
- Determine strategies to achieve goals.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements.
- Represent Metro before the Board of Directors, elected officials, and the public.
- Analyze situations, identify problems, implement solutions, and evaluate outcome.
- Provide HR services more efficiently and effectively.
- Prepare comprehensive reports and correspondence.
- Establish and maintain cooperative working relationships.
- Exercise sound judgment and creativity in making decisions.
- Communicate effectively orally and in writing.
- Interact professionally with various levels of Metro employees, outside representatives, and public officials.
- Supervise subordinate staff.
- Read, write, speak, and understand English.

Minimum Qualifications

Potential candidates interested in the EXECUTIVE OFFICER, TALENT MANAGEMENT position MUST meet the following requirements:

- Bachelor's degree - Business, Public Administration, or other related field.
- 8 years' senior management-level experience in any of talent management area, or other related profession.

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- Valid California Class C driver license.
- Master's degree - Business, Public Administration, or other related field desirable.

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.

TO APPLY

To be considered for this opportunity, please submit your resume and letter of interest electronically, as soon as possible, to: daphne@thehawkinscompany.com, attention Daphne Le Blanc. The letter must include current salary information; budget and staff size; largest workforce supported; and two major accomplishments that illustrate your qualifications. Resumes received by **February 1, 2017** will receive first consideration. For the complete position description, please visit www.thehawkinscompany.com.

While we would prefer applications to be sent electronically, mailed applications can be sent to: **Daphne Le Blanc, Partnering Consultant, THE HAWKINS COMPANY**, 8939 S. Sepulveda Blvd, # 110-216, Los Angeles, CA 90045. Confidential inquiries are encouraged and should be directed to **Daphne Le Blanc, 818-399-5787**