Memorandum

To: Policy Board Members

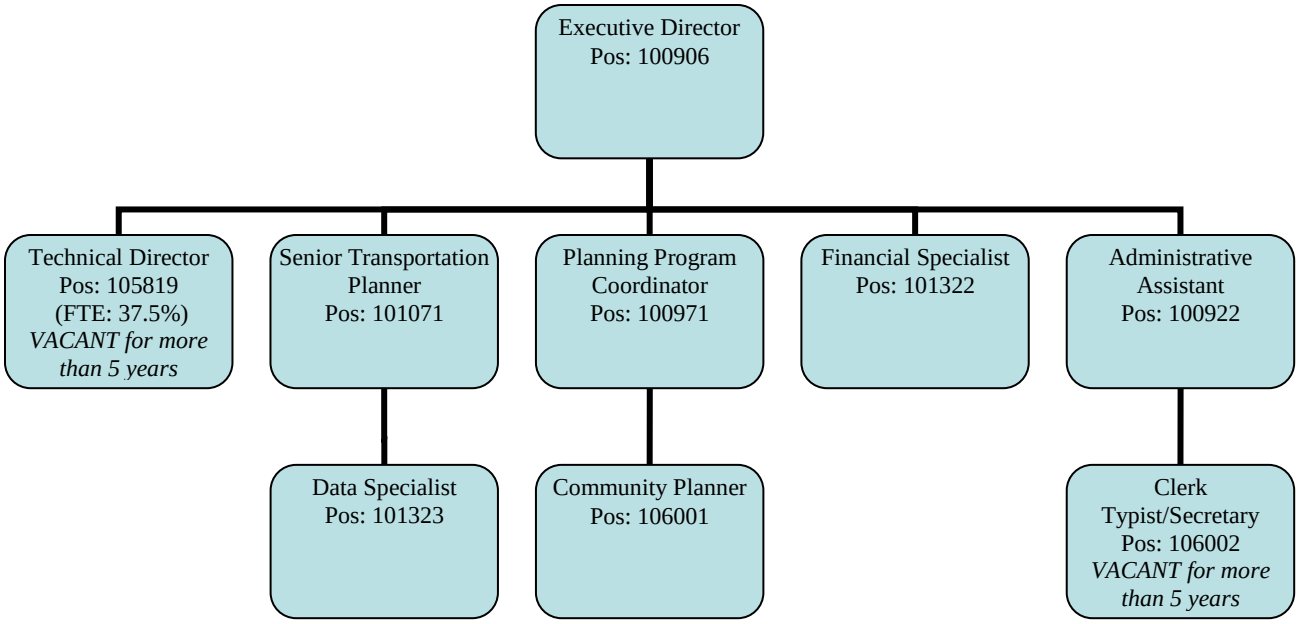
From: Brian Gibson, Executive Director

Date: October 28, 2015

Consider Approval of the OahuMPO Short-Term Staffing Plan

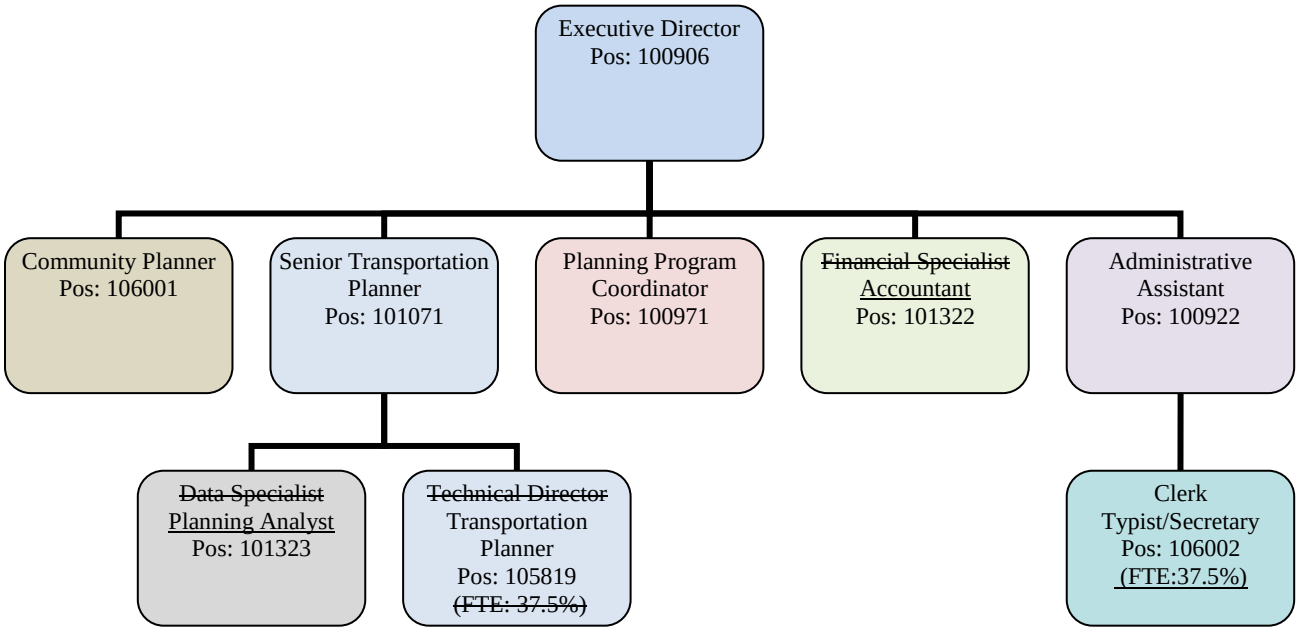
One of the recommendations within the OahuMPO Implementation Plan is to complete a short-term staffing plan to fill vacant full-time staff positions. Additionally, I have heard Policy Board members suggest that OahuMPO develop staff so that more work can be completed in-house without the need to procure consultants.

There are currently nine approved positions within OahuMPO, though two of them have been vacant for more than five years. The current organizational chart is:



To achieve the goals of the Policy Board and help improve the productivity of OahuMPO, I am proposing a new staffing plan that makes major adjustments to two of these positions. I propose to re-describe the part-time Technical Director as a full-time Transportation Planner, and make the full-time Clerk Typist/Secretary a part-time position.

The new, proposed staffing plan is:



The foreseen roles and responsibilities of each staff position would be:

- **Executive Director**: responsible for the implementation of the metropolitan transportation planning process; responsible for the OWP process as well as preparing OahuMPO budgets; prepares, updates, clarifies operational policies and procedures; hires OahuMPO staff and manages day-to-day; monitors Administrative Supplemental Agreement; oversees personnel and human resource matters; represents the Policy Board in meetings, and is the Policy Board coordinator.
- **Senior Transportation Planner:** responsible for the ORTP process as well as overseeing modeling work and products completed internally or by participating agencies or consultants; manages and completes various corridor and sub-area studies led by the OahuMPO; is the coordinator for the new Transit-Oriented Development Advisory Committee; supervises and coordinates the work of the Transportation Planner and Planning Analyst.
- **Transportation Planner:** responsible for assisting the Senior Transportation Planner in the development and maintenance of the ORTP; maintains and implements the Transportation Alternatives Program; manages the completion of various corridor and sub-area studies led by OahuMPO.
- **Planning Analyst:** responsible for development and maintenance of the Transportation Improvement Program; maintains data bases and communicates with participating agencies regarding transportation data; monitors transportation system performance, collects data and analyzes; maintains the Data-Sharing Supplemental agreement and recommends updates as needed; monitors performance measures and targets and recommends updates as needed; maintains and implements the agency's performance-based planning and programming process.
- **Planning Program Coordinator:** responsible for monitoring and assisting federal grant sub-recipients; serves on steering committees for participating agency projects; provides

intergovernmental staff interface to carry out the metropolitan transportation planning process; is the coordinator for the Technical Advisory Committee.

- **Community Planner:** responsible for developing, maintaining, and implementing the Public Participation Plan; is the coordinator for the Citizen Advisory Committee; monitors Title VI & Environmental Justice issues and completes reports as needed; maintains website and social media resources; serves as OahuMPO's "customer service representative" to the general public.
- **Accountant:** responsible for all financial and accounting matters related to the OahuMPO, including general accounting functions and financial management/reporting; monitors and maintains the Finance Supplemental Agreement; also serves as procurement specialist for the agency.
- **Administrative Assistant:** responsible for overseeing day-to-day administrative functions of the OahuMPO office, including answering phones, filing, copying, mailing, meeting coordination, posting meeting notices, and preparing meeting minutes; will also assist the Executive Director in developing policies and procedures consistent with applicable State and Federal laws and regulations.
- **Clerk Typist/Secretary (0.375 FTE):** responsible for assisting the Administrative Assistant with routine typing, filing, and mail-out of meeting agenda packets, and other duties as needed.

The anticipated benefits of this staffing plan are:

1. Providing additional planning staff to complete OahuMPO planning studies and projects;
2. No staff person is responsible for more than one required planning product or plan;
3. No staff person is responsible for coordinating more than one committee or board;
4. Does not expand staff beyond the physical space currently available in the OahuMPO office

Through the process of vetting candidates for the vacant Community Planner position, OahuMPO staff has already identified a candidate for the new Transportation Planner position. With your approval of this staffing plan, we anticipate being able to bring the new staff person on board within a few months.

The estimated financial impact of bringing in a new Transportation Planner and part-time Clerk Typist is an increase in OahuMPO's operational budget of about $125,000 annually (including fringe benefits). This additional budget will be covered by reducing the amount of funding made available for consultants – about an 11% decrease in funding for consultants. There is no need to increase dues as result of this change.