



HR ROUNDTABLE UPDATE

HR Team Members

- ▶ Mary Martin Selby, Chesterfield County
- ▶ Yvette D. George, Henrico County
- ▶ Mona Adkins-Easley, City of Richmond
- ▶ Janet Lawson, Hanover County
- ▶ Wanda Cornwell, Town of Ashland

TIMELINE

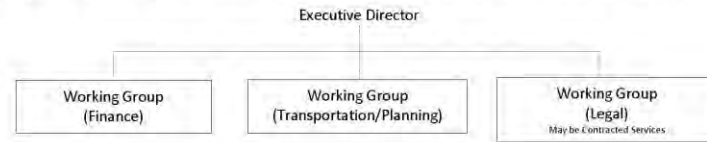
▶ Completed

- ▶ 8/9/2021 - HR Roundtable (available members) met to discuss possible staff structure
 - ▶ Three options identified
 - ▶ All included an Executive Director position
 - ▶ Current Job descriptions used by NVTA and HRTAC obtained
- ▶ 8/17/2021 - HR Roundtable met with CVTA Personnel Committee to present three staffing structure options
 - ▶ CVTA Personnel Committee requested the HR Roundtable create a draft Executive Director job description, along with compensation and benefit package to be reviewed at the next meeting; budget requested from HR Roundtable
- ▶ 8/26/2021 - HR Roundtable Meeting
 - ▶ Job description drafted and sent to team for review - Yvette
 - ▶ Draft Executive Director Profile sent to team for review and update - Mary
 - ▶ Compensation and Classification - Wanda obtained the current salary and benefits provided to the Executive Directors for NVTA and HRTAC; Henrico HR Team prepared to conduct classification review and provide recommendations
 - ▶ Benefits - the team discussed and agreed to recommend CVTA staff be provided benefits and payroll support from PlanRVA
 - ▶ Recruiting timeline to be created - Janet
 - ▶ Additional feedback/invitation to participate from other jurisdiction HR Directors - Mona and Janet
 - ▶ Online recruiting mechanism - **Hanover County's** NeoGov or PlanRVA - Janet to lead if Hanover County NeoGov selected (similar to RRPDC recruiting)
- ▶ 8/30/2021 - HR Roundtable meeting
 - ▶ Draft job description reviewed and finalized for presentation to Personnel Committee
 - ▶ Compensation and benefits recommendation finalized
 - ▶ Timeline started and reviewed
 - ▶ Draft Executive Director Profile updated

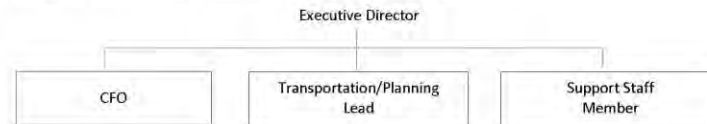
Proposed and Recommended CVTA Staffing

CVTA Potential Staffing Models

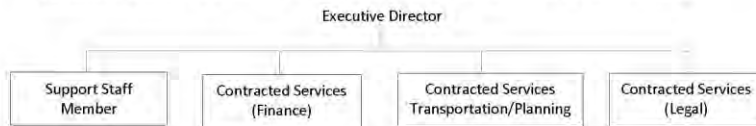
Option 1: Hire an Executive Director and use working groups made up of partners to begin the work.



Option 2: Hire Executive Director and three key core staff to begin the work.

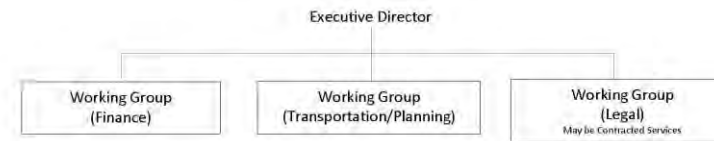


Option 3: Hire Executive Director, One Support Staff, and all other services may be contracted out.



Recommended Staffing Phases for CVTA

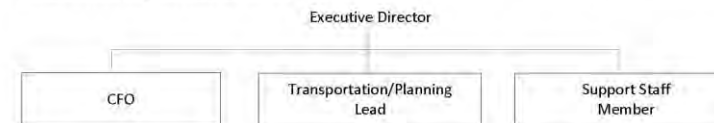
Phase 1 (Option 1): Hire an Executive Director and use working groups made up of partners to begin the work. PlanRVA to provide administrative support as needed.



Phase 2 (Option 3): Hire Executive Director and one Support Staff, and all other services may be contracted out.



Phase 3 (Option 2): Hire Executive Director and three key core staff to perform the work. Continue to use contracted legal services as needed.



Executive Director Job Description



JOB DESCRIPTION EXECUTIVE DIRECTOR FOR CENTRAL VIRGINIA TRANSPORTATION AUTHORITY (CVTA)

Background

The Central Virginia Transportation Authority (CVTA) is a newly created organization that provides funding opportunities for priority transportation investments across the central Virginia region. This CVTA was established in 2020 by the Virginia General Assembly. The Richmond Regional Transportation Planning Organization (RRTPCO), established by the Virginia General Assembly in 2002, serves as a resource for the CVTA through both expert planning advice and staff support.

The CVTA comprises the nine counties and cities located in Planning District 15, which includes the Town of Ashland, the City of Richmond, and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan. The Commonwealth of Virginia is known for its well-managed and progressive 95 counties and 38 independent cities. The CVTA will administer transportation funding and is directed to review the governance structure of existing transit service in the Richmond region and evaluate the possibility of creating a transportation district.

Organization of the CVTA

The CVTA functions like a board of directors, responsible for general policy and decision-making with respect to planning, programming and implementation of regional transportation improvements; additionally, it has fiduciary responsibility for revenue transferred to it by the Commonwealth to include compliance with statutory guidance on CVTA and member jurisdictional use of funds.

Key committees:

- Finance Committee. Advises CVTA on all financial matters and oversees CVTA's financial activities.
- Technical Advisory Committee (TAC). Advises and provides recommendations on the development of projects, funding strategies and other matters as directed by CVTA.
- Program Planning Advisory Committee (PCAC). Advises CVTA on broad policy issues related to periodic update of CVTA's Long Range Transportation Plan, with specific consideration to regional transportation, land use and growth issues.
- Jurisdiction and Agency Coordinating Committee (JACC). Advises CVTA on transportation projects and services, regional transportation planning, long-range planning, air quality and legislation; functions as CVTA's lead committee for coordination of regional transportation plans and programs.
- Council of Counsels. Provides legal counsel and advice to CVTA.

Leadership

As a key member of the CVTA's management team, the executive director is responsible for day-to-day operations of the CVTA, to include:

- Leadership:
 - ▶ Sets the strategic vision for the CVTA and ensures planning and programming of CVTA-directed investments that supports achievement of its long-range plan, in collaboration with committees and local jurisdictions.
 - ▶ Oversees administration of the CVTA.
 - ▶ Ensures that a coordinated annual operational plan and calendar are drafted for CVTA approval.
 - ▶ Recommends an annual operations budget and debt service (capital) budget and, in concert with the Finance Committee, manages CVTA's resources.
 - ▶ Provides leadership to CVTA committee members.
- Building working relationships:
 - ▶ Develops and maintains relationships with CVTA members.
 - ▶ Collaborates with CVTA to identify problems, needs, opportunities and coordinates responsibility for achieving both near-term and long-term goals.
 - ▶ Reports monthly to CVTA on specific tasks and responsibilities.
 - ▶ Forges effective, mutual relationships with elected officials and key jurisdictional/agency staffs at all levels of government, private sector partners and members of community groups and the public.

Specific Responsibilities

- Serves as principal staff advisor to the CVTA and its members on all matters related to responsibilities and functioning of the CVTA.
- Serves as principal CVTA staff coordinator with jurisdictions and relevant agencies, recognizing that various committee staff leads work directly with counterpart staff members.
- Takes a lead role in drafting a strategic vision and plans for the CVTA, in collaboration with appropriate committees.
- Ensures coordination amongst the various committees and Council of Counsels so that the CVTA receives coordinated recommendations, while also ensuring that advisory committees' advice is also presented to the CVTA.

- Ensures that financial responsibilities and accountability are fulfilled by the CVTA.
- Selects and supervises CVTA staff.
- Drafts staff coordinated agenda for Chairman's consideration and ensures that meeting informational packets are prepared and distributed in a timely fashion in advance of meetings.

Preferred Characteristics

- Self-starter comfortable working with broad [board] guidance and minimal oversight.
- Professional demeanor that "presents well" to public officials (elected and appointed).
- Accustomed to working with multiple agencies and engendering a cooperative relationship.
- Knowledge of transportation issues at a strategic and operational level.
- Ability to work through competing needs among various jurisdictions.
- Ability to communicate effectively with elected and appointed officials and the public.
- Ability to prepare briefings, charts and reports readily understood by the public.
- Ability to cast and exercise broad leadership vision, while engaging in day-to-day operational matters necessary in a small office environment.
- Accustomed to serving as the organization's spokesperson with various media (e.g., print, radio and television).

Qualifications

- Bachelor's degree in public or business administration, public policy, economics, engineering, transportation planning or a related, relevant discipline. Master's degree preferred.
- Demonstrated knowledge/experience:
 - ▶ Minimum of 10 years of relevant management experience, with demonstrated success in a fast-paced environment preferred, or
 - ▶ Working with public-private partnerships, particularly those related to transportation projects preferred.
 - ▶ Working in a complex political and policy environment where consensus building is critical to organizational success.
 - ▶ Experience in the general principles and practices of public financial systems, ideally to include capital financing and budgeting.
 - ▶ Proven track record with large regional multi-year capital transportation infrastructure projects.
 - ▶ Background in coordination of project presentations and meeting project deadlines across multiple jurisdictions and agencies.

Knowledge of

- ▶ Federal rules relating to transportation planning with non-attainment of air quality standards.
- ▶ Large transportation/transit service project management oversight standards, tools and techniques.
- ▶ Financial planning and best oversight approaches.
- ▶ Insight into Obstacle's transportation projects may encounter, such as environmental issues, working through VDOT processes and federal regulatory agency requirements in the capital planning and implementation process is preferred.
- ▶ Methods for transportation/transit performance evaluation (from regional perspective) and measurement tools.
- ▶ Board meeting management and logistics, organization and time management.

Ability to:

- ▶ Work and interact effectively and professionally with CVTA and key jurisdictional staff.
- ▶ Define goals and develop plans/mechanisms to achieve them.
- ▶ Establish and maintain effective working relationships with peers and colleagues.
- ▶ Exercise effective time management, balance multiple priorities and consistently meet timelines and due dates.
- ▶ Develop, implement and monitor internal controls.
- ▶ Use and apply typical office software programs.

A combination of equivalent training and experience may be considered.

Additional Considerations

- Executive Director will travel often (normally with his/her vehicle) in Central Virginia; will be provided a monthly travel allowance.
- Executive Director is expected to live in Central Virginia.

Work Environment

Work will typically be performed in a quiet, office environment. Executive Director support to CVTA and committee meetings will be provided in a public meeting environment that may be crowded and sometimes noisy. Considerable travel within the region is to be expected.

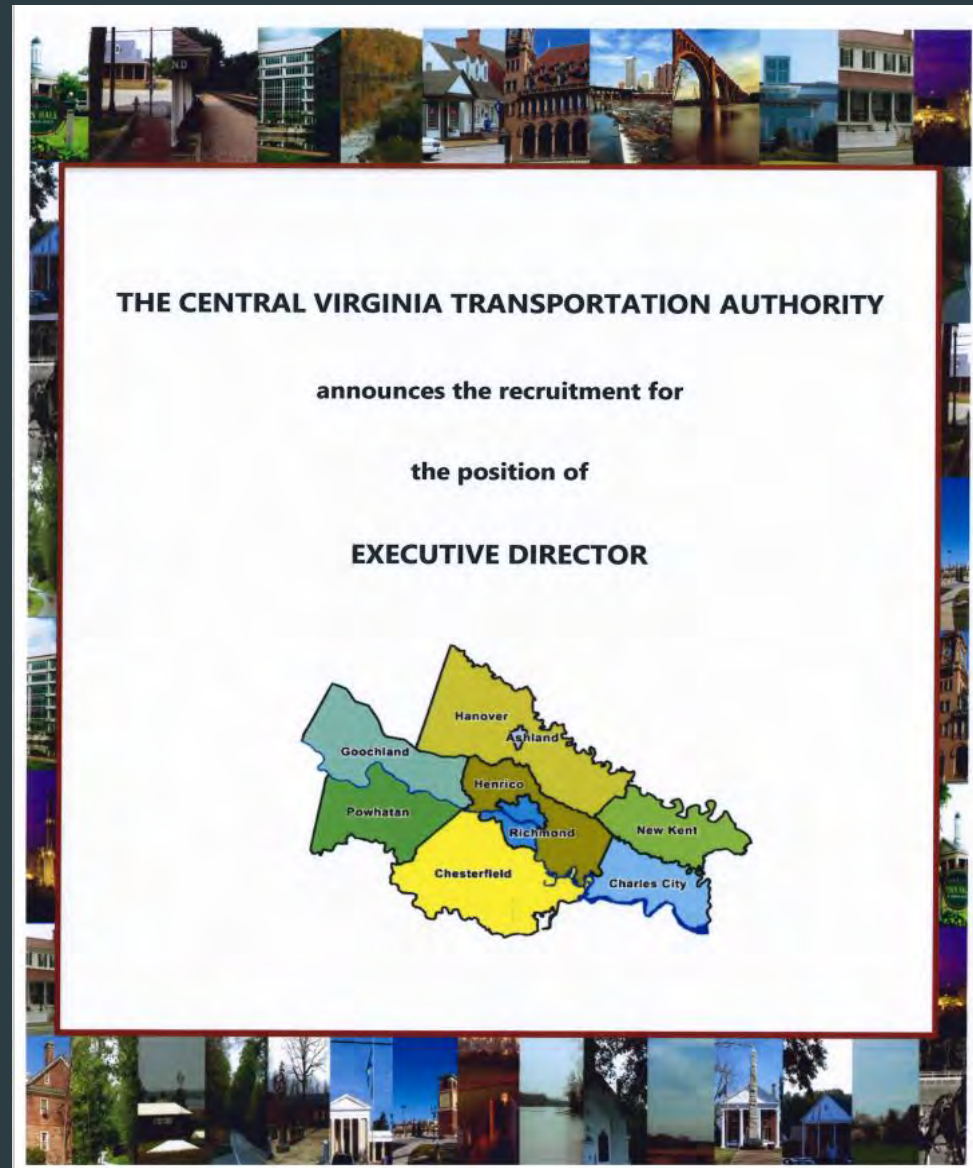
The Central Virginia Transportation Authority is an Equal Opportunity Employer.



Compensation Findings

- ▶ Comparable positions salary and benefit package
 - ▶ \$150,000 minimum - \$275,000 maximum to commensurate with a well-qualified heavily experienced candidate
 - ▶ A car allowance: Use the average car allowance for the member counties/cities, as appropriate.
 - ▶ 100% paid healthcare for the successful candidate and contribute towards any alternative benefit elections (e.g. spouse, family, etc.)
 - ▶ A contribution towards a 457 account (such as a fixed annual amount of half of the maximum calendar year contribution).
 - ▶ An up-to-date cellular device.
- ▶ Recommend alignment of compensation and benefits with PlanRVA employees.

Executive Director Announcement




THE CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

announces the recruitment for

the position of

EXECUTIVE DIRECTOR



The map displays the following counties and cities:

- Goochland
- Hanover
- Ashland
- Henrico
- Powhatan
- Richmond
- New Kent
- Chesterfield
- Charles City

Background

The Central Virginia Transportation (CVTA) is a newly created organization that provides funding opportunities for priority transportation investments across the central Virginia region. This CVTA was established in 2020 by the Virginia General Assembly. The Richmond Regional Transportation Planning Organization (RRTPO), established by the Virginia General Assembly in 2002, serves as a resource for the CVTA through both expert planning advice and staff support.

The CVTA comprises the nine counties and cities located in Planning District 15, which includes the Town of Ashland, the City of Richmond, and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan. The Commonwealth of Virginia is known for its well-managed and progressive 95 counties and 38 independent cities. The CVTA will administer transportation funding and is directed to review the governance structure of existing transit service in the Richmond region and evaluate the possibility of creating a transportation district.

Our Mission

The purpose of a planning district commission is to encourage and facilitate local government cooperation and state-local cooperation in addressing, on a regional basis, problems of greater than local significance. The cooperation facilitates the recognition and analysis of regional opportunities and takes into consideration regional influences in planning and implementing public policies and services.

Organizational Structure

The CVTA functions like a board of directors, responsible for general policy and decision making with respect to planning, programming and implementation of regional transportation improvements; additionally, it has fiduciary responsibility for revenue transferred to it by the Commonwealth to include compliance with statutory guidance on CVTA and member jurisdictional use of funds.

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Our Communities

The Richmond, Virginia region is located at the midpoint, halfway between New England and Florida, along the East Coast.

Virginia is fortunate to be located at the center of the East Coast economic corridor. The nation's capital, Washington, D.C., is adjacent to Virginia's northeast corner. Richmond, Virginia's state capital, is only 98 miles due south of D.C. (two-hour drive).

The CVTA region area covers 2,165 square miles with a population of approximately 1 million covering the nine member jurisdictions.



Town of Ashland

Ashland is the only incorporated town in the region located in the heart of Hanover County. The town has evolved from a railroad resort to a college town with the relocation of Randolph Macon College to the town in 1868.

Ashland is a community of seven square miles with a population of 7,565. The Town of Ashland is committed to stable growth while preserving the historic district, connecting its residential neighborhoods through a system of parks and trails.



County of Charles City

Charles City County is located east of Richmond and west of Williamsburg, with a southern border on the James River and an eastern border on the Chickahominy River.

Charles City County is a sparsely populated rural haven with a population of 6,773 residents who enjoy the benefits of a rural quality of life with easy access to urban centers and attractions.



County of Chesterfield

Chesterfield County is a rapidly growing suburban community with a population of 364,548.

Situated between the James and Appomattox Rivers, the county has a land area of 437 square miles.

Chesterfield County is the fourth largest county in Virginia with much of the development in the northernmost part of the county.



County of Goochland

Goochland County is located approximately 13 miles west of Richmond, adjacent to Henrico County. The easternmost part of Goochland, complete with infrastructure, is slated for development while the western part is planned to remain rural.

Route 288 along its eastern border provides connection through the West Creek Business Center to I-64. The county is 289 square miles with a population of about 24,727. Goochland offers an excellent quality of life, close to amenities but removed from high densities and traffic.



County of Hanover

Hanover County is a vibrant rural and suburban locality with a population of 109,979 and a land area of 471 square miles.

Hanover includes the incorporated Town of Ashland. The county is located between the Chickahominy and Pamunkey Rivers. Much of the development is oriented to I-95 and I-295, north of Richmond.



County of Henrico

Henrico County is the employment center of the region with a population of 334,389. The Richmond International Airport and Richmond International Raceway, which hosts two major NASCAR races each year, are both located in the county.

The county has a total land area of 245 square miles and wraps around the City of Richmond to the north extending east and west.



County of New Kent

New Kent County is a growing suburbanizing community, located 15 miles east of the City of Richmond.

New Kent County has a population of 22,945 with 212 square miles of land and water. The New Kent County development pattern is shaped by the major interchanges of I-64 as it extends to the east.



County of Powhatan

Powhatan County consists of 270 square miles and has a population of 30,333. Powhatan ranks as one of the fastest growing localities in Virginia.

Development patterns are shaped by US Route 60 and connecting routes of Routes 288 and 522 crossing the James River. Powhatan is dedicated to maintaining an excellent quality of life for its citizens and business community.



City of Richmond

The City of Richmond is the capital of the Commonwealth of Virginia and has a population of 226,610. It serves as a major center for employment and culture for the region.

Located on the James River, Richmond is an independent city with a total land area of 62.5 square miles, bounded by Chesterfield and Henrico Counties.

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Executive Director Position Major Responsibilities

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- Ability to communicate effectively with elected and appointed officials and the public.
- Ability to prepare briefings, charts and reports readily understood by the public.
- Ability to cast and exercise broad leadership vision, while engaging in day-to-day operational matters necessary in a small office environment.
- Accustomed to serving as the organization's spokesperson with various media (e.g., print, radio and television).

Qualifications Education and Experience

- Bachelor's degree in public or business administration, public policy, economics, engineering, transportation planning or a related, relevant discipline. Master's degree preferred.
- Demonstrated knowledge/experience:
 - ▶ Minimum of 10 years of relevant management experience, with demonstrated success in a fast-paced environment preferred, or
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Abilities

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Compensation and Benefits

The CVTA offers a highly competitive compensation package for this position through a partnership with PlanRVA. Salary for this position is negotiable, commensurate with qualifications and experience.

- Health, Dental, Vision and Prescription Drug Coverage
- Annual Leave Beginning at 12 Days Per Year
- Sick Leave for Employee and Family Illness
- Paid Holidays in Accordance with Commonwealth of VA
- Flexible Spending Accounts

- Short- and Long-Term Disability Insurance
- Long-Term Care Insurance
- Group Term Life Insurance
- Tuition Reimbursement Program
- Retirement plan through the Virginia Retirement System and ICMA

Additional Considerations

- Executive Director will travel often (normally with his/her vehicle) in Central Virginia; will be provided a monthly travel allowance.
- Executive Director is expected to live in Central Virginia.

Work Environment

Work will typically be performed in a quiet office environment. Executive Director support to CVTA and committee meetings will be provided in a public meeting environment that may be crowded and sometimes noisy. Considerable travel within the region is to be expected.

Application Process

The application deadline is _____, 2021, at 5 p.m.

Application submission must also include:

- Cover letter
- Resume
- Salary history and salary requirements
- Reference list to include three professional references

Interested applicants should apply online at www.hanovercountyjobs.com

An extensive background investigation is required.
The Central Virginia Transportation Authority is an Equal Opportunity Employer.

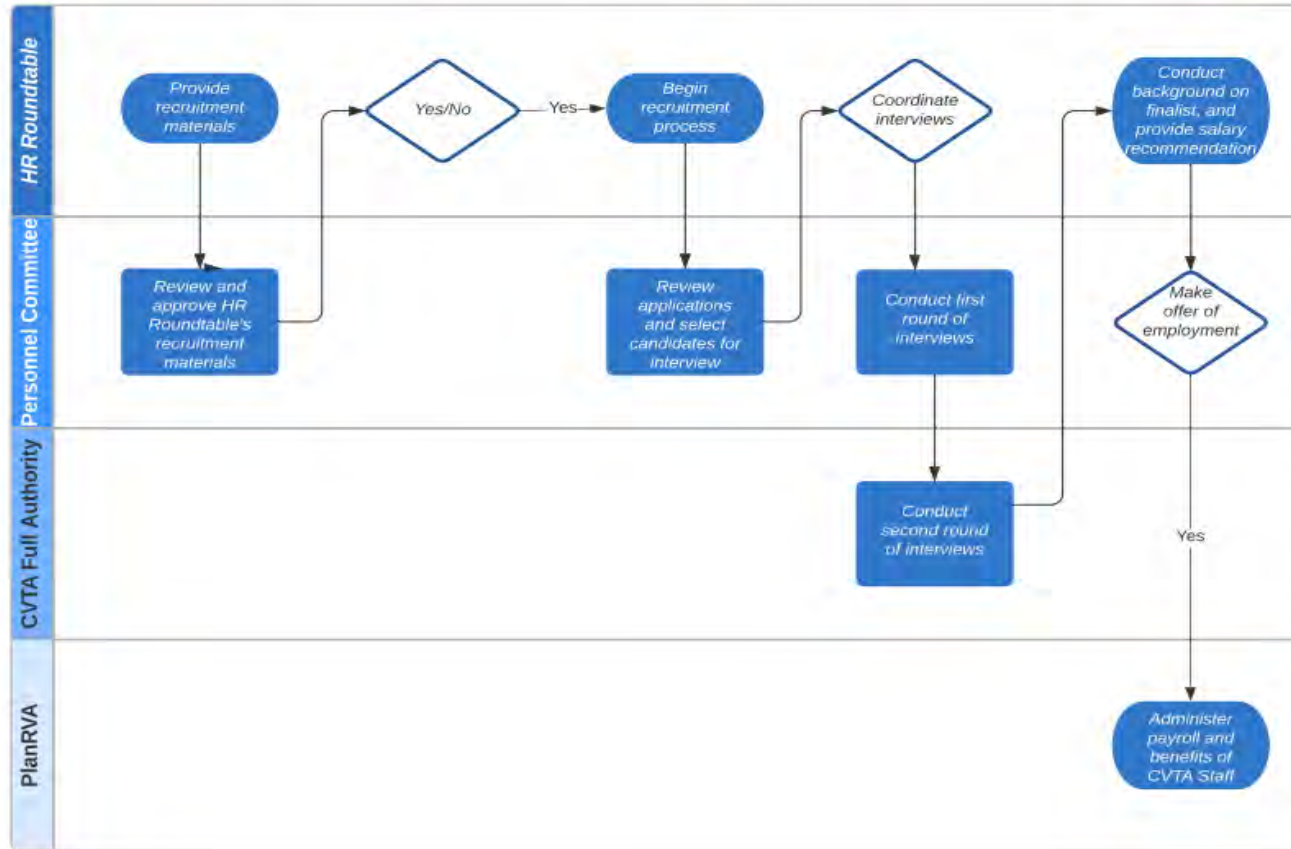


Recruitment - Executive Director

- ▶ 10/1/2021 - **position is posted/advertised with links on all nine jurisdictions' websites and PlanRVA website;**
 - ▶ Require cover letter and resume
 - ▶ Require salary history and requirements
- ▶ 10/31/2021 - Closing date of the job posting; HR Team to begin screening applicants and sort into three groups (A=yes, B=maybe, C=no)
- ▶ 11/5/2021 - HR Team to meet to finalize screening and make recommendations to Personnel Committee
- ▶ TBD (between 11/8/2021 -11/19/2021) - meeting with HR Roundtable and CVTA Personnel Committee to review all applicants and HR recommendations
- ▶ 12/3/2021 - CVTA Personnel Committee and full Authority meet with HR Team to review applications and finalize list of candidates to interview, if needed
- ▶ TBD - CVTA Personnel Committee conducts interviews
- ▶ TBD - Second Round of Interviews, if needed
- ▶ TBD - HR Team/Rep to conduct background check of finalist
- ▶ TBD - Offer made to finalist
- ▶ TBD - New CVTA Executive Director announced
- ▶ TBD - Tentative start date of new CVTA Executive Director

CVTA Executive Director Recruitment Process

CVTA Executive Director Recruitment Process



QUESTIONS???