SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Director of Public Social Services for final selection.

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submissions should include **ALL** of the following:

- Candidate's ability to meet the requirements as stated in the Qualifying Experience and Education and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

Please submit resume, cover letter, record of accomplishments, verification of degrees, and current salary information to the following e-mail address:

ExecutiveRecruitment@hr.lacounty.gov

Please indicate the position title of **Asst. Director PSS** in the subject line of your e-mail. Materials received by **October 15, 2014,** will receive first consideration.

Confidential inquiries welcomed to:
PENNY TORRES
Department of Human Resources
Executive Services Division
Phone: (213) 893-9770
e-mail: ptorres@hr.lacounty.gov

SPECIAL INFORMATION

SOCIAL SECURITY ACT OF 2004 — Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%.

All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION — Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

This announcement may be downloaded from the
County of Los Angeles website at:
http://hr.lacounty.gov

Recruitment Services Provided by:

DHR EXECUTIVE RECRUITMENT

www.ladpss.gov

ASSISTANT DIRECTOR OF PUBLIC SOCIAL SERVICES
Los Angeles County

Enriching Lives Through Effective and Caring Service

ASSISTANT DIRECTOR OF PUBLIC SOCIAL SERVICES

Los Angeles County

Filing Period:

September 26, 2014 — Until The Position is Filled

THE COUNTY

The County of Los Angeles (County), with a population of over 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 25 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of 35 major administrative units or departments that currently serve the needs of the County's residents.

In fiscal year 2014—15, the County has an annual budget in excess of $26 billion and funding for over 100,000 positions to serve its diverse population.

THE DEPARTMENT

The Department of Public Social Services (DPSS) serves an ethnically and culturally diverse community through programs designed to both alleviate hardship and promote family health, personal responsibility, and economic independence. The department provides temporary financial assistance and employment services to low-income County residents and determines eligibility for free or low-cost health care programs and services for families with children, pregnant women, and aged, blind, or disabled adults.

The current departmental budget is over $3.8 billion and includes funding for over 13,600 positions. DPSS Administrative Headquarters is located in the City of Industry.

THE POSITIONS

The unclassified positions of Assistant Director of Public Social Services report directly to the Chief Deputy, Department of Public Social Services, and assist in the overall management of the department with responsibility for directing, through subordinate division-level managers, a major departmental program bureau. The major bureaus consist of: Administrative Services, Special Operations, Program and Policy, Workforce Services, and Contract and Technical Services. Incumbents must exercise a thorough knowledge of the department's organization, programs, policies and procedures related to categorical and indigent aid and social services programs.

These positions require comprehensive knowledge of the department's fiscal, personnel, contract management and legislation as they relate to their particular areas of responsibility; and the relationship between the department's activities and those of other County departments and local, State, federal and private agencies.

Examples of duties below include, but are not limited to the following:

- Assists the Director of the Department of Public Social Services in the development of departmental objectives, policies and procedures, and directs their implementation and evaluation of results.
- Plans, organizes, assigns, directs, and evaluates the work of the Bureau.
- Plans, develops, and coordinates the social services programs with other Assistant Directors of the department.
- Directs the organization, staffing, and operational activities for the assigned bureau to increase effectiveness, efficiency, and reduce administrative costs.
- Interprets policies and programs of the department for line and administrative staff, as well as other agencies, news media, groups, and individuals in the community including welfare rights organizations and poverty agencies.
- Formulates, implements, and enforces administrative and program policies for the department, subject to review by the Director.
- Oversees development of administrative and technical programs, and ensures policies and practices are consistent with County, State and federal requirements.
- Recommends and implements new and revised policies, procedures, best practices, and data analysis to effect maximum operational efficiency, effectiveness, and ensure compliance with County, State and federal requirements.

ASSISTANT DIRECTOR OF PUBLIC SOCIAL SERVICES
Los Angeles County

- Develops or coordinates the preparation of major departmental position papers and reports for the Board of Supervisors, the California Department of Social Services, the California Department of Health Services, the Public Social Services Commission, legislative and congressional committees, departmental staff, and others.

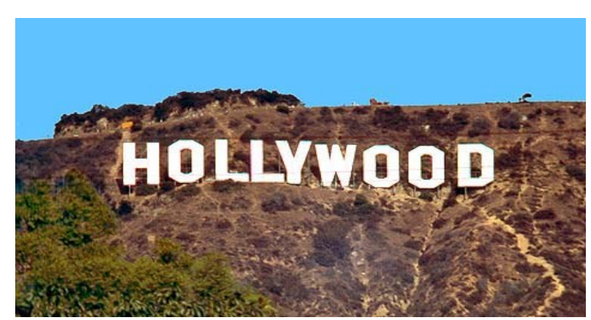
QUALIFYING EXPERIENCE AND EDUCATION

Graduation from an accredited college or university with a Bachelor's degree - AND - four years of progressively responsible experience directing through subordinate managers a major segment of a public services operation and/or multiple administrative functions such as finance, budget, human resources, contract administration, research and statistics, management information and evaluation, or information technology.

License: 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.

DESIRABLE QUALIFICATIONS

- Extensive experience managing multiple programs at various geographic locations, through subordinate managers.
- Knowledge of social welfare programs, policies, and procedures related to categorical and indigent aid and social welfare programs.
- Demonstrated ability to successfully provide service delivery improvements and efficiencies.
- Experience in directing and/or developing strategic planning activities of large, complex organizations.
- Experience working in a diverse urban environment.
- Experience establishing and maintaining liaison with other departments, agencies, community groups, private organizations, and the public.
- Experience with information systems utilized by the Department of Public Social Services, such as: Los Angeles Eligibility, Automated Determination, Evaluation and Reporting (LEADER) system; and GAIN Employment Activity Reporting System (GEARS).
- Excellent interpersonal communication skills.



COMPENSATION AND BENEFITS

Compensation: $128,638—$194,704 (MAPP RANGE R15)

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

Retirement Plan – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. A new County employee hired after June 30, 2014, will be eligible to participate in the Los Angeles County Retiree Healthcare Benefits Program - Tier 2. Details on the Tier 2 program will be provided upon request.

Cafeteria Benefit Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary.

Non-Elective Days – 10 paid days per year with the option to buy an additional one to 20 elective annual leave days.

Flexible Spending Accounts – Employees may contribute up to $400 per month tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes $75 per month to the Dependent Care Spending Account.

Savings Plan (401k) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Holidays – 11 paid days per year.