



SACHI A. HAMAI  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
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*"To Enrich Lives Through Effective And Caring Service"*

Board of Supervisors  
HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
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JANICE HAHN  
Fourth District

KATHRYN BARGER  
Fifth District

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

September 25, 2018

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

35 September 25, 2018

CELIA ZAVALA  
EXECUTIVE OFFICER

Dear Supervisors:

### **APPOINTMENT AND SALARY FOR EXECUTIVE OFFICER, BOARD OF SUPERVISORS ALL DISTRICTS (3 VOTES)**

#### **SUBJECT**

Recommendation to appoint and set the salary for Celia Zavala to serve as Executive Officer, Board of Supervisors.

#### **IT IS RECOMMENDED THAT THE BOARD:**

1. Appoint Celia Zavala as the Executive Officer, Board of Supervisors, effective September 25, 2018, at an annual salary of \$262,911.
2. Instruct the Director of Personnel to execute an at-will employment contract, which is approved as to form by County Counsel.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended actions is to appoint Ms. Celia Zavala to the position of Executive Officer, Board of Supervisors and to set the salary for the position.

As Executive Officer, Ms. Zavala oversees the support services for the Board of Supervisors (Board) in administering and managing technology, staffing, procurement and facilities resources, as well as the publication of information for the Board, various County departments, and the public. The Executive Office of the Board also administers and oversees the Office of the Inspector General and other County commissions.

Ms. Zavala has been serving as Acting Executive Officer since February 2018. Prior to her current assignment, Ms. Zavala held several positions in the Executive Office of the Board. As Chief Deputy Executive Officer, Ms. Zavala was responsible for overseeing the Administrative and Support Services, General Operations and Commissions, and Technology Planning Divisions. Ms. Zavala also served as Assistant Executive Officer where she had executive, management, and administrative responsibility for assisting in the overall management of divisions. As Administrative Deputy II, Ms. Zavala directed the planning, implementation, and evaluation of administrative operations and services for the Executive Office. While serving as Departmental Finance Manager II, Ms. Zavala was responsible for the management of the financial resources of the Executive Office.

Ms. Zavala earned a Bachelor of Science in Business Administration from California State University, Dominguez Hills.

### **Implementation of Strategic Plan Goals**

Approval of these recommendations will further the County of Los Angeles' Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability to continually assess our efficiency and effectiveness, maximize and leverage resources, and hold ourselves accountable.

### **FISCAL IMPACT/FINANCING**

The cost of the recommended salary will be absorbed within the Executive Office of the Board's current budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The recommended salary will provide appropriate compensation to Ms. Zavala to perform the duties of Executive Officer, Board of Supervisors.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

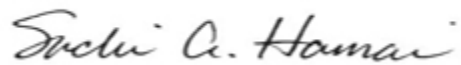
Implementation of these recommendations will provide leadership for the Executive Office of the Board.

The Honorable Board of Supervisors

9/25/2018

Page 3

Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI

Chief Executive Officer

SAH:JJ:MM:MTK

NV:TL:mst

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Human Resources