

THE COMPENSATION & BENEFITS

Annual Salary: \$120,455.28—\$182,318.88

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

The package includes:

- ◆ Cafeteria Benefit Plan
- ◆ Retirement plan — a contributory defined benefit plan
- ◆ Flexible Spending Accounts
- ◆ Savings Plan (401K)
- ◆ Deferred Compensation Plan (457)
- ◆ Holidays — 11 paid days per year
- ◆ Vehicle Allowance/Assigned Vehicle



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Department of Human Resources
County of Los Angeles

HOW TO APPLY

This position will be open from October 20, 2016 until filled. Qualified candidates are encouraged to apply early for optimal consideration.

Please go to: <http://bit.ly/MvDs8m> to create an online profile and submit your application, cover letter, resume, record of accomplishments, degree verification, salary verification, and three professional references.

For confidential inquiries, please contact:

LaTanya L. Hill
Department of Human Resources
Talent Acquisition Division
(213) 974-2461
lhill@hr.lacounty.gov



ADMINISTRATIVE DEPUTY II (UC)

Department of Human Resources

Los Angeles County

To enrich lives through effective & caring service.





Mission:

Provide innovative and efficient human resource solutions to support public service by recruiting, developing, and retaining a highly qualified, diverse workforce.

Vision:

To improve the quality of life in Los Angeles County by providing responsive, efficient, and high-quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, businesses, and communities.

THE COUNTY

The County of Los Angeles, listed on Forbes America’s Best Employers list for 2016, has a demographically and geographically diverse population of more than 10 million residents. As the largest employer in Southern California with over 100,000 employees in 36 departments, the County provides vital and wide-ranging public services to its citizens.

THE DEPARTMENT OF HUMAN RESOURCES

The Department of Human Resources (DHR) serves as the central agency for human resources and partners with departmental human resources operations to provide an integrated approach to human resources management with a centralized/decentralized balance.

DHR strives to deliver services that are relevant, strategic, and specifically designed to achieve the operational agendas of each of our line departments, as well as the Chief Executive Office and Board of Supervisors. DHR provides a wide range of services, including employee recruitment, benefits administration, employee performance management, training and development, and eHR to automate and streamline many human resources processes.

DHR delivers the mission, vision, and strategic direction of the County of Los Angeles through its employees who provide services to the citizens of the County. The department has a budget of \$83.4 million and 421 budgeted positions.

THE POSITION

This unclassified leadership position reports to the Chief Deputy Director and is responsible for directing internal administrative services operations, such as fiscal, budget, human resources, procurement, contracting functions, facilities and materials management, in addition to providing divisional breakdowns of revenues and expenditures.

The successful candidate will have an opportunity to manage a team dedicated to efficient and timely delivery of services. The candidate must be able to direct the planning, development, and administration of fiscal matters in a department with multifaceted operations. Additionally, the successful candidate must be able to manage centralized contracting operations and activities, including the development, administration, and monitoring of a high volume of complex contracts.



THE IDEAL CANDIDATE

The ideal candidate for this position will have strong technical, management, and leadership skills, specifically in human resources, finance, and budget. The ideal candidate will also be able to effectively collaborate with internal divisional staff, as well as external departmental staff in order to ensure fiscal alignment. Finally, the ideal candidate will have a track record of implementing strategies that improve the effectiveness and efficiencies of an organization.

THE QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor’s degree in Business Administration, Public Administration, Management, Finance, or a closely related field, and either:

- ◆ Three years of highly responsible experience managing, through subordinate managers, a major division providing budget, finance, personnel, or other administrative services.
- ◆ Five years of highly responsible administrative experience in the analysis and resolution of issues in areas such as financial management, organization, programs, personnel, budget, contracts; two years of which must have been supervising administrative staff providing budget, finance, personnel, or other administrative services.

License: A valid California Class “C” driver license or the ability to utilize an alternative method of transportation to carry out job-related essential functions.

THE DESIRABLE QUALIFICATIONS

- ◆ Knowledge and experience in preparing County budget and monitoring expenditures; interpreting legislation related to grant funding and governmental finance.
- ◆ Demonstrated knowledge and experience providing financial and administrative services in the public sector.
- ◆ Thorough knowledge of contractual or fiscal procedures, including demonstrated experience in the analysis, preparation, procurement, and evaluation of a multitude of service-related contracts.
- ◆ Demonstrated knowledge and understanding of human resources management principles, including awareness of current trends.
- ◆ Experience working with County officials and representatives from outside agencies to implement County services and programs.
- ◆ Experience in the preparation and execution of strategic plans.
- ◆ Strong verbal and written communication skills.

