

## COMPENSATION AND BENEFITS

**Annual Salary: \$120,455 - \$182,319**

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:

**Retirement Plan** - The successful candidate will be eligible for participation in a contributory defined benefit plan. Details will be provided on request.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. Details on the program will be provided upon request.

**Cafeteria Benefit Plan** - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

**Non-Elective Days** - Ten paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

**Flexible Spending Accounts** - Employees may contribute up to \$200 per month tax-free to a Health-Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. 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 of up to 4% of employee's salary.

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

**Holidays** - Twelve paid days per year.

## SELECTION PROCESS

**Qualified candidates are invited to submit a cover letter and comprehensive resume detailing their knowledge, skills, and abilities relevant to this position.**

**Resume packets must include all of the following:**

- For professional experience, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, if any, scope of management responsibilities, functions managed, and dates of employment (including month and year). **Please be sure to include salary information.**
- Names of schools, colleges or universities attended, dates attended, degrees earned, and field of study. **Please enclose verification of degree, licenses and certificates together with the resume.**

Each candidate's background will be evaluated on the basis of information submitted to determine the level and scope of the candidate's preparation for this position.

Information submitted must clearly show that the candidate meets the **Minimum Requirements** and the **Desirable Qualifications** of this recruitment announcement.

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 Executive Officer for final selection.

**NOTE: A background investigation will be completed on the candidate selected for this position.**

## HOW TO APPLY

**This recruitment will be open from February 14, 2017 until filled. Please click the following link to submit your application, and upload your cover letter, resume, and verification of degree and license:**

<http://bit.ly/2IllqFf>

**For additional inquiries, please contact:**

**Alejandra Hinojosa**  
Executive Office of the Board of Supervisors  
Human Resources Division  
(213) 974-1421

Email: [BOS-ExecutiveRecruitment@bos.lacounty.gov](mailto:BOS-ExecutiveRecruitment@bos.lacounty.gov)

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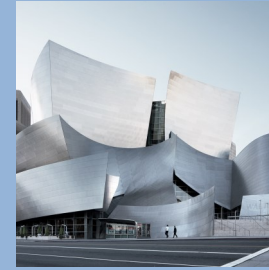
# County of Los Angeles Career Opportunity



## DEPUTY EXECUTIVE OFFICER, BOARD OPERATIONS, BOARD OF SUPERVISORS(UC)

**Filing Period: February 14, 2017 – Until the needs are met**

**Annual Salary: \$120,455—182,318 (MAPP R13)**



## **THE COUNTY OF LOS ANGELES**

With a population of more than 10 million people, the County of Los Angeles (County) 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 mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles 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 thirty-one appointed positions that report directly to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-four major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2015-16, the County had an annual budget in excess of \$26 billion and funding for over 108,000 positions to serve its diverse population.

## **THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS**

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. In addition, the Executive Office supports and staffs various County commissions, committees, and task forces. The Department has a budget of \$129 million and includes funding for approximately 400 budgeted positions.

## **THE OPPORTUNITY**

This position is unclassified and reports directly to the Assistant Executive Officer, Board of Supervisors (UC). It is distinguished by its responsibility for the overall management of the Operations Division, Executive Office of the Board of Supervisors through subordinate managers; this includes directing, planning and overseeing the day-to-day activities of the Board Services, Commission Services, and Assessment Appeals Board, including budget, human resources, information technology, and performance metrics for these divisions.

The incumbent is also responsible to ensure compliance with open meeting laws as specified in the Brown Act, and regulations and policies affecting the activities of the Executive Officer regarding other County departments, commissions, governmental agencies, the communications media, and the public. Incumbents must have the knowledge and abilities required to manage a complex administrative organization, and to establish and maintain effective relationships with County departments, Board deputies, Board appointed Commissioners, interested public, private and other organized groups, and representatives of the media.

## **ESSENTIAL JOB DUTIES**

The Deputy Executive Officer, Board Operations' duties include, but are not limited to, the following:

Oversees the preparation of agendas for meetings of the Board of Supervisors, communication of actions taken, statements of proceedings, and execution of contracts and resolutions.

Assists the Executive Officer in the coordination and conduct of weekly and special Board meetings.

Develops, recommends, and implements management concepts, objectives, policies, projects, and systems for carrying out the work of the department, and may assume immediate direction of a major departmental function as the need occurs.

## **ESSENTIAL JOB DUTIES (Continued)**

Analyzes, evaluates, and recommends changes in proposed and existing legislation affecting all areas of the Executive Office and commissions for which the Executive Office is responsible.

Acts as executive officer to joint power authorities and various commissions as required.

Acts as liaison between Board appointed commissioners and Board offices for policy issues; oversees providing administrative support to the commissions; and, ensures the commissions comply with Brown Act open meeting laws, and County purchasing and contract requirements.

Resolves Board agenda process issues with County departments, governmental agencies, the public and other interested parties.

May act for the Assistant Executive Officer in his/her absence.

Maintains effective relations and collaborations with other County departments, Board office staff, other governmental agencies, and the public.

Oversees the filing of assessment appeals, scheduling of appeals hearings, and the recording and communication of actions taken by Appeals Boards and Assessment Hearing Officers.

## **MINIMUM REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, or Management - AND – Two (2) years of senior management\* experience responsible to oversee the staff operations of a major division comprised of multiple units within an organization.

**-OR-**

Five (5) years of senior management\* experience responsible to oversee the staff operations of a major division comprised of multiple units within an organization.

\**Senior management experience* is defined as the independent responsibility for directing, through subordinate supervisory staff, the analysis and resolution of complex problems related to budget, project management, organization, personnel, or systems.

## **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:**

- Masters in Business Administration or Public Administration or a law degree.
- Demonstrated skills and ability to effectively analyze and manage highly complex issues.
- Demonstrated ability to establish and maintain liaison with legislative bodies, governmental agencies, County departments, the public and other outside jurisdictions.
- Demonstrated leadership skills and ability to handle multiple, highly sensitive programs and priorities concurrently.
- Knowledge of government process at the local, State or federal level.
- Strong written, communication and oral presentation skills.