EXECUTIVE DIRECTOR,
QUALITY AND PRODUCTIVITY COMMISSION,
(DEPUTY EXECUTIVE OFFICER, BOARD OF SUPERVISORS)

Filing Period Begins:
February 12, 2018 - Until the needs are met

Annual Salary:
$114,288 - $172,985

This recruitment will remain open until the needs of the Commission are met. Applicants are encouraged to apply by February 23, 2018, for first consideration.
THE COUNTY OF LOS ANGELES

With more than 10 million people, the County of Los Angeles (County) has a demographically and geographically diverse population that it serves with an annual budget in excess of $30 billion for fiscal year 2017-18 and over 109,000 employees in 34 departments to provide wide-ranging services to the public.

EXECUTIVE DIRECTOR 
QUALITY AND PRODUCTIVITY 
COMMISSION

The Quality and Productivity Office provides central support and coordination through the Executive Office of the Board of Supervisors for the many activities of the Commission. The County seeks a strong leader, in close collaboration with its members, to plan, organize, direct, and evaluate the work of the Commission. Administrative staff carry out day-to-day operations, coordinate activities, and respond to the requirements and direction of the Commission. They also work with the Countywide Productivity Managers’ Network in carrying out their responsibilities.

The seventeen-member Quality and Productivity Commission (QPC) promotes and supports collaboration, efficient public services, innovation, and industry best practices among County elected officials, Department directors, managers and employees; and coordinates these activities through the Executive Office of the Board of Supervisors. Administrative staff coordinate the commission’s calendar of programs including biennial Department Visits, annual Leadership Conference and Productivity and Quality Awards. They also work with the Countywide Productivity Managers Network carrying out its responsibilities. The Commission provides funding to Departments to jump-start innovative, pilot projects designed to improve the quality and efficiency of public services, and enhance employee productivity.

KEY RESPONSIBILITIES

Direct the day-to-day operation of the QPC. Manage staffing resources and supervise all administrative and personnel activities. Serve as liaison to appointed Commissioners.

Collaborate with Commission leadership to implement and promote QPC priorities and initiatives; support and coordinate official duties and activities of Commissioners.

Meet with and provide reports and presentations to Commissioners, departmental managers and stakeholders. Provide consultation to County departments regarding the Commissions’ programs.

Direct and/or perform various administrative duties (e.g., creating and maintaining files; receiving, processing, and routing documents; formatting standard documents) by appropriately applying federal and State laws, County and local ordinances and departmental policies and procedures in order to ensure all work compiles with established guidelines and standards.

Manage the Commission’s Productivity Investment Fund (PIF), which includes reviewing and updating budget details and monitoring and making recommendations related to ongoing project compliance.

Coordinate the Commission’s loans and grants to County Departments for innovative projects that promote quality and enhance productivity.

Update and maintain the Commission’s calendar of activities; plan and coordinate Commission events, including preparation for and execution of the annual Productivity and Quality Awards luncheon and the annual Leadership Conference.

Schedule, coordinate and draft meeting notes and formal correspondence related to Commission meetings, department visits, subcommittee meetings, ad hoc committee meetings, Productivity Managers Network activities, and other Commission activities.

Provide administrative guidance, recommendations and action plans on Board-referred and Commission-initiated projects; assist with implementation.
MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a bachelor’s degree in Business or Public Administration, Management, or a closely related field AND five (5) years of experience in a highly responsible capacity in the public sector dealing with administrative, financial, evaluations, operational, managerial or organizational issues.

-OR-

Graduation from an accredited college or university with a bachelor’s degree AND seven (7) years of highly responsible experience in the public sector dealing with financial, operational, managerial, organizational or administrative issues.

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

• Exceptional writing, oral presentation and communication skills.

• Demonstrated skills, ability, and professional integrity to effectively analyze, manage, plan and measure outcomes for highly complex issues.

• Leadership and interpersonal skills and the ability to handle multiple, highly sensitive programs and priorities concurrently.

• Demonstrated ability to establish and effectively maintain liaison with appointed commissioners, productivity managers, legislative bodies, governmental agencies, County departments, the public or other outside jurisdictions.

• Knowledge of government processes and applicable requirements at the local, County, State and/or Federal level, such as the conducting of public meetings.

• Ability to analyze and resolve issues relating to administrative policies and procedures.

• Experience conducting presentations and preparing reports for government agencies related to budget, fiscal, or program operations.

• Knowledge of the rules, regulations and principles governing budget and fiscal operations.
COMPENSATION AND BENEFITS

Annual Salary: $114,288 - $172,985

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

The package includes:

Retirement Plan - New appointees will participate in a contributory defined benefit plan.

Cafeteria Benefit Plan - The County funds its cafeteria plan using tax-free contribution of an additional 14.5% to 17% of the employee’s monthly salary.

Non-Elective Days - Ten (10) paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts - In addition to tax-free medical and dependent care spending accounts, the County contributes $75 per month to an employee’s 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 - 12 paid days per year.

HOW TO APPLY

This position will be open from February 12, 2018 until filled. Qualified candidates are encouraged to apply by February 23, 2018 for first consideration.

Please go to: APPLY HERE to create an online profile and submit your application, cover letter, résumé, record of accomplishments, degree verification, and three professional references.

Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

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

For confidential inquiries, please contact:

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