

**THE COUNTY OF LOS ANGELES**  
**Invites Resumes For**  
**CHIEF DEPUTY, FIRE**  
**BUSINESS OPERATIONS**  
**(Unclassified)**



**Annual Salary**  
**\$177,506 - \$268,669**



**Filing Period**  
**July 8, 2011 - Until**  
**the Position is Filled**



[www.lacounty.gov](http://www.lacounty.gov)

## THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, 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 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 serves as both the executive and legislative authority of the largest and most complex county government in the United States. Department heads report to the Chief Executive Officer (CEO) with the exception of three elected officials (Assessor, District Attorney, and Sheriff) and six appointed positions (Fire Chief, Auditor-Controller, County Counsel, Director of Children and Family Services, Director of Probation, and the Executive Officer of the Board of Supervisors).

The County has an annual budget in excess of \$24 billion, and 36 major administrative units or departments to serve the needs of the County's residents. The County employs over 100,000 full-time personnel to serve its diverse population.

## THE FIRE DEPARTMENT

The Los Angeles County Fire Department has a very rich and unique history, which is full of innovation, and daring accomplishments. From designing the 911 system in the 1970's to the current day Urban Search and Rescue and Homeland Security sections, the Los Angeles County Fire Department is a leader and a model to fire departments around the world. From the land, the air, or the water, the Los Angeles County Fire Department is ready for action. With numerous specialized units, the Los Angeles County Fire Department is capable of responding to everything from the smallest animal rescue to a major terrorist incident in the region. From front line firefighters, to specialized and highly trained experts, these dedicated men and women place their lives on the line each and every day to maintain the public's safety, rescue them from harm, and provide a calming voice when disaster strikes.

The Fire Department is organized into six bureaus: three regional emergency operational bureaus, and three business operations bureaus: Administrative Services, Prevention Services and Special Services. There are 26 divisions; included are the 9 emergency operations field divisions, and specialized divisions that include Planning, Technical Services, Risk Management, Employee Relations, Command and Control, Construction and Maintenance, Information Management, Forestry, Fleet Services, Human Resources, Financial Management, Materials Management, Organizational Development, Fire Prevention, Health Hazardous Materials, Lifeguard, and the Air and Wildland Division. The current departmental budget is over \$900 million and includes funding for approximately 4,518 positions.

## POSITION OVERVIEW

As one of two assistant heads of the Fire Department, the Chief Deputy, Fire, Business Operations is an unclassified position distinguished by its executive, administrative, and technical responsibility for assisting the Fire Chief with the overall coordination of projects and programs required in managing the Fire Department. The Chief Deputy also has responsibility for planning and directing several of the Department's bureaus.

*Overall responsibilities of the Chief Deputy, Fire, Business Operations include:*

- Assisting the Fire Chief in planning, organizing and directing all operations of the Fire Department including formulating and preparing policies, programs, and procedures; personnel and equipment; and development of short-term goals and long range objectives for departmental operations and the achievement of those goals and objectives.
- Making recommendations to the Fire Chief relative to strategic needs for maintaining, and improving effective operations within their assigned areas.
- Recommending the adoption, amendment, and enactment of County ordinances, resolutions and regulations, federal and state statutes, and the County Charter in order to provide effective, efficient and economical administration of the Department.
- Providing direction to the Deputy Chiefs and other senior managers of the Fire Department.
- Directing and evaluating investigations of public complaints pertaining to the activities of employees of the Department.
- Establishing and maintaining liaison with the public, community groups, professional organizations, elected officials, and other County departments.
- Participating in the development and administration of the Fire Department budget; directing the forecast of funds needed for staffing, equipment, materials, and supplies; monitoring and approving expenditures on behalf of the Fire Chief.
- Assisting in directing forestry and lifeguard services, fire prevention, fire suppression, and paramedic rescue activities in the Fire Protection District, contract cities, and unincorporated areas of the County.
- Assisting in making periodic reports to the Board of Supervisors regarding the accomplishments of the Department.
- Assisting in efforts to improve operations and streamline work processes; works cooperatively and jointly to provide quality seamless customer service.
- Responding to emergency calls as necessary, and may assume command and direct activities (in the absence of the Fire Chief) under the department's jurisdiction and authority.

## KEY OBJECTIVES

*Key objectives for the next Chief Deputy, Fire, Business Operations will be to assist the Fire Chief with:*

- Sustaining fiscal stability and accountability to enable the Department to meet its core mission.
- Administering a fair and consistent performance management program that is proactive and compliant with local, state and federal laws.
- Administering an effective, multi-agency compliant Risk Management Operation.
- Creating a high performing work team that fosters a culture of inclusion, capitalizing on each employee's strengths while respecting individual differences, in pursuit of the mission.

## QUALIFYING EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree -AND- seven years of highly responsible management experience,\* with responsibility for directing a major segment of a large and complex public services operation such as finance, budget, human resources, materials management, or information technology. Such experience must have included providing administrative direction over business operations and supervisory responsibility for the technical direction of personnel.



*\*Highly responsible management experience is defined as experience directing the activities of a major division within an organization, including the development of procedures, budget preparation, the direction of supervisory employees, and participation in policy formulation. In the Los Angeles County Fire Department, highly responsible management positions are designated as Battalion Chief, Administrative Services Manager III, or higher.*

**LICENSE:** A valid California Class "C" Driver License is required to perform job-related essential functions.

### THE IDEAL CANDIDATE

The ideal candidate should have a strong track record and reputation for success and leadership in senior-level management in fire service or a public-safety organization. Candidates should also be results-oriented with a direct, yet approachable and collaborative work style, to effectively manage and motivate diverse individuals to achieve established goals for successful outcomes.

He or she should also be well-versed in utilizing continuous improvement methods and best practices to promote a cooperative environment; and in demonstrating the integrity that aligns with County values, which provides for effective and responsible decision-making.

*It is desirable for the incumbent to have the following experience and education for successful job performance:*

- Graduation from an accredited college or university with a Master's Degree or higher in public administration, or a closely related field.
- Executive leadership experience in a local government organization, preferably in California, requiring thorough knowledge and understanding of federal, state and local laws, regulations, and policies pertaining to human resources issues and labor relations.
- Experience with managing under California's Firefighter Bill of Rights.
- Experience developing and articulating a strategic vision in response to environmental and operational challenges and in obtaining broad-based consensus and support for the implementation of the organizational vision.
- A comprehensive knowledge of management and organizational principles, control systems, financial planning, utilization of resources, and a strong track record of success in large-scale fiscal and budgetary management.
- Demonstrated skills and the necessary ability to work closely with the Fire Chief in developing long-term goals and objectives for the Fire Department.
- Demonstrated ability to successfully provide service delivery improvements and efficiencies.
- Skills and abilities to work effectively as part of an executive management team, with the ability to manage multiple high level managers and coordinate operations to achieve Departmental goals.

- Demonstrated track record of success in cultivating and sustaining critical relationships with a variety of key stakeholders, including elected and public officials, the media, advocacy groups, and representatives from other entities.
- Demonstrated experience with ensuring departmental hiring and promotional practices are consistent with equal opportunity employment policies.
- Exceptional written communication and interpersonal skills.

### ANNUAL SALARY & BENEFITS

#### **ANNUAL SALARY: \$177,506 - \$268,669 (R20)**

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

**Retirement Plan** – The successful candidate, if sworn, will participate in a contributory, defined benefit retirement plan for Safety Members. If a non-sworn candidate is selected, he or she may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees do not pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. *The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.*

**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. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurances. (Not applicable to County employees who are currently in the Flex Plan.)

**Non-Elective Days** – 10 paid days per year with the option to buy an additional 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.

**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.

**11 Paid Holidays Per Year**





Please submit statement of interest and resume materials to the following e-mail address: [lheaton@hr.lacounty.gov](mailto:lheaton@hr.lacounty.gov)

Confidential Inquiries welcomed to:

**LAURA HEATON**  
**Department of Human Resources**  
**Executive Services Division**  
**Kenneth Hahn Hall of Administration**  
**500 West Temple Street – Room 555**  
**Los Angeles, CA 90012**  
**Telephone: (213) 974-2674**

This announcement may also be downloaded from the COUNTY OF LOS ANGELES website at: <http://dhr.lacounty.info>

### 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. The resume should include any additional information which the candidate wishes considered. 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 Fire Chief for consideration.

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

### TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position. Submission should include ALL of the following:

1. Candidate's ability to meet the requirements as stated in the Qualifying Education & Experience and The Ideal Candidate sections of this recruitment announcement.
2. 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.
3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with resume.

*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. This information will be kept confidential and utilized solely for required statistical purposes.*

Resume, including cover letter and record of accomplishments, will be reviewed and evaluated as received.

Materials received by **July 22, 2011** will receive first consideration. Electronic submittals are preferred.

### COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

### SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213)738-2057 (ADA Coordinator – Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

### 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. The County of Los Angeles does not participate in the Social Security System. 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 [www.socialsecurity.gov](http://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.

The  
County of Los Angeles  
is an Active Equal  
Opportunity Employer

