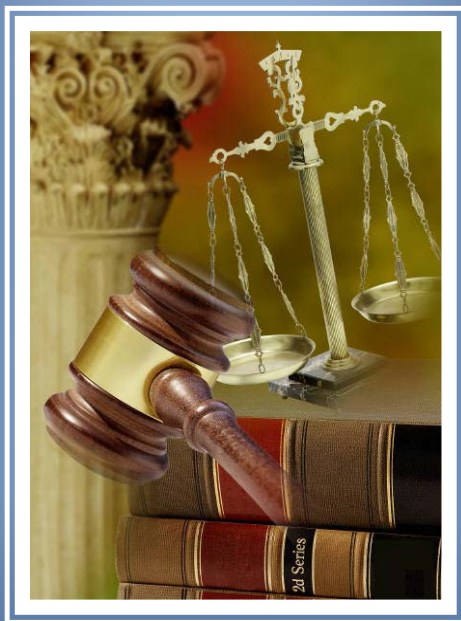


# THE COUNTY OF LOS ANGELES Invites Resumes for



## CHIEF DEPUTY PUBLIC DEFENDER (Unclassified)



*Restricted to Employees of the Public Defender*

**Filing Period: October 12, 2012 — October 25, 2012**

## THE POSITION

The Chief Deputy, Public Defender assists the Public Defender with the oversight and management of the Department and assumes full responsibility in the Public Defender's absence. This position is unclassified and is distinguished by its executive decision making authority and administrative responsibility for supporting the Public Defender in the overall administration of the Department, including administrative functions such as fiscal, budget, human resources, and the formulation of Departmental policies; and, ensuring legal representation of indigent criminal defendants in the Superior, Juvenile and Appellate Courts, including directing the determination of eligibility.

### *Examples of Duties*

- Provides executive level support to the Public Defender in the daily operations of the Department.
- Directs, through subordinate managers, the constitutional mandate of the Department to provide legal representation to indigent criminal defendants in the Superior and Juvenile courts of Los Angeles County and Appellate Courts.
- Assists in formulating departmental policy, directing its implementation and evaluating departmental objectives and results.
- Provides executive level oversight of the development of the departmental budget, as well as projected income and expenses, departmental needs, workload figures and forecasts and budget expenditures throughout the year.
- Confers with judges, the District Attorney, County Counsel, third party administrative law firm attorneys, and others regarding matters relating to the operation or administration of the criminal justice system.
- Approves and releases communications to the Board of Supervisors, the Chief Executive Officer and other County offices for the Public Defender.
- Maintains public relations with other departments, justice agencies, the media and public.
- Acts for the Public Defender in his or her absence.

## ANNUAL SALARY

**\$220,514 - \$333,766 (Range 23)** - The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).



## MINIMUM REQUIREMENTS

Five years' experience as a Head Deputy Public Defender or higher, in the Department of the Los Angeles County Public Defender.

**LICENSE:** Admission to practice law in all courts of California; and, a valid California class C driver license or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

United States Citizenship is required for appointment to this position.

## DESIRABLE QUALIFICATIONS

- A comprehensive knowledge of the principles of fiscal and human resources management, budget preparation, information systems management and State and County policies, procedures, rules, regulations and laws governing the operation of the Department.
- Demonstrated ability to oversee the administrative and technical direction of attorneys handling criminal cases.
- Demonstrated management and administrative ability to manage operations through subordinate staff, and integrate functions with overall departmental objectives.
- Demonstrated ability in formulating Departmental policy, directing its implementation and in evaluating Departmental objectives and results.
- Demonstrated leadership skills and the ability to provide direction and guidance to executive staff and attorney managers, and ensure management priorities are met.
- Demonstrated proficiency in both oral and written skills to organize and to quickly communicate complex ideas, concepts, departmental policies and procedures, at the executive level.
- Demonstrated ability to effectively interact with public officials, members of other agencies, the general public and the justice system.
- Demonstrated ability to establish and maintain effective liaison with legislative bodies.
- Demonstrated ability to apply innovation and creativity to the solution of complex problems.

**The County of Los Angeles is an Active Equal Opportunity Employer**

**Selection Process** - Each candidate's qualifications will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position. Only the most highly qualified candidates will be invited to participate in the selection interview process.

Prior to appointment, a background investigation will be completed on the candidate selected for this position.

**Filing Instructions** - Qualified candidates are invited to submit a letter of interest and their resume detailing education completed, positions held and special qualifications. Of particular interest will be the breadth and depth of management experience and the extent to which candidates meet the Desirable Qualifications section of this recruitment announcement. Resume packages should include ALL of the following:

- Names of schools, colleges and universities attended, dates attended and degrees earned, and field of study, verification of degree(s), licenses and certificates.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and level of personnel supervised, scope of management responsibilities, functions managed, and dates of employment and current salary.
- Information required to determine if the candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Please submit resume materials by 5:00 p.m. on October 25, 2012 to:

[ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov)

Electronic submittals are preferred. Please indicate the position title of **Chief Deputy, PD** in the subject line of your e-mail. Hard copy submittals will also be accepted and may be sent to the address or fax number listed below.

Confidential inquiries are 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**

**Phone: (213) 974-2674 • Fax: (213) 613-4773**

**This announcement may be downloaded from the  
County of Los Angeles website at: <http://hr.lacounty.gov>**

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, 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.