

THE COUNTY OF LOS ANGELES  
Invites Resumes for

## CHIEF DEPUTY DIRECTOR CHILD SUPPORT SERVICES

(Unclassified)



**Annual Salary: \$142,883 — \$216,264**

**Filing Period: February 27, 2013 — March 5, 2013**



**Restricted to Employees of the  
Child Support Services Department**

## THE POSITION

This Chief Deputy, Child Support Services, provides executive decision-making authority and administrative responsibility in assisting the Director of Child Support Services in planning, evaluating and directing all day-to-day operations of the Department; including programs, facilities and services necessary for the administration of the child support enforcement program in accordance with federal, State and County statutory and regulatory requirements.

### *Examples of Duties*

- Acts as Department Head in the absence of the Director of Child Support Services. Oversees the formulation of departmental policy, directs and monitors its implementation and evaluates work accomplished.
- Directs and evaluates the administration of the child support enforcement program, including intake (case opening), locating parents, determining ability to pay, monitoring payment activities, processing cash flow, collecting support through various legal remedies, and conducting such investigations as necessary to accomplish these tasks. In addition, delivers IV-D-Services, and complies with all applicable provisions of the Code of Federal Regulations (CFR) and California Family Code.
- Oversees the development of the fiscal, personnel, budget, information systems and other administrative and support functions of the Department necessary to meet current and anticipated budgetary constraints, while continuing to meet Department services demands.
- Directs and evaluates child support services programs through divisional offices and assures uniformity of standards and operations, as directed by the State Department of Child Support Services.
- Directs and oversees the administration and operation of projects in support of families (e.g., non-custodial parents' demonstration projects, public outreach and education).
- Oversees the work of the Department with law enforcement agencies, courts, State Department of Child Support Services, Franchise Tax Board, Department of Justice, Department of Motor Vehicles, California Health and Human Services Agency, and other law enforcement and human services public agencies.
- Directs and evaluates the referral of cases to the District Attorney (DA) for prosecution under the Penal Code of persons who fail to abide by a lawful order or who willfully fail to provide support for children in Los Angeles County. Provides leadership over the work of attorneys in preparing and trying civil cases and referral of criminal cases, including appeals, in matters related to support of families.
- Directs the development of financial management and human resources plans and contingencies necessary to meet current and anticipated budgetary constraints, continues to meet Department service demands, and minimize negative impact on the employee workforce during workforce reductions.
- Maintains a relationship with other County departments, federal and State agencies, family advocate groups and community based organizations, commissions, and the public.

To enrich our community by providing child support services in an efficient, effective and professional manner, one family at a time.

## QUALIFYING EDUCATION AND EXPERIENCE

A Bachelor's degree in Business or Public Administration, Psychology, Sociology, or a closely related field -AND- Four years of progressively responsible experience in administration or management of child support enforcement programs in accordance with federal, State and local statutory and regulatory requirements. Experience may be in the administrative functions of the organization or the direction of line operations.

## DESIRABLE QUALIFICATIONS

- Knowledge of child support programs at the federal, State, or local level, including the establishment, modification, and enforcement of child support orders.
- Knowledge of federal and State civil and criminal laws and regulations applicable to the delivery of child support services.
- Knowledge of the child support practices and procedures of the local courts.
- Demonstrated ability to effectively interact with public officials, professional personnel, advocacy groups and the general public.
- Strong writing, communication and presentation skills.
- Demonstrated experience in directing subordinate managers.
- A Master's degree or higher in Business or Public Administration, Psychology, Sociology, or a closely related field.



The County of Los Angeles is an Active Equal Opportunity Employer

### Annual Salary - \$142,883 - \$218,264 (R17)

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).

Selection Process - Each candidate's background will be evaluated on the basis of information submitted on the resume 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.

Filing Instructions - Highly qualified candidates are invited to submit a statement of interest and comprehensive resume detailing their knowledge, skills and abilities. Each submission should include ALL of the following:

- Candidate's ability to meet the Qualifying Education, Experience and Desirable Qualifications sections of this recruitment announcement.
- 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.
- Names of schools, colleges and universities attended, dates attended and degrees earned, and field of study, verification of degree(s), licenses and certificates along with the resume

Please submit resume materials by 5:00 p.m. on March 5, 2013 to:

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

Electronic submittals are strongly preferred. Please indicate the position title of Chief Deputy Director, CSSD in the subject line of your e-mail.

Confidential inquiries are welcomed to:

**BILL DUKES**  
Department of Human Resources  
Executive Services Division  
Kenneth Hahn Hall of Administration  
500 West Temple Street - Room 555  
Los Angeles, CA 90012  
(213) 974-2454  
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.