The 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 to be considered. Only the most qualified candidates will be invited to participate in the selection process.

NOTE: A background investigation will be completed on the candidates recommended for this position.

To Be Considered

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include **ALL** of the following:

- Candidate's ability to meet the requirements as stated in the Ideal Candidate, Qualifying Experience and License, 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 composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
- Please submit resume, cover letter, record of accomplishments, verification of degrees, and current salary information to the following e-mail address: ExecutiveRecruitment@hr.lacounty.gov.

Please indicate the position title of **Chief Deputy, ISD** in the subject line of your e-mail. Materials received by **December 30, 2013**, will receive first consideration. Electronic submittals are preferred.

Confidential inquiries welcomed to:

Laura Heaton
Department of Human Resources
lheaton@hr.lacounty.gov
(213) 974-2674
Fax: (213) 613-4773

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

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

Compensation and Salary

ANNUAL SALARY: $168,424 - $254,923 (MAPP RANGE R19). 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: The County of Los Angeles provides an excellent benefits package that allows employees to choose 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. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on 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 employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, and 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 one 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 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 – Eleven paid days per year.

Recruitment
Services provided

DHR EXECUTIVE RECRUITMENT

Career Opportunity
County of Los Angeles

CHIEF DEPUTY DIRECTOR, INTERNAL SERVICES DEPARTMENT (UC)

Restricted to employees of the County of Los Angeles

Annual Salary: $168,424 - $254,923

Filing Period: December 10 , 2013 — until position is filled

CHIEF DEPUTY DIRECTOR, INTERNAL SERVICES

Internal Services Department

The Internal Services Department (ISD) supports the County by providing numerous in-house contracted and advisory services in the following areas:

Facilities Operations Service (FOS) provides building management and repair services, custodial and landscape services for approximately 200 facilities.

Information Technology Service (ITS) plans, develops, operates and maintains computer applications, systems and networks, and telecommunications systems. ITS also operates and manages the County Data Center.

Purchasing and Contracts Services (P&CS) acts as both an integrator and facilitator in providing purchasing, contract development, processing and monitoring, equipment maintenance, mail, parking, reprographic and fleet maintenance services. ISD is formally designated as the official Purchasing Agent for Los Angeles County.

County Office of Sustainability (COS) includes energy management and environmental initiatives divisions that provide program development and implementation related services to County Departments and to the Los Angeles Region, and serves as the lead agency for implementation of the County's Energy and Environmental Policy.

Administration and Finance Service (AFS) provides administrative support to ISD in the areas of human resources, budget, finance, and executive management services including department workplace programs, security and emergency management.

The Position

The Chief Deputy Director, Internal Services Department, acts as assistant head of ISD. This unclassified position is distinguished by its executive and administrative responsibility for assisting the Director of the Internal Services Department in planning, evaluating, and coordinating the operations of the five major services that comprise the ISD, and establishing and maintaining effective relationships with County departments, interested public, private, and other organized groups, and representatives of the media.

Examples of Duties

- Assists the Director in the development of strategies, policies, and programs in conjunction with the Board of Supervisors, the Chief Executive Office, and other County department executives to achieve County strategic objectives.
- 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 service as the need occurs.
- Confers with the Board of Supervisors, the Chief Executive Officer, and their designees to discuss issues, coordinate activities, and resolve problems.
- Analyzes, evaluates and reviews the work of subordinate staff.
- Establishes and maintains effective working relationships with other County departments, government agencies, regulatory commissions, private agencies, the vendor community, and the public.
- Creates an organizational culture that values diversity, recognizes and rewards reasonable risk taking, and encourages creative thinking and innovation.
- Acts for the Director in his or her absence, including appearing before the Board of Supervisors.

The Ideal Candidate

The ideal candidate will be someone with proven leadership skills and experience working in a complex and dynamic environment. This individual must demonstrate integrity and accountability and practice sound and ethical management and decision making. He or she must have the ability to influence, motivate, and challenge people to implement strategies, achieve objectives and demonstrate core values.

The ideal candidate will also be an individual who is politically astute, with superior interpersonal and communication skills.

Qualifying Experience and License

Either:

- Five years experience managing one or more major services such as information technology, purchasing and contracts, facility maintenance and operations, finance and administration, or energy management in a public sector agency. Necessary experience includes strategic planning, policy and program development, budget, fiscal and human resources. OR
- Two years experience in managing the administration of one the five major services within ISD.

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

- Experience with the laws and principles governing government purchasing and contracting, including the development of strategies to reduce costs and improve the efficiency of the contracting process.
- Experience managing energy utilization, acquisition and efficiency programs to include cogeneration plant operations.
- Experience with facility management services, including cleaning, maintenance, and construction.
- Experience in managing large and complex telecommunication systems, including voice, data, radio, and other wireless applications.
- Demonstrated strategic planning skills and the ability to develop and implement business and tactical plans to achieve short-term business plans and long-term strategic objectives.
- Thorough knowledge of customer service principles and practices, and a proven track record of implementing effective customer service programs.
- Demonstrated ability to effectively analyze financial data, monitor expenditures, establish internal financial controls, identify cost-effective solutions, meet established fiscal policies, and conduct operations within budget requirements.
- Knowledge of State and federal claiming regulations and application in establishing competitive rates for services.
- Experience in applying standard cost accounting principles for internal support services, as well as familiarity with a wide range of financial billing models to include competitive private sector accounting and billing models for central support services.
- Demonstrated ability to work effectively with senior management, elected officials, Board Deputies, and other legislative bodies, and the public.
- Strong leadership skills, demonstrated by the ability to influence, motivate and challenge people to implement strategies, achieve objectives, and demonstrate core values.
- Strong verbal and written communication skills.