

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, as determined by the screening process, 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 cover letter, comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position, verification of degrees, and current salary information. Submission should include the following:

- Candidate's ability to meet the requirements as stated in the Education and 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 composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

Please submit resume packages to the following e-mail address:

ExecutiveRecruitment@hr.lacounty.gov and indicate the position title of **Chief Deputy Director, DHR** in the subject line of your e-mail. Materials received by **January 24, 2014**, will receive first consideration. Electronic submittals are preferred.

Confidential inquiries welcomed to:

LAURA HEATON

County of Los Angeles

Department of Human Resources

500 W. Temple Street, Room 555

Los Angeles, CA 90012

213.974.2674 ph

213.613.4773 fax

lheaton@hr.lacounty.gov



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 & BENEFITS

ANNUAL SALARY: \$156,673 – \$237,138 (R18). This position is subject to the provisions of the County Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Schedule 18. The successful candidate may be appointed to any salary within the range, depending on qualifications.

BENEFITS: 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 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** – 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.
- **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 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.

VOLUNTARY STATE AND FEDERAL INFORMATION

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, kept confidential, and utilized solely for required statistical purposes.

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. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. 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 at 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.

CAREER OPPORTUNITY



COUNTY OF LOS ANGELES



CHIEF DEPUTY DIRECTOR, HUMAN RESOURCES (Unclassified)

Salary
\$156,673 – \$237,138 (R18)

Filing Period
January 6, 2014 – Until position is filled

THE COUNTY OF LOS ANGELES

With a population of over 10 million people, the County of 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 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 (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 25 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five (35) major departments that currently serve the needs of the County's residents.

The County's annual budget for fiscal year 2013-2014 is \$26 billion, with funding for approximately 100,000 positions to serve its diverse population.



“ENRICHING LIVES THROUGH EFFECTIVE AND CARING SERVICE”

THE DEPARTMENT OF HUMAN RESOURCES

The Department of Human Resources (DHR) is committed to providing innovative, effective, and efficient human resources solutions to support public service by recruiting, developing, and retaining a highly qualified and diverse workforce. DHR delivers in such areas as employee recruitment, benefits administration, employee performance management, talent management, employee training and development, and business automation. DHR serves as the central human resources agency for the County and partners with department operations to provide an integrated approach to human resources management with a centralized-decentralized balance.

The goal of DHR is to assist its County partners to accomplish the mission, vision and strategic direction of the County, and their respective departments, through their employees – the individuals who make the difference in providing services for the citizens of the County of Los Angeles. The department's budget is \$64.6 million and it has approximately 360 budgeted positions.

THE POSITION

This position is unclassified. It is distinguished by its executive, management and administrative responsibility for assisting the Director of Personnel and is key to the successful administration and implementation of the County's human resources program. The Chief Deputy Director, Human Resources assists the Director of Personnel in establishing and maintaining Countywide human resources policies and in providing monitoring and oversight necessary to ensure the consistent application of these policies.

KEY RESPONSIBILITIES

- Assists in the overall management of all operations and programs of the Department of Human Resources.
- In partnership with line human resources, provides a strategic and integrated approach to human resources management with a centralized-decentralized balance.
- Formulates department administrative policy, directs execution, and evaluates work accomplished.
- Provides administrative leadership, oversight and accountability for the fiscal, budget, personnel, and other administrative functions of the department.
- Assists in directing the development and implementation of changes in organization, staffing, work processing, and management information systems to increase department effectiveness and efficiency, and reduce administrative costs.
- Assists in the formulation and implementation of the department's vision, mission and strategic plan; provides leadership to management staff; and works in a team environment to meet short and long-term departmental goals.

KEY RESPONSIBILITIES – CONTINUED

- Assists in enforcing federal, State and local laws pertaining to the administration of human resources policies and procedures, including Title VII issues.
- Serves as the Director's chief liaison with other County departments and governmental agencies concerning the operations of human resources programs.
- Assists in making periodic reports to the Board of Supervisors regarding compliance with Board mandates and priorities, and the accomplishments of the department.

THE IDEAL CANDIDATE

As a key member of DHR's executive team, the ideal candidate is someone with a collaborative work style who promotes a culture of professionalism, accountability and integrity. The individual selected will have a strong managerial background and the ability to thrive in a highly visible role within a complex governmental structure. The ideal candidate is a change agent and a big picture thinker. Those interested in the position should be mission-driven, with a genuine interest in transforming local government through innovation, organizational efficiency, and sustainability.

This individual will also play a vital role in ensuring that the Board's priorities and initiatives are carried out. Therefore, he or she must have outstanding organizational and project management skills to ensure accuracy and timeliness in reporting on a department wide level. Additionally, the ideal candidate must have strong negotiation skills and the ability to successfully advocate for programs, strategies and initiatives, which advance the department's agenda, and support legally sound and ethical human resources practices.

For successful job performance, the ideal candidate must also be politically sensitive and astute with the ability to build trust and credibility with a wide variety of stakeholders, including elected officials, executives, and constituents.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Management, or a closely related field, and six years of demonstrated experience assisting in the management of an organization administering large-scale, comprehensive organizational programs and resources, including those required in administering a large civil service system.

Experience should include a working knowledge of areas related to finance, audit, budget, human resources, contract administration, information systems, or other administrative areas.

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

- Graduation from an accredited college or university with a Juris Doctorate or Master's Degree in Business Administration, Public Administration, or a closely related field.
- Knowledge of the principles of governmental human resources management.
- Extensive knowledge of the application of global human resources principles, practices and techniques necessary to administer a large and complex human resources program.
- Demonstrated leadership skills and abilities to manage large and complex organizational projects.
- Demonstrated experience working collaboratively with public officials, and outside organizations.
- Significant experience in strategic planning and policy development.
- Involvement with complex technology projects and a strong understanding of IT enterprise management concepts supporting a broad range of emerging business strategies and technology requirements.
- Demonstrated knowledge and experience in the implementation and evaluation of performance-based metrics, and customer and program-based improvement initiatives.
- Expert knowledge of federal, State and local labor and employment laws and regulations.
- Demonstrated performance and success implementing efficiencies and innovation in the human resources function in large organizations.
- 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.
- A track record of results demonstrating initiative and active engagement with public officials, executives, managers, professional staff, and the general public.

