

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 Qualifying 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, 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 and indicate the position title of Administrative Deputy, DA in the subject line of your e-mail. Materials received by March 31, 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>



Recruitment services provided by
the Department of Human Resources

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 (323) 869-7124 (ADA Coordinator—Voice); (TTY); (800) 735-2922 (CRS). Any applicant for county employment who has been convicted of worker's compensation fraud is automatically barred from employment with the County of Los Angeles.

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.

COMPENSATION & BENEFITS

ANNUAL SALARY: \$126,116 — \$190,886 (MAPP RANGE R15). 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 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 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.



Annual Salary:
\$126,116 — \$190,886
(MAPP Range 15)

Filing Period:
March 2, 2014—until filled.



COUNTY OF LOS ANGELES CAREER OPPORTUNITY



ADMINISTRATIVE DEPUTY, DISTRICT ATTORNEY (Unclassified)



"Enriching lives through effective and caring service"

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 (Board) 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.

The other elected officials within the County structure are: the Assessor, District Attorney, and Sheriff. In addition, seven appointed positions report directly to the Board (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). The remaining 25 department heads report to the Chief Executive Officer, comprising a total of thirty-five (35) major administrative units or departments that currently serve the needs of the County's residents.

The County's annual budget for fiscal year 2013-14 is over \$26 billion, with funding for approximately 100,000 positions to serve its diverse population.



THE DEPARTMENT

Created by an act of the California State Legislature on February 27, 1850, the Los Angeles County District Attorney is the lawyer for the people.

The District Attorney's Office prosecutes felony crimes throughout Los Angeles County, and they also prosecute misdemeanor crimes in unincorporated areas in 78 of the county's 88 cities. They advise the Grand Jury in its investigations, and by law, the District Attorney sponsors and participates in programs to improve the administration of justice. The office employs roughly 1,000 deputy district attorneys, nearly 300 investigators and about 800 support personnel, comprising the largest local prosecutorial agency in the nation.

The District Attorney's Office has an annual budget of \$330 million and funding for approximately 2,100 positions.

THE POSITION

The Administrative Deputy position is unclassified, and reports to an Assistant District Attorney. The successful candidate will be responsible for directing the Bureau of Administrative Services of the District Attorney's Office, with oversight for major areas and functions, including: the preparation and monitoring of the department budget; administration of human resources and employee relations functions; the planning and maintenance of all facilities used by the department; the procurement, warehousing, and delivery of all supplies used in the department and other support services such as contracts and grants, training, performance review and planning and procedures.

KEY RESPONSIBILITIES

- Directs the organization, staffing and operational activities for all the administrative and management support services.
- Participates in the development and implementation of goals and objectives; identifies priorities and resource needs; selects, trains, assigns and evaluates the performance of managers overseeing the following divisions: Budget and Fiscal Operations, Staff Services Operations, Human Resources, and Information Systems.
- Directs the preparation of the department's annual budget and participates in budget negotiations and presentations.
- Controls departmental budget expenditures and recommends to the District Attorney, the reallocation of budget appropriations and expenditures.
- Develops, implements, and maintains long range fiscal plans for the department.
- Initiates and directs specific administrative and cost studies, along with an ongoing evaluation of departmental operations and procedures.

KEY RESPONSIBILITIES — CONTINUED

- Directs the preparation of reports, and recommends and implements new and revised policies, practices and procedures in order to affect maximum operations efficiency and effectiveness.
- Ensures compliance with departmental guidelines, achieves improved services and a reduction in overall administrative costs.
- Assists in maintaining effective public relations with other County and non-County departments, jurisdictions and agencies, civic groups and the public, and interprets the objectives and progress of the Department.
- Monitors and reports regularly to the District Attorney progress towards achievement of departmental goals.
- Identifies potential sources of non-County revenues such as grants and marketing opportunities, assists in the solicitation of such revenue and directs the preparation of all necessary applications, operational and other reports related to such revenue.
- Advises and makes recommendations to administration on personnel policies and standards, and recommends improvements in the overall personnel program.
- Oversees the analysis, design, implementation and maintenance of the District Attorney's management information systems, including the hardware, software, and telecommunications of the department's distributed processing computer system.

QUALIFYING EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree or higher and four years of experience in a highly specialized and complex administrative capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, programs, facility planning, or human resources.

LICENSE: 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.



DESIRABLE QUALIFICATIONS

- Experience in developing departmental procedures, organizational and management policies; budget; capital projects; compensation; systems and other administrative areas.
- Knowledge of the criminal justice system and knowledge of federal, State, and local statutes, ordinances and regulations related to its administration. Knowledge of the role of the prosecutor's office and a law enforcement agency.
- A commitment and sensitivity to, and awareness of the principles involved in the delivery of qualitative administrative services to a highly visible department.
- Experience in leading subordinate managers involved in program, organization, fiscal and personnel management.
- Demonstrated team-building skills to foster effective customer service.
- Skills in public relations as demonstrated by having held positions requiring the establishing and maintaining of support and cooperation of various public officials, commissions, agencies and private organizations.

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.