

## CHIEF DEPUTY, TREASURER AND TAX COLLECTOR (UC)

### COMPENSATION

**ANNUAL SALARY:** \$138,286 - \$209,307 (MAPP RANGE R16) This unclassified 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 pension 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. Those members of LACERA who joined prior to January 1, 2013 will continue in their appropriate plan.
- **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.
- **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.

This announcement may be downloaded from the County of Los Angeles website at:

<http://hr.lacounty.gov>

### SPECIAL INFORMATION

**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](http://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.

**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.

Recruitment Services  
Provided by:



**THE COUNTY OF LOS ANGELES IS AN ACTIVE  
EQUAL OPPORTUNITY EMPLOYER**

## THE COUNTY OF LOS ANGELES INVITES RESUMES FOR



## CHIEF DEPUTY, TREASURER AND TAX COLLECTOR (UC)

Restricted to employees of the County of Los Angeles

Annual Salary: \$138,286 - \$209,307  
(MAPP Range R16)

Filing Period:  
February 2, 2015 — February 13, 2015



## CHIEF DEPUTY, TREASURER AND TAX COLLECTOR (UC)

### THE COUNTY

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve up to three 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 administrative units or departments that currently serve the needs of the County's residents.

The County's annual budget for fiscal year 2014-15 is \$26 billion, with funding for approximately 100,000 positions to serve its diverse population.

### THE DEPARTMENT

The Treasurer and Tax Collector bills, collects, invests, borrows, safeguards, and disburses monies and properties on behalf of the County, government agencies and entities, and private individuals as specified by law. The Department provides enforcement, consulting, estate administration, and public information services.

The Treasury management program administers and manages the County Treasury; provides for the collection, custody, borrowing, investments, and disbursement of County funds, including general, trust, school, and special district funds; provides cash management services to 13 cities/agencies, 120 school districts; and administers 273 bank accounts for County departments, school districts, and special districts.

Tax collections bills and collects approximately three million accounts annually for current and delinquent real property taxes and personal (unsecured) property taxes.



The Department's Public Administration program annually investigates approximately 2,500 estates for decedents who resided or had property in the County where no executor, legatee, or heir is appointed to administer the estate; and administers the estates and provides trust accounting and property management services for approximately 6,000 Public Guardian conservatees.

The current departmental budget exceeds \$76 million, and includes funding for 526 positions.

### THE POSITION

The Chief Deputy, Treasurer and Tax Collector has full responsibility for assisting the Treasurer and Tax Collector in the administration of the Department, including: the County's centralized system for the collection of revenue due to the County including taxes, license fees, and other accounts receivables referred by County departments; as well as the collection, custody, investment and disbursement of the Treasury and employee funds; and effective management of decedent estates.

Duties include:

- Formulates departmental policy, directs its execution and evaluates work accomplished.
- Assists in the management of the County Treasury including the custody, borrowing, investment, and disbursement of County, School and special district funds.
- Provides direction through subordinate management staff including five Assistant Treasurer and Tax Collectors and one Departmental Chief Information Officer, in the planning, development, and administration of various branches.
- Assists in the planning, development, and implementation of the County's cash management and investment programs.
- Assists in directing the development and implementation of a comprehensive County-wide collection program to provide efficient recovery of revenue and delinquent accounts.
- Assists in planning, development, and administration of the Public Administration program.

## CHIEF DEPUTY, TREASURER AND TAX COLLECTOR (UC)

- Assists in directing County-wide services, including accepting of deposits and paying warrants, accounting for bonds, and maintaining controls and records of all cash receipts and disbursements.
- Assists in directing the issuance of tax and supplemental tax bills, and the collection of tax payments.
- Assists in directing the sale of tax defaulted real property and the maintenance of such records.
- Assists in coordinating the formulation of the Treasurer's policy on cash flow financing with the Chief Executive Officer and the Auditor-Controller.
- Assists in directing the development of new revenue sources and monitoring County departmental account collection activities.
- 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 preparation of periodic reports to the Board of Supervisors regarding the accomplishments of the department.
- Establishes and maintains effective working relationships with other County departments, governmental agencies, and the public.
- Represents the Treasurer and Tax Collector as an ex-officio member of various boards and committees including each of the governing boards of the Los Angeles County Employees' Retirement Association and all County deferred compensation plans.
- Acts for the department head in his absence.

### QUALIFICATIONS

A Bachelor's degree from an accredited university or college in business, economics, finance, accounting, public administration or a related field.

Current status as a member of a department's executive staff\* and five or more years of progressively responsible experience managing at least one of the department's operations through subordinate managers. \*Executive staff report directly to the Chief Deputy, or have no more than one level between them and the department head

A valid California Class "C" drivers license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable qualifications include:

- An advanced degree in finance, accounting, business, economics, or similar discipline.
- Demonstrated ability to perform management activities, including goal setting, budget management, human



resources, strategic planning, and the formulation and implementation of departmental policy.

- Demonstrated knowledge and expertise in banking, cash management, institutional investing, tax collection, or public administration.
- Demonstrated ability to work effectively with public and private officials, vendors, and private citizens.
- Demonstrated familiarity with California county government and experience in state or local government operations.
- Excellent leadership skills.
- The ability to attract, motivate and retain outstanding personnel.
- Excellent verbal and written communication skills.

### SELECTION PROCESS

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. Submissions should include::

- Candidate's ability to meet the requirements as stated in the Qualifications section of this 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 cover letter, statement of Interest, comprehensive resume, verification of degrees, and current salary information to [ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov) by February 13, 2015.

Please indicate the position title of Chief Deputy TTC in the subject line of your e-mail.

### Confidential inquiries welcomed to:

Bill Dukas  
Department of Human Resources  
Executive Services Division  
Phone: (213) 974-2454  
e-mail: [wdukes@hr.lacounty.gov](mailto:wdukes@hr.lacounty.gov)