

## TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position. Submission should include **ALL** of the following:

1. Candidate's ability to meet the requirements as stated in the Qualifying Experience & Education and Desirable Qualifications sections of this recruitment announcement.
2. 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.
3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

Please submit cover letter, resume, supplemental questionnaire, record of accomplishments, verification of degrees, and current salary information to the following e-mail address: [ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov) Indicate the position title of **Deputy Fire Chief 2015** in the subject line of your e-mail. Electronic submittals are preferred.

Confidential inquiries welcomed to:  
PENNY TORRES  
Department of Human Resources  
213.974.2786  
[ptorres@hr.lacounty.gov](mailto:ptorres@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



## SALARY & BENEFITS

### Annual Compensation:

\$141,052 — \$213,493 (R16) — Non sworn employees

\$163,003 — \$246,718 (R18) — Sworn employees

Starting salary will be dependent on qualifications, salary history, and career accomplishments. This unclassified position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 16 or 18.

**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 participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. A new County employee hired after June 30, 2014, will be eligible to participate in the Los Angeles County Retiree Healthcare Benefits Program: Tier 2. Details on the Tier 2 program will be provided upon 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** – 10 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 Health Care Account and \$400 per month tax-free to a Dependent Care Spending Accounts. 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** – 11 paid days per year.

# County of Los Angeles Career Opportunity



## DEPUTY FIRE CHIEF, BUSINESS OPERATIONS (UC)

(Open to sworn and non-sworn permanent employees of the County of Los Angeles)

Filing Period: September 1, 2015—September 15, 2015

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. The County of Los Angeles does not participate in the Social Security System. 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.



## THE DEPARTMENT

The County of Los Angeles Fire Department has a rich and unique history, which is full of innovation and many accomplishments. From designing the 911 system and initiating a paramedic program in the 1970s, to the current day Urban Search and Rescue (USAR) and Homeland Security sections, Los Angeles County's Fire Department is a leader and model to other departments around the world. Their ability to develop new techniques and equipment to fight fires of all kinds has benefited not only the residents served, but the fire service in general, both nationally and internationally.

The Fire Department is organized into eight bureaus: three regional emergency operational bureaus (East Region, Central Region, and North Region), two special services bureaus (Emergency Medical Services Bureau and Special Services Bureau), and three business operations bureaus (Administrative Services Bureau, Prevention Services Bureau, and Leadership & Professional Standards Bureau). There are 26 divisions; included are the nine emergency operations field divisions, and specialized divisions that include Planning, Technical Services, Risk Management, Employee Relations, Command and Control, Construction and Maintenance, Information Management, Forestry, Fleet Services, Human Resources, Financial Management, Materials Management, Organizational Development, Fire Prevention, Health Hazardous Materials, Lifeguard, and the Air and Wildland Division.

The current departmental budget is over \$1 billion and includes funding for nearly 4,000 positions.

## THE POSITION

The Deputy Fire Chief, Business Operations is an unclassified position, and is responsible for the Administrative Services Bureau which includes the Financial Management, Human Resources and Materials Management divisions. Incumbents exercise independent action and strategic planning, and possess extensive managerial knowledge and effective interpersonal skills. The Deputy Fire Chief, Business Operations is appointed by the Fire Chief and reports to the Chief Deputy, Business Operations.

## EXAMPLES OF DUTIES

- Advises and assists the Fire Chief and Chief Deputy in formulating departmental regulations and policies.
- Manages, plans, assigns, directs and evaluates the work of the Administrative Services Bureau of the Fire Department.
- Develops and manages the budget for the assigned Bureau and oversees the budget for the entire Department.
- Directs administrative and staff services including training, planning, research, special projects and reports, legislative review and personnel administration.
- Directs, through the Financial Management Division, the Incident Management Team on 24 hour call for major emergency incidents.
- Directs the coordination of the work of the Administrative Bureau with other bureaus, with other County departments, and establishes and maintains effective working relationships with other governmental agencies and the public.
- Formulates and implements plans and procedures for the maintenance and improvement of efficiency within the bureau, including the assignment of personnel and the division of functions.
- Performs the duties and exercise the authority of the office of Chief Deputy, Business Operations in the absence of the latter.



## THE IDEAL CANDIDATE

The ideal candidate will possess extensive experience in directing the financial management function in a large public sector organization or large public safety agency. The Deputy Fire Chief, Business Operations will be a critical and analytical thinker, developing improvements to existing systems. The ideal candidate will have demonstrated success in finding creative solutions to resolving and managing budget needs. Additionally, this individual must be a strong leader with the ability to obtain results from staff, and be able to work in partnership with internal and external stakeholders.

## QUALIFYING EDUCATION & EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Management, or a closely related field -AND- Four years of highly responsible experience managing one or more major administrative support functions such as finance and budget, 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

### Education:

Graduation from an accredited college or university with a Master's Degree or higher in public administration, or a closely related field.

*It is desirable for the incumbent to have demonstrated experience with, and knowledge of:*

- Principles and practices of public administration, including accounting, financial reporting, budget preparation and human resources management.

- Utilizing continuous improvement methods and best practices to promote a cooperative environment; and in demonstrating the integrity that aligns with County values, which provides for effective and responsible decision-making.
- Cultivating and sustaining critical relationships with a variety of key stakeholders, including elected and public officials, the media, advocacy groups, and representatives from other entities.
- Performance management programs ensuring employee effectiveness and accountability.
- Pertinent federal, state, and local laws, codes, and regulations related to the fire service or a public-safety organization.
- Ensuring departmental hiring and promotional practices are consistent with the County's equal opportunity policy.

## 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 considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Fire Chief for consideration.

