

The Ideal Candidate

The ideal candidate should have a strong track record of success and proven executive leadership in a senior management position in a large complex public sector environment. The ideal candidate should also be results-oriented with a direct, yet, collaborative work style and effective in facilitating successful outcomes from a variety of interested parties and stakeholders.

The candidate selected will be nimble and flexible in addressing new and complex issues in a dynamic environment. The candidate will work collaboratively and effectively with a diversity of other committed individuals including elected officials, state and federal counterparts, and members of the community.

Qualifying Education & Experience

Five years of highly responsible administrative experience in a large and multifaceted public or government agency performing complex analysis and resolution of problems related to budget, personnel, project management or other administrative services. One year of the qualifying experience must have included planning, organizing, directing and evaluating the work of a division; and also directing the administration of a variety of services, programs, and projects within the division.

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

- Extensive administrative experience of business operations through oversight of diverse teams with a variety of functions.
- Extensive knowledge of and experience in preparing County budgets and monitoring expenditures.
- Demonstrated knowledge of personnel concepts, principles and best practices.
- Extensive knowledge and experience directing technical and professional staff in the management of governmental contracts and financial procedures and processes.
- Demonstrated ability to effectively manage organizational change and efficiently implement long, medium and short range strategic plans.
- Extensive knowledge of federal, state, and county government structures and functions, and their programs and services.
- Excellent problem-solving and negotiation skills, as well as experience handling and resolving sensitive issues.
- A Bachelor's degree in Business Administration, Public Administration, Management or closely related field.

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 that 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 Chief Executive Officer for consideration.

To Be Considered

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

1. Candidate's ability to meet the requirements as stated in the Qualifying Education and Experience 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.

Materials received by April 8, 2016, will be given first consideration.

Please go to: <http://bit.ly/1KMqoWC> and submit your application, cover letter, resume, record of accomplishments, verification of degrees, references, and current salary.

Hardcopy submittals by mail or hand delivery should be addressed to:

LaTanya L. Hill
Department of Human Resources
Talent Solutions Division
500 West Temple St., Suite 555
Los Angeles, CA 90012

Confidential inquires are welcomed to:
LaTanya L. Hill
(213) 974-2461
lhill@hr.lacounty.gov



The County of Los Angeles is accepting resumes for

ASSISTANT CHIEF EXECUTIVE OFFICER ADMINISTRATIVE SERVICES BRANCH (UNCLASSIFIED)



Open from March 25, 2016, until filled
Annual salary: \$180,485 – \$273,178

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 nonpartisan basis and serve four-year staggered terms. As the governing body, the Board serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are 34 appointed department heads that report to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff) for a total of 37 major administrative units or departments that currently serve the needs of the County's residents.

The County's annual budget for fiscal year 2015-16 is over \$27 billion, with funding for approximately 108,000 positions to serve its diverse

The Chief Executive Office

The Chief Executive Office (CEO) is responsible for a wide range of activities, including managing and directing budget and operations, employee relations, compensation, asset management, strategic integration, legislative affairs and intergovernmental relations, risk management, strategic planning and countywide communications. In addition to the countywide budget, the CEO oversees a departmental budget in excess of \$120 million, with 463 budgeted positions.

The Opportunity

This unclassified position reports to the Chief Executive Officer/Chief Operating Officer (COO). The position is distinguished by its executive and administrative responsibility for managing diverse but complementary operations through subordinate managers in programmatic and administrative functional areas including human resources, financial services, contract administration, procurement, and emergency management in support of the CEO's core mission.

The Assistant Chief Executive Officer also plays an executive leadership role in providing technical expertise to the Board of Supervisors, Chief Executive Officer, and other County department heads in the management of County operations and programs.

Examples of Key Duties

- Oversees the management of the CEO's annual budget and fiscal plan by identifying and reducing costs through the evaluation of the departments' business operations, ensuring thorough investigations and reviews, review of data, and selection and implementation of methodologies to identify related costs.
- Oversees the management and operation of information technology (IT) systems within the CEO, and ensures the adequacy of departmental IT infrastructure to support the core operational requirements in the CEO.
- Oversees the existence of appropriate contractual agreements to support all CEO departmental operations, and the maintenance of contractual agreements entered into with the County of Los Angeles to ensure mutual and full compliance.
- Provides executive oversight for the management of the human resources and facilities management operations of the CEO, to ensure the provision of technical and operational support to all the operational units of the department.
- Oversees the Office of Emergency Management by providing executive leadership for the development and implementation of strategies that ensure the existence of technical operational readiness, adequate emergency planning and coordination programs, policies, training, and the adequacy of the preparedness efforts of the Emergency Management Organization of Los Angeles County.
- Performs special assignments and executive liaison for the CEO and COO on the most highly sensitive and confidential matters having Countywide impact.
- Manages departmental special projects and assignments as directed by the CEO.
- Maintains relationships with elected officials, agencies, departments and other public and private agencies to develop constructive and cooperative working relationships.
- Acts as official representative of the CEO when directed.

Compensation and Benefits

Compensation: \$180,485 – \$273,178 annually. Starting salary will be dependent on qualifications, salary history, and career accomplishments. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 19.

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 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** – 11 paid days per year.

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, 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.

**This announcement may be downloaded from the COUNTY OF LOS ANGELES website at:
<http://bit.ly/1KMqoWC>**

