

COMPENSATION AND BENEFITS

Annual Salary: \$145,283 -- \$219,897

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the 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. Details will be provided on request.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. Details on the program will be provided upon request.

Cafeteria Benefit Plan - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

Non-Elective Days - Ten paid days per year with the option to buy an additional 1 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 of up to 4% of employee's salary.

Deferred Compensation Plan (457) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Holidays - Eleven (11) paid days per year.

SELECTION PROCESS

Qualified candidates are invited to submit a statement of interest along with a resume detailing the required experience.

Resume packets should include the following:

Names of schools, colleges or universities attended, dates attended, degrees earned, and field of study. Please enclose verification of degree (s), licenses and certificates together with the resume.

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 salary information.

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.

Information submitted must clearly show that the candidate meets the Minimum Requirements and, if applicable, the Desirable Qualifications of this recruitment announcement.

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 Executive Officer for final selection.

NOTE: A background investigation will be completed on the candidate selected for this position.

HOW TO APPLY

Send resumes (email preferred) to Alejandra Hinojosa. Resumes will be considered as they are received.

Executive Office of the Board of Supervisors
HUMAN RESOURCES DIVISION
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 374
Los Angeles, CA 90012
(213) 974-1421

Email: BOS-ExecutiveRecruitment@bos.lacounty.gov

An Equal Opportunity/ADA Employer

Additional information about Los Angeles County can be found at
www.lacounty.gov



County of Los Angeles Career Opportunity



EXECUTIVE DIRECTOR, COUNTY EQUITY OVERSIGHT PANEL (CEOP) (Unclassified At-Will Employment)

ANNUAL SALARY: \$145,283 - \$219,897 (MAPP R16)

FILING PERIOD: June 15, 2016 – Until the needs are met

THE COUNTY OF LOS ANGELES

With a population of more than 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 mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles 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 thirty-two appointed positions that report directly to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2015-16, the County has an annual budget in excess of \$26 billion and funding for over 100,000 positions to serve its diverse population.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. In addition, the Executive Office supports and staffs various County commissions, committees, and task forces. The Department has a budget of \$129 million and includes funding for approximately 400 budgeted positions.



COUNTY EQUITY OVERSIGHT PANEL

Directs the administrative and operational aspects of the Countywide Equity Oversight Panel (CEOP), which has significant countywide responsibility for overseeing complaints that generate from the County's Policy of Equity. This includes the countywide review and monitoring of employment discrimination, unlawful harassment, retaliation and inappropriate conduct toward others based on protected basis complaints, investigations and briefings concerning those complaints.

THE OPPORTUNITY

This position will direct the County Intake Specialist Unit (CSIU) and the County Equity Oversight Panel (CEOP) and is an authority and resource to the County Equity Investigations Unit (CEIU) in the County organization and CPOE process.

The incumbent will have executive and administrative responsibility over the County-wide equity function and must interact regularly with all County Department Heads and their HR teams on issues and processes related to the CPOE. The individual will confidently serve as the County's equity resource and identify and recommend solutions to systematic problems that may be creating liability for the county.

ESSENTIAL JOB DUTIES

Identifies and works to resolve systemic equity issues identified through the CEOP process resulting in County liability reduction, reduced employment litigation and cost savings.

Serves as the County Policy of Equity advisor to the Board of Supervisors and all County department heads; attends all County Equity Oversight Panel briefings and meetings.

Provides investigative guidance to investigative staff and Intake staff.

Develops and oversees scheduling to ensure that equity investigations are heard in a timely manner.

Reviews and evaluates County Equity Investigation's Unit (CEIU) investigations for potential violations of the County Policy of Equity. Ensures investigations are complete, timely, objective, and appropriate.

Participates in high level targeted mediations in an effort to reduce overall County liability in problematic equity based employment matters.

Monitors the County's equity training to ensure that it is up to date, ongoing and effective.

ESSENTIAL JOB DUTIES (Continued)

Identifies preventative measures and ensures implementation of necessary corrective measures within all departments.

Determine proceedings when Panel members are unable to concur on determinations of CEOP investigations.



MINIMUM REQUIREMENTS

A Juris Doctorate and five (5) years' experience in analyzing and recommending solutions to problems in areas such as personnel, procedure, program or organization, two (2) years of which must have been spent advising highly skilled staff performing a full range of difficult to complex analytical assignments which directly impact departmental programs and administrative operations, and which may be of a confidential or sensitive nature, managing multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations.

- OR -

Graduation from an accredited college with a specialization in Business Administration, Public Administration, Industrial/Organizational Psychology, or Human Resources Management and seven (7) years' experience in public sector human resource practice and process with extensive knowledge of relevant employment laws, three (3) years of which must have been managing multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations.

DESIRABLE QUALIFICATIONS

Extensive knowledge of the County Policy of Equity process, County Equity Oversight Panel process and Equal Employment Opportunity Laws (EEOC).

Experience in Human Resources, Employee Relations, Civil Service Advocacy or related areas.

Strong analytical and communication skills.

Ability to establish and maintain liaison with legislative bodies, a variety of governmental jurisdictions and agencies.

Knowledge of government process at the local, state or federal level.

Experience in strategic planning and technology solution discussions with executive management.

Experience in applying creative and innovative solutions to complex problems.

Experience preparing statements of work, Request for Proposals, recommendations for contract services.

Strong written communication skills in order to effectively prepare reports, explain employment laws, procedures and practices to board members, department personnel and other stakeholders.

Demonstrated ability to effectively interact with public officials, executive management, professional technical personnel, and county employees.

