

COMPENSATION AND BENEFITS:

Annual Salary: \$116,947 - \$177,009

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



DEPUTY EXECUTIVE OFFICER, BOARD OPERATIONS COUNTY EQUITY OVERSIGHT PANEL (CEOP)

(Unclassified At-Will Employment)

ANNUAL SALARY: \$116,947 - \$177,009 (MAPP R13)

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.

THE OPPORTUNITY

The County Equity Oversight Panel (CEOP) is an independent oversight body comprised of employment law experts with the authority and responsibility for reviewing County equity investigations and making recommendations to County Department Heads concerning the disposition and discipline.

The Position allocable to this class is unclassified and report to the Executive Director, CEOP, and is distinguished by its responsibility to manage the central administrative operations of the Office of CEOP through subordinate managers.

Incumbent will work with the Executive Director CEOP on strategic planning, targeted Department specific equity training, certain targeted mediations, outreach and teambuilding with other departments, closer scrutiny and support of panel activity, and identifying and resolving systemic equity issues identified through the CEOP process, resulting in County liability reduction, reduced employment litigation and cost savings.

ESSENTIAL JOB DUTIES:

- Manages the day-to-day activities by planning, organizing, directing and evaluating the work of the County Intake Specialist Unit (CISU) to ensure procedures are followed and that staff handles complaints in a professional, timely, objective, and helpful manner.
- Develops and implements management concepts and objectives and administrative policies and processes for accomplishing the work of the CEOP.
- Advises County Departmental Human Resource Managers in the CPOE process.
- Directs and oversees the preparation of weekly CEOP Briefing schedules and ensures panel members receive and review scheduled cases prior to CEOP Briefings.
- Monitors and resolves CEOP requests for further investigation.
- Attends CEOP Briefings and resolves recommendation when panel members do not concur on equity investigation outcomes.
- Directs and oversees evaluations of the CISU to increase efficiency.
- Reviews and approves panel members' monthly invoices, to ensure accuracy, prior to forwarding to the appropriate division for payment.

ESSENTIAL JOB DUTIES (Continued):

- Identifies County wide or department specific systemic equity issues and coordinates the implementation of necessary proactive and corrective measures.
- Represents the Department as the point of contact for inquiries by Board Offices and Department Heads on any County Policy of Equity issues.
- Monitors the County's equity training to ensure it is ongoing and effective and conducts training in the County Policy of Equity process for County Departments, as necessary.
- Supervises staff assigned to the CEOP unit.
- Generates statistical reports relating to the CISU unit.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree or higher with a specialization in Business Administration, Public Administration, Law, Industrial/Organizational Psychology, or Human Resources Management.

-AND-

Three (3) years' of experience supervising administrative staff making resolutions to problems in areas such as personnel, procedures, programs or organization.

-OR-

Five (5) years' progressively responsible experience in the public sector analyzing and recommending solutions to problems in areas such as personnel, procedure, program or organization, two (2) years of which must have been supervising administrative or investigative staff conducting complex administrative studies and analyses of personnel issues and providing professional services to operating departments regarding complex problems in the administration of Human Resources programs.

DESIRABLE QUALIFICATIONS

- Extensive knowledge of the County Policy of Equity process and County Equity Oversight Panel process.
- A Juris Doctorate is desirable, however is not mandatory for application acceptance.
- Extensive knowledge of Equal Employment Opportunity Laws (EEOC).
- Knowledge of government process at the local, state or federal level.
- Experience in applying creative and innovative solutions to complex problems.
- Experience in effectively resolving workplace conflicts.

