SELECTION PROCESS

Each candidate's qualifications 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. 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** Deputy Registrar-Recorder/County Clerk for **consideration.**

Note: An extensive background investigation will be completed on the candidate selected ***for this position.***

Registrar-Recorder/County Clerk
www.lavote.net

Serving Los Angeles County by providing essential records management and election services in a fair, accessible and transparent manner.

SPECIAL INFORMATION

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.

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, 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.

COMPENSATION/ BENEFITS

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). This position will be compensated at MAPP Range R-14 ($117,316 - $177,567). The successful candidate may be appointed to any salary within the range, depending on qualifications.

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 pensions 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.
- 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 – Ten 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 – Eleven paid days per year.

Los Angeles County Registrar-Recorder/County Clerk

Department of Registrar-Recorder/County Clerk

Invites Resumes for

Assistant Registrar-Recorder/County Clerk Information Technology Bureau

(Unclassified)

Annual Salary:
$117,316 - $177,567
MAPP Range 14

Posting Date
February 27, 2014

Filing Period
February 28, 2014 - Until the position is filled.

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 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 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 2013-14 is over $26 billion, with funding for approximately 100,000 positions to serve its diverse population.

THE DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK

In January 1968, the Departments of Registrar of Voters and County Recorder were merged by the Board of Supervisors and further merged with the County Clerk in January 1991 to form the Registrar-Recorder/County Clerk. Currently, the Registrar-Recorder/County Clerk has an annual budget of over $154 million and a budgeted workforce of 1,078. The major functions of the Registrar-Recorder/County Clerk are as follows:

- Registration of voters; maintenance of the voter registration file; conducting federal, state, local and special district elections; and verification of signatures on initiatives and referenda petitions.
- Recordation of real estate and other documents, and maintenance of birth, death and marriage records.
- Issuance of marriage licenses and performance of civil marriage ceremonies.
- Handling of Fictitious Business Name Filings and Indexing, qualification/registration of notaries, processing of servers and others, and miscellaneous statutory issuance of oaths and filings.

THE POSITION: ASSISTANT REGISTRAR-RECORDER/COUNTY CLERK (UNCLASSIFIED)

Assistant Registrar-Recorder/County Clerk is an unclassified position, reporting directly to the Chief Deputy, Registrar-Recorder/County Clerk.

Positions allocable to this position assist the Registrar-Recorder/County Clerk and the Chief Deputy in the administration of the Department. The Assistant Registrar-Recorder/County Clerk is responsible for assisting in directing the operations of the Department with particular responsibility for directing the activities of a major segment of the Department such as elections, recorder/county clerk operations, administration or information technology. The incumbent must exercise a thorough knowledge of organization, strategic planning, County-wide goals, budget, human resources, information technology, legislation and other administrative functions related to the particular programs they manage; and the relationship between the department's activities and those of other County departments and agencies.

Note: Current vacancy is in the Information Technology Bureau.

EXAMPLES OF DUTIES

- Advises the department leadership on aligning information technology vision with the department's mission and enlists the support of stakeholders and government agencies.
- Plans, directs, organizes and controls through subordinate managers and project teams all projects related to selection, acquisition, development and implementation of major information technology systems for the department.
- Formulates information technology policies, standards, directives, or strategies and monitors their implementation and compliance.
- Plans, organizes, assigns, directs, and evaluates the activities of information technology services for the department.
- Plans and coordinates the preparation of the department's Technology Strategic Plan and tracks accomplishments to ensure plan goals and objectives are achieved as scheduled.
- Selects, trains, assigns, and evaluates the performance of managers overseeing major segments of departmental operations.
- Assists in the preparation and administration of the departmental budget.
- Interacts and maintains effective relationship with the County agencies (e.g. Chief Executive Office, Chief Information Office, and Internal Services Department), other governmental agencies, private organizations, stakeholders and the public.
- Represents the Registrar-Recorder/County Clerk at public meetings, conferences, and committee meetings.
- Assists in analyzing proposed legislation and in developing legislative proposals for the department.

QUALIFYING EXPERIENCE

OPTION I: A Bachelor's Degree from an accredited college or university in Information Technology, Computer Science, Computer Information Systems, Computer Engineering, Business Administration, Public Administration, or closely related fields, -AND- Five (5) years of progressively responsible experience, managing the design, development, implementation, operation, and maintenance of large complex information systems in a multi-service public or private-sector organization. This experience must have included the management of both technical information systems functions and related administrative functions such as budget, finance, contracts, and human resources.

OPTION II: Seven (7) years of progressively responsible experience, managing the design, development, implementation, operation, and maintenance of large complex information systems in a multi-service public or private-sector organization. This experience must have included the management of both technical information systems functions and related administrative functions such as budget, finance, contracts, and 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 job-related essential functions.

DESIRABLE QUALIFICATIONS

- A Master's Degree from an accredited college or university .
- Demonstrated experience in developing and implementing information technology strategic goals and objectives, and aligning them with the overall organizational and County goals.
- Demonstrated knowledge and experience in information technology planning, risk assessment, control and preventive measures; and formulating and administering related security and privacy policies and procedures.
- Demonstrated working knowledge of federal, State, and local laws, regulations and policies.
- Demonstrated experience in managing highly complex information technology projects, which required working closely with various internal and external agencies, vendors and stakeholders.
- Demonstrated ability to seek and apply best practices and emerging trends in the information technology field to support the business needs of the Department and the County as a whole.
- Knowledge of federal, state, local and/or special election planning and administration.
- Knowledge of recorder and county clerk operations, including recording of legal documents; marriage, birth and death certificates; fictitious business name filing, and other related activities.

TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest, comprehensive resume detailing their education, experience, positions held, current salary, and special qualifications information. Submission should include ALL of the following:

1. Names of schools, colleges, or universities attended, dates of attendance, degrees earned and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
2. Name of each employer, job title, size of organization's budget, monthly salaries, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.
3. Information required to determine if the candidate meets the Qualifying Experience and Desirable Qualifications sections of this recruitment announcement.

.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.

Please submit the statement of interest, resume and supporting documents to:

FRANCIS MAN
Department of Registrar-Recorder/County Clerk
Human Resources Division
12400 Imperial Highway, Room #2204
Norwalk, CA 90650
Phone: (562) 462–2297 OR (S62) 462-2285
E-mail address: fman@rrcc.lacounty.gov
This announcement may be downloaded from the COUNTY OF LOS ANGELES website at:

http://hr.lacounty.gov
"Executive Positions and Special Recruitment"