



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

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February 1, 2013

To: Supervisor Mark Ridley-Thomas, Chairman  
Supervisor Gloria Molina  
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Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

## **SHERIFF REQUEST TO APPOINT MS. TERRI MCDONALD TO THE POSITION OF ASSISTANT SHERIFF (UNCLASSIFIED)**

The Sheriff, with the support of the Chief Executive Officer (CEO), requests approval to appoint Ms. Terri McDonald to the vacant and budgeted position of Assistant Sheriff (UC), Item No. 9969, at an annual base salary of \$223,087. The base salary placement for Ms. McDonald onto Management Appraisal and Performance Plan Tier I Salary Range R20 (the Board approved range for this position) will place Ms. McDonald at the control point of the range. This salary is recommended based on Ms. McDonald's extensive public safety experience and the roles and responsibilities she will perform as Assistant Sheriff over Custody for the Sheriff.

As Assistant Sheriff, Ms. McDonald will report directly to Sheriff Leroy Baca and be responsible for the Custody Division. More specifically, Ms. McDonald will be responsible for overseeing the administration of the division, advising and assisting the Sheriff in administrative and policy matters, participating in strategic planning for the department, planning for the expansion or reorganization of operations to meet the growing or changing custodial needs, directly supervising chiefs and indirectly the remaining elements in the chain of command, enforcing department policy and procedures, recommending disciplinary action affecting personnel within her area of responsibility, making public appearances on behalf of the department, and representing the Sheriff at various commission, committee, and law enforcement meetings.

Ms. McDonald has more than 24 years of progressively responsible experience working for the State of California's Department of Corrections and Rehabilitation. Since 2011, Ms. McDonald has been functioning as the Undersecretary of Operations. Prior to her current position, Ms. McDonald has held the titles of Chief Deputy Secretary, Associate Director, Chief, Correctional Administrator, Correctional Captain, Correctional Lieutenant, and Correctional Officer. Ms. McDonald is a member of the American Correctional Association and the

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Each Supervisor  
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North American Association of Wardens and Superintendents. Ms. McDonald graduated with honors from the University of San Francisco with a Bachelor of Arts degree in Public Administration with an emphasis in Leadership in Law Enforcement.

In accordance with policy concerning managerial appointments, unless otherwise instructed by the Board by February 15, 2013, the CEO will advise the Sheriff that authorization has been granted to proceed with Ms. McDonald's appointment to Assistant Sheriff (UC), at an annual base salary of \$223,087, effective no sooner than February 19, 2013.

If you have any questions, please contact me, or your staff may contact Paul Coyne at (213) 974-2484.

WTF:BC:PC  
AP:ra

c: Sheriff  
Executive Office, Board of Supervisors  
County Counsel

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