

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 which the candidate wishes to be considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. **Note: A background investigation will be completed on the candidates recommended for this position.**

TO BE CONSIDERED

Highly qualified candidates are invited to submit a cover letter, comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position, verification of degrees, and current salary information. Submission should include the following:

- Candidate's ability to meet the requirements as stated in the [Education and Experience](#) and [Desirable Qualifications](#) sections of this recruitment announcement.
- 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, and dates of employment.

Please submit resume packages to the following e-mail address:

ExecutiveRecruitment@hr.lacounty.gov and indicate the position title of [Administrative Deputy, Probation](#) in the subject line of your e-mail.

Materials received by [February 21, 2013](#), will receive first consideration.

Electronic submittals are preferred.

Confidential inquiries welcomed to:

LAURA HEATON

County of Los Angeles
Department of Human Resources
500 W. Temple Street, Room 555
Los Angeles, CA 90012
213.974.2674 ph
213.613.4773 fax
lheaton@hr.lacounty.gov

This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>



Recruitment Services provided by the
Department of Human Resources

COMPENSATION & BENEFITS

ANNUAL SALARY: \$126,115 – \$190,886 (R15). This position is subject to the provisions of the County Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Schedule 15. 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 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.

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.

County of Los Angeles



Career Opportunity



Administrative Deputy, Probation (Unclassified)

(Payroll Title: Administrative Deputy III, UC)

Filing Period
February 1, 2013 – Until 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 2012-2013 is \$25 billion, with funding for approximately 100,000 positions to serve its diverse population.



“REBUILDING LIVES AND PROVIDING FOR HEALTHIER AND SAFER COMMUNITIES”

THE PROBATION DEPARTMENT

The Probation Department was established in 1903, and has since become the largest probation department in the world. With a current operating budget of approximately \$800 million and 6,509 budgeted positions, the Department promotes public safety, ensures victims rights, and facilitates a positive change in adult and juvenile probationers.

The Department also serves all Superior Courts of Los Angeles County, and provides an extensive range of services, which include: recommending and enforcing court-ordered sanctions for probationers; operating juvenile correctional institutions, including, the detention of approximately 3,600 juvenile offenders; supervising and monitoring approximately 62,000 adult probationers and 20,000 juvenile probationers; preventing and reducing criminal activity by developing and implementing strategies from early intervention through suppression; and proactively seeking out and maximizing all opportunities to positively impact the behavior of probationers, their families, and their communities.

THE POSITION

This Administrative Deputy position assists in the administration of the Probation Department, with specific responsibility for planning, directing, and coordinating the Department's administrative services and operations. The position has responsibility for directing administrative operations and services of the Department, including investigations, contract administration, finance, human resources, facilities management, materials management, and other support functions. This position is required to apply knowledge of organizational planning and management, expenditure and revenue management, personnel management, employee relations, and departmental programs, policies, and procedures.

KEY RESPONSIBILITIES

- Directs the planning, development, and administration of all departmental fiscal operations that include collection of revenue and control of expenditures; directs the preparation and analysis of the Department's budget.
- Directs the development, administration, and management of all contracts and grants for the Department.

KEY RESPONSIBILITIES – CONTINUED

- Formulates, implements, and enforces administrative policies for the Department, subject to review by the Department Head; participates in the development and implementation of departmental goals and objectives.
- Directs the planning, administration, and evaluation of a large and highly complex human resources program for a County department with very extensive personnel operations and activities.
- Maintains continuing relationships with County administrative officials, community groups, agencies, and federal, State, and local organizations in all matters concerning the administration of County probation programs.
- Plans and implements program changes to meet identified needs and to solve system-wide problems.
- Initiates and directs administrative and cost studies of departmental operations and procedures, directs the preparation of reports, and recommends and implements new and revised policies and procedures.
- Assists the Department Head in the formulation and interpretation of departmental policies and procedures.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Management, or a closely related field –AND– four years of highly responsible experience managing through subordinate managers, a major division providing budget, personnel, or other administrative services to a medium to large size organization. Major divisions may include areas such as: finance, audit, budget, human resources, contract administration, information systems, or other administrative areas.

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

- Graduation from an accredited college or university with a Master's Degree in Business Administration, Public Administration, or a closely related field.
- Experience managing in a large organization with diverse technical and professional staff.
- Demonstrated knowledge and understanding of human resources management principles, including awareness of current trends.
- Experience managing in a state or federally funded department with many revenue sources.
- A comprehensive knowledge of management and organizational principles, control systems, financial planning, utilization of resources, and a strong track record of success in large-scale fiscal and budgetary management.
- Ability to effectively interact with public officials, professional/technical personnel, and the general public.
- Track record of results demonstrating initiative and active engagement with executives, managers, and staff.



The County of Los Angeles is an Active Equal Opportunity Employer