

## COMPENSATION & BENEFITS

- **Deferred Compensation Plan (457):** Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays:** 11 paid days per year.

## OTHER

### 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. The County of Los Angeles does not participate in the Social Security System. 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](http://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.

### 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.



This announcement may be downloaded from the  
COUNTY OF LOS ANGELES website at:

<http://hr.lacounty.gov>



## THE COUNTY OF LOS ANGELES

Invites Resumes For

# ASSISTANT DIRECTOR, HUMAN RESOURCES

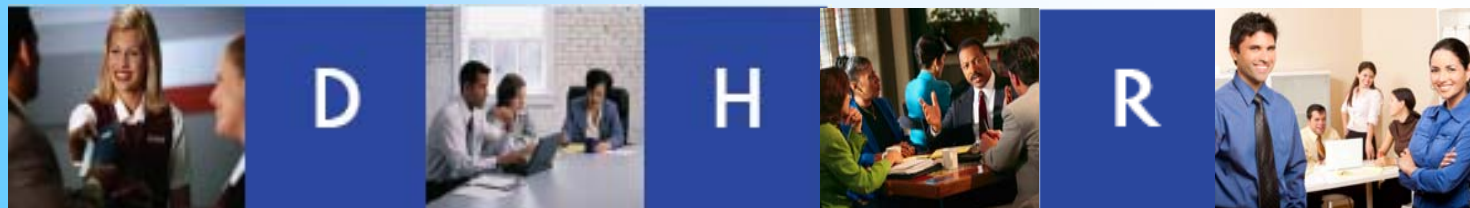
(Unclassified)



Filing Period

APRIL 6, 2012 — Until the Position is Filled

The County of Los Angeles is an Active Equal Opportunity Employer





## 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 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 26 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-six (36) major administrative units or departments that currently serve the needs of the County's residents.

In fiscal year 2011-12, the County has an annual budget in excess of \$24 billion and funding for over 100,000 positions to serve its diverse population.

## THE DEPARTMENT OF HUMAN RESOURCES

The Department of Human Resources (DHR) is committed to providing innovative and efficient HR solutions to support public service by recruiting, developing, and retaining a highly qualified, diverse workforce. DHR serves as the central agency for HR and partners with line human resources operations to provide an integrated approach to human resources management with a centralized-decentralized balance.

The department strives to deliver HR services that are relevant, strategic, and specifically designed to achieve the operational agendas of each of our line departments, our Chief Executive Office and our Board of Supervisors. DHR delivers services, which include employee recruitment, benefits administration, employee performance management, and training and development. The eHR project is also well underway, and in the latter stages of automating, integrating and streamlining various HR processes.

## MISSION

*“To provide innovative and efficient HR solutions to support public service by recruiting, developing, and retaining a highly qualified, diverse workforce.”*

Additionally, in July 2011, the former Office of Affirmative Action and Compliance was consolidated into DHR and as a result, the Equal Employment Opportunity and Equity Investigations Division was created to ensure equal opportunity and respect for diversity in employment, programs and services.

The goal for DHR is to deliver the mission, vision and strategic direction of the County through its employees – the individuals who make the difference in providing services for the citizens of the County of Los Angeles. The department's budget is over \$59 million, with 341 budgeted positions.

## THE POSITION

The Assistant Director, Human Resources, is an unclassified position, reporting directly to the Chief Deputy Director.

Positions allocable to this class assist the Director and Chief Deputy in the administration of the County's central human resources department. Each is responsible for assisting in the formulation and implementation of administrative or program policy and procedures with responsibility for directing, through subordinate managers, one of two branches comprised of a group of divisions. Incumbents must exercise a thorough knowledge of organization, program and human resources management, legislation related to the particular programs they manage, and the relationship between the department's activities and those of other County departments and agencies.

## KEY RESPONSIBILITIES

The Assistant Director's duties include, but are not limited to, the following:

- Assists in development of objectives, policies and procedures within the scope of Board of Supervisors' policy, Civil Service Rules and other regulations for Countywide human resources administration; directs execution and evaluates work accomplished.
- Formulates branch policy, directs and evaluates work of branch divisions and assists in directing development of changes in organization and business processes.
- Assists County management to obtain, develop, utilize and maintain an effective and balanced workforce.

- Manages the operation of a branch, including budgetary activities, staff and resources deployment, and report preparation.
- Serves as a business partner with departments to achieve Countywide HR objectives.
- Develops and maintains liaison with the Board of Supervisors, line departments, the public and outside agencies on human resources matters.
- Acts for the Director and/or Chief Deputy in their absence.

## QUALIFYING EXPERIENCE

A Bachelor's degree or higher from an accredited college or university and five years' experience directing or managing at least one or more major human resources divisions (e.g., Recruitment, Selection, Classification, Compensation, Organizational Development or Design, Benefits, Employee Relations, HR Administration, HR Information Systems) in a human resources department or agency.

LICENSE: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

## DESIRABLE QUALIFICATIONS

- A Master's degree or higher from an accredited college or university in public administration, business administration, human resources management or a closely related field.
- Proven management, organizational and leadership skills to administer a comprehensive and complex human resources program for a large public sector organization.
- Demonstrated experience in developing and administering innovative HR strategic planning objectives and managing the change processes.
- Ability to effectively plan, prioritize, and communicate on a myriad of highly complex and sensitive human resources issues at all levels of the organization.
- Demonstrated knowledge and experience in the implementation and evaluation of performance-based metrics.
- Strong interpersonal and written and oral communication skills and a commitment to organizational goals and strategic plans.
- Comprehensive knowledge of federal and state regulations affecting human resources management.
- Demonstrated knowledge of best practices in contemporary programs for human resources management.

- Professional certification from the International Public Management Association – Human Resources (IPMA-HR) or Society of Human Resources Management (SHRM).

## TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest, a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position and current salary information. Submission should include **ALL** of the following:

1. Candidate's ability to meet the requirements as stated in the Qualifying Experience and Desirable Qualifications sections of this recruitment announcement.
2. 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 current salary.
3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

**Materials received by May 6, 2012, will receive first consideration.**

Electronic submittals are strongly preferred and should be submitted to [ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov).

Please indicate the position title of Assistant Director, HR in the subject line of your e-mail.

Confidential inquiries welcomed to:

**LAURA HEATON**  
Department of Human Resources  
500 West Temple Street, Room 555  
Los Angeles, CA 90012  
Phone: (213) 974-2674  
Fax: (213) 613-4773

## 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 that the candidate wishes considered. 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 Director of Personnel for consideration.

*“Leading the way to HR excellence through innovation, efficiency and customer service.”*