

ASSISTANT SHERIFF—CUSTODY DIVISION Los Angeles County

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. The names of the most highly qualified candidates will be submitted to the Sheriff for final selection. NOTE: A background investigation will be completed on the candidates recommended for this position.

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include ALL of the following:

- ◆ Candidate's ability to meet the requirements as stated in the Qualifying Experience & Education 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, dates of employment, and current salary.

Please submit resume, cover letter, record of accomplishments, verification of degrees, and current salary information to the following e-mail address:

ExecutiveRecruitment@hr.lacounty.gov.

Please indicate the position title of Assistant Sheriff, Custody Division in the subject line of your e-mail. Materials received by December 6, 2012, will receive first consideration. Electronic submittals are preferred.



Recruitment Services
Provided by:



Confidential inquiries welcomed to:

Bill Dukes

Department of Human Resources

Executive Services Division

Phone: (213) 974-2454

e-mail: wdukes@hr.lacounty.gov

Fax: (213) 613-4773

This announcement may be downloaded from the

County of Los Angeles website at:

<http://hr.lacounty.gov>

SPECIAL INFORMATION

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.

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.

ASSISTANT SHERIFF—CUSTODY DIVISION Los Angeles County



ASSISTANT SHERIFF - CUSTODY DIVISION

Los Angeles County

Sheriff Leroy D. Baca



Filing Period:
November 9, 2012—Until The Position is Filled

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

ASSISTANT SHERIFF—CUSTODY DIVISION

Los Angeles County

THE COUNTY

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 mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

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 \$24 billion, with funding for over 100,000 positions to serve its diverse population.

THE DEPARTMENT

The Los Angeles County Sheriff's Department (LASD) is the largest sheriff's department in the United States with a staff of over 9,200 sworn and 7,600 civilian personnel. The Sheriff's Department is the principal law enforcement agency for 42 contract cities and 130 unincorporated communities in Los Angeles County. Covering an area of over 3,000 square miles, LASD provides direct law enforcement services for over 4,000,000 residents. The Department operates twenty-three patrol stations and provides law enforcement services and security for forty-eight Superior Court facilities, nine community colleges, and the Metropolitan Transportation Authority.

The Department is also responsible for operating and maintaining the largest jail system in the United States, providing short-term incarceration for all of the County of Los Angeles. The Custody Division is responsible for the operations of the County's jail system which includes seven correctional facilities, a comprehensive Medical Services Bureau, Education Based Incarceration, Food Services, Inmate Services, and Jail Enterprise Units. With a population of approximately 18,000 inmates at any time, the Custody Division provides for the care, custody, security, and rehabilitation of all sentenced and pretrial inmates housed within these facilities.

Our Mission: Lead the fight to prevent crime and injustice. Enforce the law fairly and defend the rights of all. Partner with the people we serve to secure and promote safety in our communities.

THE POSITION

This position reports to the Sheriff, and is responsible for assisting in the administration of the department by providing overall direction, management and evaluation of the Custody Division. The position has executive and administrative responsibility for division operations, programs, and services including operational and program policy development and implementation, personnel administration, budget and fiscal services, program evaluation, contracted services, and staff training. The Assistant Sheriff, Custody Division directs division operations through subordinate managers, assists the Sheriff in creating a culture consistent with the Department's Core Values, exercises effective verbal and written communication skills, and represents the Sheriff's Department and the County of Los Angeles to regulatory and other agencies.



EXAMPLES OF DUTIES:

Plans and implements division-wide policies and methods to improve performance and work procedures necessary to increase efficiency and improve services; confers with the Sheriff in developing policies and procedures and implementing goals of the Department.

Interprets departmental policy to division commanders, assigns duties and responsibilities, and delineates lines of authority; provides division commanders with direction on coordination of services, policy and procedures, and budget and personnel problems. Holds division commanders, supervisors, and staff accountable for division objectives and outcomes, and adherence to departmental policy.

Develops and plans new or revised programs for more effective law enforcement, corrections and detention practices; studies organizational structure and operational methods in order to recommend policies and procedures for maximum efficiency and effectiveness.

Observes the operations of correctional facilities and bureaus to ascertain the efficiency and effectiveness of operations, the morale and discipline of employees and the condition of physical facilities and equipment; conducts studies and reports on anticipated needs for new and expanded facilities and the more efficient utilization of existing facilities.

Evaluates public and inmate complaints pertaining to activities and individuals in the Custody Divisions and directs the investigations and evaluation of complaints; recommends major disciplinary actions to the Sheriff.

Directs the preparation of annual budget requests by division commanders; reviews, evaluates and makes recommendations regarding divisional budget requests; reviews budget performance reports; reviews requests for purchases of major items.

Coordinates the activities of divisions to ensure services provided meet federal, state and local laws and ordinances, regulations and standards.

Coordinates with other law enforcement agencies and other County agencies or departments; may meet with other agencies to discuss matters related to program goals, priorities and costs and reimbursement; meets with representatives of County agencies or departments and other agencies to discuss matters pertaining to procedure, and areas of responsibility and jurisdictions; may give talks and interprets departmental policy to the public and interested agencies.

Advises the Sheriff on policy, program, and organizational issues, and represents the Sheriff as directed.

ASSISTANT SHERIFF—CUSTODY DIVISION

Los Angeles County

THE IDEAL CANDIDATE

The ideal candidate will have a strong track record and reputation for leading change in a large and complex organization. The candidate selected will be results oriented, with the ability to meet the department goals and stakeholder expectations, effective in facilitating successful outcomes from a diverse workforce and inmate population.

The candidate will be able to build coalitions internally, and with other agencies and individuals to achieve common goals, and possess the ability to strategically manage human, financial, and information resources.

QUALIFYING EXPERIENCE AND EDUCATION

A Bachelor's degree from an accredited college or university in criminology, psychology, sociology, public administration, business administration, political science or similar field.

Executive experience managing one of the following: a large civilian corrections facility; a separate corrections department in a county or state; or a large corrections or custody division or bureau within a law enforcement agency. Experience must include directing operations with multiple staff levels, diverse inmate populations, and pretrial facilities.

LICENSE AND CERTIFICATE:

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

- Master's degree in criminology, psychology, sociology, public administration, business administration, political science or similar field.
- Successful turnaround experience in a law enforcement organization experiencing operational or managerial challenges.
- Demonstrated success in developing and implementing data tracking, and statistical analysis of large law enforcement data sets.
- Experience in corrections or law enforcement servicing a highly diverse inmate population.
- Professionally active in corrections or law enforcement professional networks, for example, National Institutes of Corrections or the NIC Large Jail Network. Certified Corrections Executive (CCE) or Certified Corrections Manager (CCM) certification from the American Corrections Association.

COMPENSATION

ANNUAL SALARY: \$177,505 - \$268,669 (MAPP RANGE R20)

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

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 participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

If the candidate is a "new member" of the County's defined benefit plan (LACERA) on or 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 on or 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** – 10 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 \$400 per month tax-free, to Health Care and Dependent Care Spending Accounts. 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** – 11 paid days per year.

