

TO BE CONSIDERED

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

1. Candidate's ability to meet the requirements as stated in the **QUALIFYING EXPERIENCE & EDUCATION** 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.

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.

COMPENSATION & BENEFITS

ANNUAL SALARY – \$142,883 — \$216,264

This position is subject to the provisions of the County Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range 17. The successful candidate may be appointed to any salary within the range, depending on qualifications.

BENEFITS PLAN – 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 may choose either a contributory or non-contributory defined benefit plan.
- 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 1 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.

Resume, including cover letter and record of accomplishments, will be reviewed and evaluated as received. Materials received by March 23, 2012, will receive first consideration. Electronic submittals are preferred.

Please submit your resume to the following e-mail address: ExecutiveRecruitment@hr.lacounty.gov

Please be sure to indicate the position title **Chief Deputy Director, Children and Family Services** in the subject line of your e-mail.

Confidential inquiries welcomed to:

LAZARO GONZALEZ
Department of Human Resources
Executive Services Division
Kenneth Hahn Hall of Administration
500 West Temple Street – Room 555
Los Angeles, CA 90012
Telephone: (213) 974-2786
Fax: (213) 613-4773

This announcement may also be downloaded from the COUNTY OF LOS ANGELES website at: <http://hr.lacounty.gov>

The County of Los Angeles is an Active Equal Opportunity Employer

THE COUNTY OF LOS ANGELES



Invites Resumes For **CHIEF DEPUTY DIRECTOR, CHILDREN & FAMILY SERVICES (UNCLASSIFIED)**



Filing Period
March 7, 2012 — Until the Position is Filled

THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles 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

Established in 1984, the Los Angeles County Department of Children and Family Services (DCFS) is the public agency charged with ensuring that children grow up safe, physically and emotionally healthy, educated and in permanent homes. DCFS works to ensure that all children have a connection to family, friends, schools and neighborhoods and provides services to children and their families when they are at-risk due to actual or potential child abuse, abandonment, neglect or exploitation.

The average daily caseload of about 45,500 active cases is served by the DCFS through 18 offices located throughout Los Angeles County including metropolitan Los Angeles, the Antelope Valley, San Gabriel Valley, San Fernando Valley and the South Bay area. The department maintains a culturally diverse workforce and serves a culturally diverse County and communities. The DCFS had an annual budget of more than \$1.8 billion and funding for approximately 7,329 positions.

THE POSITION

This position is unclassified, reports to the Director of Children and Family Services, and is distinguished by its executive authority and administrative responsibility for assisting the Director in planning, evaluating, and directing all day-to-day operations of the department, with particular emphasis on the overall administrative responsibility for direct services to children and their families.

The major program responsibilities include: emergency response, family maintenance, family reunification, and permanent placement services. Incumbents must possess a thorough knowledge in the principles of management, the ability to analyze and recommend solutions to complex management issues, the skill to communicate effectively in both written and oral form, and the ability to work effectively with various public and private sector agencies and the public.

KEY RESPONSIBILITIES

- Formulates and implements departmental policy related to children and their families, including programs related to emergency response, family maintenance and reunification, permanency planning, adoption services, and emancipation services.
- Directs, through subordinate managers, the execution and evaluation of work accomplished related to all direct services provided to children and their families.
- Provides direction to the Senior Deputy Director, Deputy Directors, and other senior managers within the service bureaus.
- Assesses service bureau operations and ensures compliance with professional and legal standards.
- Represents the department at public meetings and hearings, interprets programs and policies to the media, and maintains liaison with other jurisdictions.
- Acts for the Department Head in their absence.

QUALIFYING EXPERIENCE & EDUCATION

MINIMUM REQUIREMENTS:

A Master's degree in social work or a Master's degree in a related social science from an accredited college or university or a Juris Doctorate from an accredited college or university, -

-AND-

Seven years of experience in professional social work in the field of social services, five years of which must have been in an administrative capacity developing and implementing goals, objectives, policies and procedures; and assigning and evaluating work through subordinate managers for a large health or social services agency. Two additional years of the experience in an administrative capacity may be substituted for the Master's degree or the Juris Doctorate.

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

- Demonstrated experience in the implementation and management of one or more of the major strategies used by DCFS, which include: Structured Decision-Making, Team Decision-Making, Concurrent Planning Redesign, Permanency Partners, and Point of Engagement.
- Demonstrated knowledge and experience with Title IV-E funding; and federal, state, and local statutes and ordinances affecting governmental finance and flexible funding for social services.
- A Doctoral degree in social work or a related social science from an accredited college or university.
- Demonstrated experience working with public officials, other public agencies, legislative bodies, community groups, private and non-profit agencies, department clients, stakeholders, related and non-related caregivers, and the public.
- Strong written communication skills, including experience with the preparation of position papers and reports to local, state and federal agencies, committees, private agencies, and commissions.
- Strong oral communication skills, including effective presentation skills, to provide clear and concise information to staff, as well as community agencies or organizations, the news media, community groups, commissions, or committees.
- Demonstrated ability to foster teamwork throughout the organization.

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted on the resume 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 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 Children & Family Services for final selection.

