

## THE SELECTION PROCESS

Each candidate's experience and qualifications will be evaluated based on 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 to be considered. Only the most qualified candidates will be invited to participate in the selection process. The names of the candidates will be submitted to the Department Head for final selection.

NOTE: A background investigation will be completed on the candidate recommended for this position.

## TO BE CONSIDERED

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary and special qualifications. Resume should include the following:

- Names of schools, colleges, or universities attended, dates attended, degrees earned and field(s) of study. Please enclose verification of licenses, degree(s), and certificates together with the resume.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number of composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

### SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call (323) 869-7124 (ADA Coordinator—Voice); (TTY); (800) 735-2922 (CRS). Any applicant for county employment who has been convicted of worker's compensation fraud is automatically barred from employment with the County of Los Angeles.

IVOLUNTARY 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](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.

## TO BE CONSIDERED—Continued

- Information required to determine if the candidate meets the Qualifying Education and Experience Requirements and Desirable Qualifications sections of this recruitment announcement.

Please submit cover letter, resume, supplemental questionnaire, record of accomplishments, verification of degrees, and current salary information to the following e-mail address: [ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov) by September 25, 2014. Indicate the position title of ChiefDepFire in the subject line of your e-mail. Electronic submittals are preferred.

Confidential inquiries welcomed to:  
BILL DUKES  
Department of Human Resources  
213.974.2454  
[wdukes@hr.lacounty.gov](mailto:wdukes@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



## COUNTY OF LOS ANGELES CAREER OPPORTUNITY

# CHIEF DEPUTY, BUSINESS OPERATIONS, FIRE (Unclassified)



### FILING PERIOD

August 27, 2014 – September 25, 2014

### ANNUAL SALARY

\$181,056 - \$274,042 (R20)

The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan.





*The County of Los Angeles Fire Department has a rich and unique history, which is full of innovation and many accomplishments. From designing the 911 system and initiating a paramedic program in the 1970's, to the current day USAR and Homeland Security sections, Los Angeles County's Fire Department is a leader and model to other departments around the world. Their ability to develop new techniques and equipment to fight fires of all kinds has benefited not only the residents served, but the fire service in general, both nationally and internationally.*

*The current departmental budget is over \$1B and includes funding for 3,964 positions.*

## THE POSITION

The Chief Deputy, Business Operations, Fire (Chief Deputy) is unclassified and distinguished by its executive and administrative responsibility for assisting the County Forester & Fire Warden (Fire Chief) in planning and directing several of the Department's bureaus.

### KEY RESPONSIBILITIES

- Assists the Fire Chief in planning, organizing and directing all business operations of the Fire Department including formulating and preparing policies, programs, and procedures, managing of personnel and equipment, and developing short-term goals and long range objectives for departmental operations and the achievement of those goals and objectives.
- Recommends the adoption, amendment, and enactment of County ordinances, resolutions and regulations, federal and state statues, and the County Charter in order to provide effective, efficient, and economical administration of the Department.
- Provides direction to the Deputy Chiefs and other senior managers of the Fire Department.
- Directs and evaluates investigations of public complaints pertaining to the activities of employees of the Department.
- Establishes and maintains liaison with the public, community groups, professional organizations, elected officials, and other County departments.
- Participates in the development and administration of the Fire Department budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures on behalf of the Fire Chief.
- Assists in making periodic reports to the Board of Supervisors regarding the accomplishments of the Department.
- Assists in efforts to improve operations and streamline work processes; works cooperatively and jointly to provide quality seamless customer service.
- May exercise the authority of the office of the Fire Chief in his/her absence and perform the duties therein.

## THE IDEAL CANDIDATE

The ideal candidate will have 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. This individual must be proactive and able to work effectively as part of an executive management team, with the ability to manage multiple high level managers and coordinate operations to achieve Departmental goals.

He or she will be a critical and analytical thinker, someone with the ability to motivate and obtain successful outcomes from diverse groups of personnel. The ideal candidate will demonstrate integrity that aligns with County values, and practice sound and effective decision-making.

### QUALIFYING EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree or higher -AND- five years of highly responsible management experience, including current experience in a position heading a bureau, branch, division, or similar, with responsibility for directing a major segment of a complex public services operation such as finance, budget, human resources, materials management, or information technology.

Such experience must have included providing administrative direction over business operations and managerial responsibility for the technical direction of personnel and management employees, development of procedures, budget preparation, and participation in policy formulation.



## DESIRABLE QUALIFICATIONS

- Graduation from an accredited college or university with a Master's Degree or higher in public administration, business administration, or a closely related field.
- Executive leadership experience in a local government organization requiring thorough knowledge and understanding of federal, state and local laws, regulations, and policies pertaining to human resources issues, and labor relations.
- Experience managing technology projects and a strong understanding of IT enterprise management concepts supporting a broad range of business strategies and technology requirements.
- Experience with managing effectively under California's Firefighter Bill of Rights.
- Experience developing and articulating a strategic vision in response to environmental and operational challenges and in obtaining broad-based consensus and support for the implementation of the organizational vision.
- Demonstrated skills and the necessary ability to develop long-term goals and objectives for a large public sector organization.
- Demonstrated ability to successfully provide service delivery improvements and efficiencies.
- Ability to communicate effectively with diverse groups, including elected and public officials, employee labor unions, advocacy groups, external organizations and the general public.
- Demonstrated experience with ensuring departmental hiring and promotional practices are consistent with equal opportunity employment policies.
- Exceptional written communication and interpersonal skills.