# THE COUNTY OF LOS ANGELES

*Invites Resumes for*

# Deputy Director, Animal Care & Control

(Unclassified)

**Restricted to the employees of the County of Los Angeles**

**Annual Salary:**
**$98,249 - $148,708**
**MAPP R11**

**Filing Period:**
**August 17, 2015 – August 22, 2015**

# The County of Los Angeles

*With a population of over ten 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 is governed by a five-member Board of Supervisors (Board) who are elected on a non-partisan basis and serve four-year staggered terms. As the governing body, the Board serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are 34 appointed department heads that report to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff) for a total of 37 major administrative units or departments that currently serve the needs of the County's residents.*

*Selected by Forbes Magazine as one of America's Best Employers of 2015, the County's annual budget for fiscal year 2015-2016 is $26.9 billion, with funding for approximately 106,000 positions to serve its diverse population.*

## ANIMAL CARE AND CONTROL

The Department of Animal Care and Control protects and promotes public safety and animal care through sheltering, pet placement programs, education and animal law enforcement. It is the largest animal control agency in the nation, patrolling more than 3,200 square miles and sheltering 90,000 animals a year. The Department serves 48 contract cities and all of the unincorporated areas of Los Angeles County.

The Department operates six animal shelters in the cities of Downey, Carson, Baldwin Park, Lancaster, Castaic and Agoura Hills. Field services are provided 24 hours a day, seven days per week. Each shelter has a veterinary medical clinic where all adopted animals are spayed or neutered prior to placement. Low-cost vaccination services are provided at the clinics, as well as through community outreach programs at various locations throughout the County. The Department has a budget of $41 million and includes funding for approximately 387 positions.

The Department enforces state animal laws, as well as Title 10 (Animals) of the County Code. Enforcement actions include protecting animals from abuse and neglect, reducing the number of stray animals, licensing animal establishments, enforcing laws regarding vicious or dangerous animals, and licensing domestic dogs and cats to protect public health from rabies exposure. The Department provides rescue operations for animals trapped in dangerous settings or during emergency response, including fires, earthquakes and other natural disasters.

## THE POSITION

This unclassified position reports to the Chief Deputy Director, Animal Care and Control, and is responsible for assisting in the overall administration of the Department of Animal Care and Control, including overseeing animal control field operations, animal care facility management, and special programs. The incumbent must possess specialized knowledge of state laws and County ordinances governing the impounding, sheltering, licensing, and treatment of wild and domestic animals, placement of stray or abandoned animals, and legal requirements for providing a full range of such animal care and control services. The incumbent must be able to plan, control, direct and review operations through subordinate supervisors, including, but not limited to, Critical Case Processing Unit, Emergency Operations Unit, and the Department Communication Centers.

## EXAMPLES OF DUTIES

- Assists the Chief Deputy Director in planning, organizing, and directing departmental operations and ensures the effective integration of field animal care and control service units within the Department.
- Directs and participates in the development of both short term goals and long range objectives of departmental operations as mandated by the Board of Supervisors.
- Plans, organizes, directs and evaluates work through subordinate managers, including development and implementation of policies, procedures and systems.
- Prepares and submits annual program and operational budgets based upon projection of service requirements to ensure shelter operations and field enforcement services are maintained.

- Maintains effective relations with other County departments, federal, state and local agencies and community groups, to handle problems with mutual responsibility such as fires, rabies control, quarantine, beach patrols, and arrest scenes.

- Resolves resident complaints concerning the level of service provided, citations issued, and the collection of delinquent license fees.

- Monitors the efficiency and effectiveness of operational activities and recommends ways to increase productivity.

- Directs, through subordinate managers, the investigations of reports of inhumane treatment of animals, sale and collection of animal license fees, and the impounding, feeding and care of abandoned animals.

- Works collaboratively with adoption partners, volunteers and community members.

## MINIMUM REQUIREMENTS

Option 1: Five years of experience in a senior* management capacity in charge of the operations of an animal shelter and care facility, including personnel and financial management at a large and complex public or nonprofit agency serving a population of 75,000 or more.

Option 2: A Bachelor's degree in animal science, public administration, or a closely related field from an accredited college or university and three years of experience in a senior* management capacity in charge of the operations of an animal shelter and care facility serving a population of 75,000 or more.

Option 3: Seven years of experience in a senior* management capacity directing a major organizational unit at a large and complex public or non-profit agency serving a population of 75,000 or more.

*Senior management is defined as experience directing the activities of a major division within an organization, including the development of procedures, budget preparation, finance, human resources, the direction of supervisory employees, and participation in policy formulation.

**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

- Extensive experience planning and conducting animal law enforcement activities.
- Knowledge of the criminal justice system as it relates to animal welfare, including, but not limited to, search and seizure laws, evidence collection and chain of evidence rules, Miranda rights, crime scene investigation techniques, and report writing.
- Knowledge of local, state, and federal animal welfare and anti-cruelty laws.
- Knowledge of animal husbandry, including, but not limited to, species and breed identification, animal feeding and nutrition, identification of injuries and illnesses, environmental and housing needs, knowledge of exotic animal husbandry, and animal behavior.
- Ability to work in a shared leadership model.

## COMPENSATION/BENEFITS

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). This position will be compensated at MAPP Range R-11 ($98,249 - $148,708). Placement within the range will be commensurate with candidate's qualifications and current salary.

**Benefits**: The County of Los Angeles provides an excellent benefits 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) 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 days per year with the option to buy 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 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** – Eleven paid days per year.

## 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

Highly qualified candidates are invited to submit a statement of interest and resume detailing their education, experience, positions held, current salary, and special qualifications information. Submission should include **ALL** of the following:

1. Names of schools, colleges or universities attended, degrees earned and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
2. Name of each employer, job title, size of organization, monthly salaries, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.
3. Information required to determine if the candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

*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.*

Please submit the statement of interest, resume and supporting documents to:

**Luat Nguyen**
**Department of Animal Care & Control**
5898 Cherry Avenue
Long Beach, CA 90805
Phone: (562) 256-7101
Fax: (562) 422-3187
E-mail: lnguyen@animalcare.lacounty.gov

## 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 contact the ADA Coordinator at (562) 462-2276. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922 or (800) 897-0077.

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.00.110).

## 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 www.socialsecurity.gov or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

This announcement may 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**