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 **Minimum Requirements** 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.

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

Luz Luna Sepulveda
Department of Agricultural Commissioner/Weights and Measures
12300 Lower Azusa Road
Arcadia, CA 91006
Telephone: (626) 575-5464
Facsimile: (626) 652-0740
E-Mail: hr@acwm.lacounty.gov
Website: http://acwm.lacounty.gov

NOTE: This office is closed on Fridays. Resumes filed at any other County location will not be accepted.

COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM: In an effort to improve compliance with court-ordered child, family, and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number, and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

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 or help in order to apply for a position or require special testing arrangements may call: (213) 974-1087 (Voice) to request accommodation. Hearing impaired applicants with TTY equipment may leave messages by calling (626) 575-5520. The Department will attempt to meet reasonable accommodation requests whenever possible.

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 (County Code Section 5.12.110).

EMPLOYMENT ELIGIBILITY INFORMATION: Final appointment is contingent upon verification of U.S. Citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, **within (3) business days** of hiring, which show satisfactory proof of: 1) identity, 2) U.S. employment eligibility.

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 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

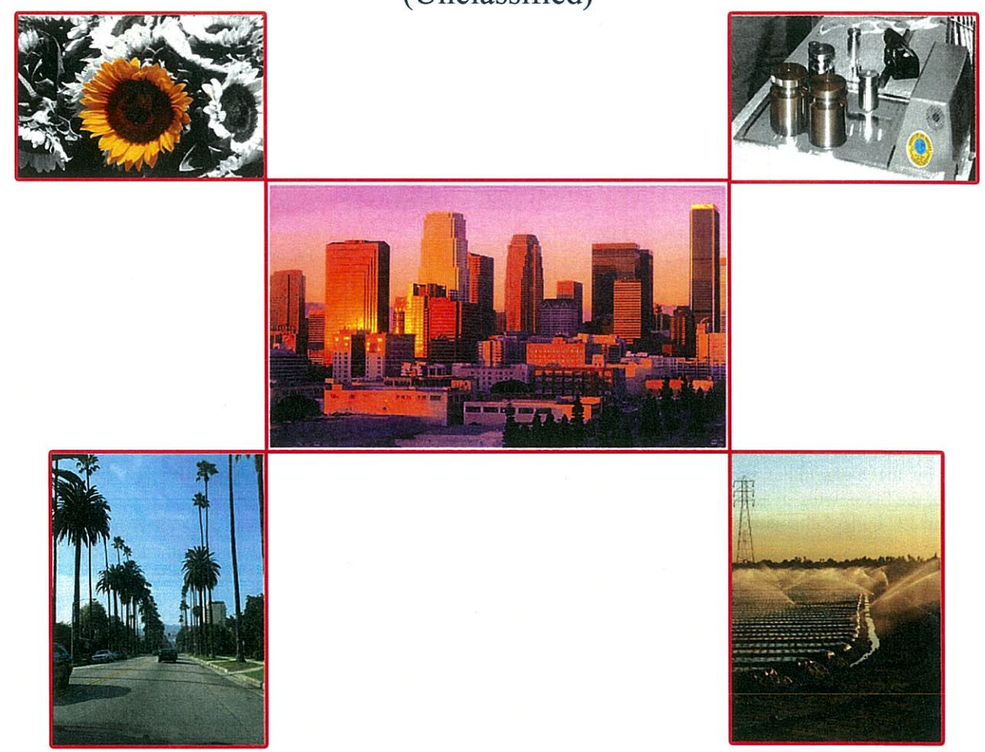
This announcement may be downloaded from the COUNTY OF LOS ANGELES website at:
http://acwm.lacounty.gov

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

The County of Los Angeles
Department of Agricultural Commissioner/Weights and Measures
INVITES RESUMES FOR

Deputy Director, Agricultural Commissioner/ Weights and Measures

(Unclassified)



ANNUAL SALARY
$86,124 TO $130,355

FILING PERIOD:
March 13, 2012 – March 28, 2012

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 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 AGRICULTURAL COMMISSIONER/ WEIGHTS AND MEASURES

Established in 1881, the Los Angeles County Department of Agricultural Commissioner/Weights & Measures protects the health and safety of the County's residents and improves the quality of the environment through the enforcement of federal, State, and local laws and regulations. The variety of services provided by the Department is unparalleled in other counties throughout the State, with an annual budget of approximately $39 million and 392 budgeted positions.

THE POSITION

The Department of Agricultural Commissioner/Weights and Measures is offering a challenging career opportunity for an energetic, self-motivated individual to assume the position of Deputy Director, Agricultural Commissioner/Weights and Measures. This unclassified position reports directly to the Chief Deputy, Agricultural Commissioner/Weights and Measures and is responsible for assisting in the administration of the Department by managing one of the Department's five major Bureaus: Environmental Protection, Weed Hazard/Pest Management, Weights and Measures, Pest Exclusion and Produce Quality, or Environmental Toxicology Laboratory Services. Deputy Directors represent the Department and the County of Los Angeles to other agencies on sensitive and complex issues.

EXAMPLES OF DUTIES

Assists in the administration of the Department of Agricultural Commissioner/Weights and Measures with particular management responsibilities for one of the Department's bureaus, including planning, controlling, directing, and reviewing the work of subordinate managers.

- Develops and manages the budget for the assigned bureau.
- Directs the coordination of work of the assigned bureau with other bureaus and maintains effective working relationships.
- Reviews violations and recommends cases for civil or criminal prosecution.
- Negotiates and manages contracts for services with governmental agencies, private companies, and property owners.
- Directs the review and analysis of legislation, regulations, and policy changes proposed at the state, local, and federal levels.
- Directs and evaluates the operational priorities and goal attainments of the divisional deputies.
- Advises and assists in formulating and implementing changes in Department policy and procedures.
- Participates on regional and statewide advisory committees and prepares position papers on statewide issues.
- Represents the Department before the Board of Supervisors and their staff, the Chief Executive Officer, the Office of County Counsel, and other County departments.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE: One year of experience managing a major program for a California County Agricultural Commissioner/Weights and Measures Agency at the level of Deputy Agricultural Commissioner/Sealer, or equivalent experience with the California Department of Food and Agriculture or USDA.

LICENSES: Possession of a valid State of California Deputy Agricultural Commissioner – **AND** - Deputy County Sealer of Weights and Measures licenses.

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 knowledge, skills, and abilities required to manage or assist in the management of an organization. Such management includes directing or assisting in the direction of budget, personnel, fiscal, supply, and other administrative functions of an organization, as well as line or technical functions.
- Experience in legislative analysis or liaison experience with state or federal legislative bodies, including recommending and introducing new legislation, setting program and strategic goals and objectives, and monitoring and evaluating their progress and effectiveness.
- Demonstrated ability to manage revenue-generating activities in a public sector environment.
- Demonstrated knowledge, skills, and abilities required to work with public officials, commercial and industrial representatives, community groups, private citizens, and the communications media.
- Excellent verbal and written communications skills.
- Demonstrated ability to formulate and implement comprehensive agricultural/weights and measures programs.
- Additional education in the fields of public or business administration/management, or in an agricultural science or related field such as agronomy, pomology, entomology, forestry, plant pathology, or zoology.
- Demonstrated ability to manage a complex budget of a major part of an organization.
- Demonstrated ability to provide direction and supervision for divisions organizationally assigned to bureau.
- Ability to accomplish objectives through others by setting goals, delegating responsibilities, and holding subordinates responsible for achievement, monitoring progress and rewarding success.

COMPENSATION & BENEFITS

ANNUAL SALARY: $86,124 - $130,355 (R10)

This position is subject to the provision of the County's Management Appraisal and Performance Plan (MAPP). Salary placement will be commensurate with candidate's qualifications, salary history, and professional career accomplishments.

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 may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees **DO NOT** pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.
- **Cafeteria Benefits Plan** – The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life, and AD&D insurances. (**NOTE**: Not applicable to County employees who are currently in Flex.)
- **Non-Elective Days** – 10 paid days per year with the option to buy an additional 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
- **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.

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 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 Agricultural Commissioner/Director of Weights and Measures for final selection.