

Resume should include ALL of the following:

1. Names of schools, colleges or universities attended, dates attended, degrees earned and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
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. Information required to determine if 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:

WANDA HAZEL

**Departmental Human Resources Manager III
Department of Children and Family Services**

DCFS – Headquarters
425 Shatto Place, Room 103
Los Angeles, CA 90020
Phone: (213) 351-5535
Fax: (213) 351-2476

E-mail: hazelw@dcfs.lacounty.gov

**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 may call: (213) 738-2057 (ADA Coordinator – Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).

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 5.12.110).

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 three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 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 (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.

This announcement may be downloaded from the COUNTY OF LOS ANGELES website at:

<http://dhr.lacounty.info>



The County of Los Angeles is an
Active Equal Opportunity Employer

BULLETIN

THE COUNTY OF LOS ANGELES

**Invites Resumes
for**

Executive Assistant, Children & Family Services

(UNCLASSIFIED)



**Annual Salary:
\$99, 524 – \$150, 637
MAPP Range R12**

**FILING PERIOD:
December 8, 2010 – Until the Position is Filled**

THE COUNTY OF LOS ANGELES

The County of Los Angeles, with a population of approximately 10 million people, 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 serves as both the executive and legislative authority of the largest and most complex county government in the United States. A change in the governing structure of the County has all Department Heads reporting to the Chief Executive Officer with the exception of elected officials (Assessor, District Attorney, and Sheriff), the Fire Chief, the Auditor-Controller, the County Counsel, and the Executive Officer of the Board of Supervisors.

The County has an annual budget in excess of \$23 billion, and 37 major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.

THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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. With an annual budget of more than \$1.5 billion and diverse staff of approximately 7,000 employees, DCFS serves children and families through 18 offices located throughout Los Angeles County including Los Angeles, Lancaster, San Gabriel Valley, San Fernando Valley and the South Bay area.

POSITION OVERVIEW

The Executive Assistant, Children and Family Services, provides specialized staff assistance to the Director of Children and Family Services, including acting as a liaison and coordinator for the Director within the Department and within agencies and jurisdictions; provides administrative

and professional assistance and services; and oversees staff and programs in the Director's office. The incumbent must possess a thorough knowledge of the principles of professional social work or program development and planning in the field of child welfare and of applicable state laws and regulations, skill in communicating effectively orally and in writing, and the ability to work effectively with various officials and members of the public.

EXAMPLE OF DUTIES

The Executive Assistant's duties include, but are not limited to, the following:

- Serves as liaison for the Director of Children and Family Services with Department staff and with other departments, agencies and jurisdictions, including the news media, community groups, commissions and committees.
- Represents the Director of Children and Family Services at meetings and conferences, as directed, and prepares and disseminates meeting information.
- Responds in writing or orally to sensitive or controversial inquiries or complaints.
- Assists the Director of Children and Family Services in formulating, developing and implementing objectives, goals, programs and policies.
- Investigates and makes recommendations in connection with departmental operations, including policies, functions, organizations, and procedures to increase the efficiency and effectiveness of the Department.
- Monitors the work of staff on assignments made by the Director, and prepares reports, memoranda and letters for the Director.
- Conducts special studies dealing with a wide range of subjects affecting departmental operation.
- Utilizes data and statistical analysis tools to support information collection for decision making.
- May supervise other staff positions assigned to the executive staff.

MINIMUM REQUIREMENTS

OPTION I: A Master's degree from an accredited college or university – AND – 4 years of experience in professional social work in the field of child welfare. At least 2 years of this experience must have been in a supervisory capacity or highly responsible administrative, advisory or staff capacity making recommendations for the solution of problems of organization, procedure, program, budget or personnel. OPTION II: A Bachelor's

degree from an accredited college – AND – 6 years of experience in a supervisory capacity or highly responsible administrative, advisory or staff capacity making recommendations for the solution of problems of organization, procedure, program, budget or personnel. At least 3 years of this experience must have involved performing work related to child welfare issues including developing children's programs, writing policies and procedures, administering budgets and analyzing and making recommendations regarding pending legislation. Two additional years of experience in a supervisory capacity or highly responsible administrative, advisory or staff capacity may be substituted for the Bachelor's degree.

License: A valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- A Master's or Bachelor's degree in social work from an accredited college or university.
- Demonstrated experience working with public officials, governmental agencies, community groups, stakeholders and the public.
- Demonstrated knowledge and experience with child welfare issues, policy analysis and initiatives.
- Extensive supervisory experience in a public sector social services agency.
- Demonstrated experience conducting studies of an organization's policies, procedures, programs and processes.
- Strong written communication skills, including experience with speech writing and the preparation of departmental correspondence.
- Strong oral communication skills including effective presentation skills to provide clear and concise information to community agencies or organizations, the news media, community groups, commissions or committees.

COMPENSATION & BENEFITS

ANNUAL SALARY – \$99,524 - \$150,637

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 (MAPP). The salary range for this position is MAPP Range R12.

BENEFITS – The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs.

▶ **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%.

▶ **Cafeteria Benefit Plan** – The MegaFlex Benefits Plan is a cafeteria plan 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 Benefits 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 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.

▶ **Flexible Spending Accounts** – Employee 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 Director of Children and Family Services for final consideration.

NOTE: An extensive background investigation will be completed on the candidate selected for this position.

FILING INSTRUCTIONS

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