

**EXECUTIVE DIRECTOR, COMMISSION ON HIV
(Unclassified)**

COMPENSATION AND BENEFITS

The annualized salary range for this position is \$98,249 to \$148,708. The starting salary will depend on qualifications, salary history and career accomplishments. Specific salary placement will be based upon evaluation of a candidate's overall ability to provide exemplary leadership to the County. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 11.

In addition, Los Angeles County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs as detailed below.

Retirement Plan - The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pension will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013 - that is, someone first employed by the County on or after December 1, 2012 - 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 - 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 employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

Non-Elective Days - Ten 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 \$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 of up to 4% of employee's salary.

Deferred Compensation Plan (457) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Holidays - Eleven paid days per year.

SELECTION PROCESS

Qualified candidates are invited to submit a statement of interest along with a resume detailing the required experience.

Resume packets should include the following:

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

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 salary information.

Information must show that the candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

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 Assistant Executive Officer of the Board of Supervisors, for final selection.

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

HOW TO APPLY

Send resumes (email preferred) to Barbara Aldana. Resumes will be considered as they are received. The recruitment will remain open until the position is filled.

Executive Office of the Board of Supervisors
HUMAN RESOURCES DIVISION
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 374
Los Angeles, CA 90012
Email: BOS-ExecutiveRecruitment@bos.lacounty.gov

*The County of Los Angeles is an
Equal Opportunity/ADA Employer.*

Additional information about Los Angeles County can be found at www.lacounty.gov

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(UNCLASSIFIED)**

Filing Period: June 9, 2015 – Until the needs are met

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

Board of Supervisors

Hilda L. Solis	First District
Mark Ridley-Thomas	Second District
Sheila Kuehl	Third District
Don Knabe	Fourth District
Michael D. Antonovich	Fifth District

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THE COUNTY

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 eight 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, Fire Chief, and Inspector General) that report directly to the Board. The remaining 25 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of 36 major administrative units or departments that currently serve the needs of the County's residents.

The County's annual budget for fiscal year 2014-2015 exceeds \$26 billion, with funding for approximately 100,000 positions to serve its diverse population.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors (Board), including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. A wide variety of other services are also provided to County departments and to the public which include staffing various County commissions, committees, and task forces; administering the Assessment Appeals Board, the County lobbyist ordinance and County's economic disclosure programs under California's Political Reform Act; and administering the Countywide Service Awards Program. The Department has a budget of \$167 million and includes funding for approximately 400 budgeted positions.

THE POSITION

The Executive Director, Commission on HIV provides leadership, administration and technical support to the Los Angeles County Commission on HIV, including directing, planning, and coordinating all Commission-related directives, programs, projects, services and activities.

KEY RESPONSIBILITIES

Directs staff operations and oversees the administration, coordination, and implementation of organizational policies, procedures, strategic planning, and Commission on HIV directives, programs, and services.

Directs the formulation, development, and implementation of programs, activities, and policies that support the Commission on HIV's planning and priority setting objectives and goals; evaluation and assessment of the Countywide HIV/AIDS service delivery system in partnership with the Department of Public Health's Division of HIV and STD Programs (DHSP), development of the Comprehensive HIV Services and STI Plan, and a range of administrative operations.

Responsible for guiding the processes for the recruitment, selection, development and evaluation of Commissioners.

Directs and oversees the development of planning directives and planning activity summaries for DHSP review and inclusion in applications and reports submitted to federal and state funders including the Health Resources and Services Administration (HRSA) and the Centers for Disease Control and Prevention (CDC); ensures compliance with federal-funder requirements for community planning composition, inclusion, roles, responsibilities, reporting and other deliverables in conjunction with DHSP.

Advises and provides technical consultation to the Commission, Board of Supervisors, committees, County departments, elected and appointed officials, and City, State and Federal agencies on the Countywide HIV/AIDS and STI treatment/testing issues and strategies.

Oversees the preparation of the annual budget for the Commission and monitors the Commission's financial management, allocation, and expenditure controls for all work activities.

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Attends all meetings of the Commission, its committees, task forces, caucuses and workgroups and participates in the discussion and formulation of the Commission's policy recommendations to the Board of Supervisors; acts as the Commission's representative and liaison to local and national Ryan White Program partners, HRSA, the California Office of AIDS, CDC and other federal and State partners, as needed.

Oversees the development and maintenance of Memoranda of Understanding (MOU), County Departmental Service Orders (DSOs), and other interagency agreements to procure services from the Department of Public Health's DHSP, the Executive Office of the Board of Supervisors, and other entities.

Directs the formulation, development, and implementation of community relations efforts to raise awareness and encourage community involvement in the planning activities of the Commission, and further develop public awareness of HIV/AIDS and STI testing and treatment issues and resources.

Oversees the development and monitoring of contracts with various professional specialists, experts and technicians engaged in furthering the work and initiatives of the Commission and its committees.

Identifies relevant issues for the Commission's and Board of Supervisor's consideration; develops and presents proposals for new and/or amended legislation to Federal, State, and local policy makers regarding statutes, laws, and regulations.



MINIMUM REQUIREMENTS

A Master's Degree or higher degree from an accredited college or university in Public Administration, Business Administration, Public Health, Social or Behavioral Science, or related field and five years of management experience in the health care sector with responsibility for overseeing the planning, development, administration, and evaluation of a public health or health care services focused organization or in the public sector overseeing the operations of large public health service delivery system, including a comprehensive HIV/AIDS care and treatment and prevention service delivery system. Four years of service on a health care public planning body may be substituted for two years of management experience.

DESIRABLE QUALIFICATIONS

Skill and ability to effectively analyze and manage highly complex issues.

Strong understanding of Medicare, Medi-Cal, health plan and IPA financing mechanisms.

Demonstrated skill at understanding and communicating to County stakeholders regarding the effects of the Affordable Care Act's implementation in Los Angeles County.

Ability to establish and maintain relations with legislative bodies, governmental agencies, County departments, the public, community stakeholders, consumers of HIV services, and other health jurisdictions.

Leadership skills and the ability to handle multiple, highly sensitive programs and priorities concurrently.

Ability to analyze and resolve issues relating to administrative policies and procedures.

Strong written, oral presentation and communication skills.

Experience making presentations to the Offices of the Board of Supervisors and other County executive level management personnel on issues related to a large public health service delivery system, including a comprehensive HIV/AIDS care, treatment or prevention service delivery system.