

## 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 Hiring Authority for consideration.



## 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 The Ideal Candidate and Qualifying Experience 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. This information will be kept confidential and utilized solely for required statistical purposes.*

**The County of Los Angeles is an Active  
Equal Opportunity Employer**

Resume, including cover letter and record of accomplishments, will be reviewed and evaluated as received.  
Electronic submittals are preferred.

Please submit your statement of interest and resume materials to the following e-mail address:  
[ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov).

Please be sure to indicate the position title **Senior Assistant, Chief Executive Officer** in the subject line of your e-mail.

Confidential inquiries welcomed to:

**BILL DUKES**  
Department of Human Resources  
Executive Services Division  
Kenneth Hahn Hall of Administration  
500 West Temple Street – Room 555  
Los Angeles, CA 90012  
Telephone: (213) 974-2454

This announcement may also be downloaded from the  
COUNTY OF LOS ANGELES website at:  
<http://hr.lacounty.gov>



## THE COUNTY OF LOS ANGELES Invites Resumes For

### SENIOR ASSISTANT CHIEF EXECUTIVE OFFICER (Unclassified)



**Filing Period: July 11, 2012 - Until the Position is Filled**

**Annual Salary: \$190,818 - \$288,819**



## 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 25 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five (35) 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 CHIEF EXECUTIVE OFFICE

The Chief Executive Office is responsible for a wide-range of activities, including managing and directing budget and operations, employee relations, compensation and classification, asset management, intergovernmental relations, risk management, service integration, and strategic planning. In addition to the Countywide budget, the CEO oversees a departmental budget in excess of \$107 million, with 513 budgeted positions.

## THE POSITION

This position reports to the Chief Deputy, CEO. This position is unclassified and is distinguished by its executive and administrative responsibility for preparing the County's annual budget, planning and implementing capital projects, the acquisition and leasing of facilities for use in County operations, and directing other programs under the control of the County's central agency.

## KEY RESPONSIBILITIES

The duties of the Senior Assistant Chief Executive Officer include, but are not limited to the following:

- Directs the overall management of technical and administrative staff preparing the County's annual budget, which is comprised of general funds, enterprise funds, special districts and special funds.
- Directs the analysis, coordination and monitoring of expenditures by County departments, special districts and funds.
- Coordinates with other CEO divisions, such as employee relations and compensation, to identify the fiscal impact of any potential or proposed changes to the compensation and benefits programs.
- Issues Countywide budgetary policies and procedures; and directs strategic planning and performance measurement system changes related to the budget.
- Directs the planning and preparation of long-term capital projects programs.
- Directs the acquisition and leasing of facilities to house County operations and public venues.
- Maintains liaison with a variety of elected officials, agencies, departments and other public and private agencies to develop constructive and cooperative working relationships.
- Directs the Countywide efforts in acquiring disaster recovery and rehabilitation funds from the state and federal governments.
- Directs the preparation of special studies, correspondence and reports as directed by the CEO and the Board of Supervisors.
- Provides expert advice on budgetary matters consistent with the department's leadership role.
- Facilitates client-related services and program integration and planning and collaborates within and across County departments and functions.

## THE IDEAL CANDIDATE

The ideal candidate should have a strong track record and reputation for success and proven leadership in a senior management position in a large and complex public sector environment. Candidates should also be results-oriented with a direct, yet approachable work style, effective in facilitating successful outcomes from a variety of groups and individuals.

The candidate selected will be nimble and flexible in addressing new and complex issues in a dynamic environment. Working with elected officials, state and federal counterparts, and the community, the candidate selected will collaborate with diverse and committed individuals.

## QUALIFYING EXPERIENCE

Seven years highly responsible administrative experience in a large and complex public or government agency dealing with a combination of fiscal, budgetary, legislative or similar issues. Two years of the required experience must have included planning, directing, administering, implementing, and evaluating multi-functional administrative and/or line operations in addition to strategic planning, policy and procedure development and implementation and evaluation of client/customer and program based improvement initiatives and recommendations.

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

## DESIRABLE QUALIFICATIONS

- Demonstrated ability in managing technical and professional staff in the preparation and management of budgets in varying size and complexity. Experience in directing system-wide projects and programs.
- Demonstrated ability to manage revenue-generating activities in a public sector or large health care environment.
- Demonstrated success in public health or health care finance as it pertains to health services delivery for a diverse and large population.
- Demonstrated knowledge of federal, state and county government health care or public health structures and functions as well as their programs and services.
- Experience analyzing legislation and budget proposals and their impacts on the programs and resources in county government.
- Experience in managing disaster recovery and rehabilitation funds.
- Education – A Bachelor's degree or higher in Business Administration, Public Administration or a related field.

## COMPENSATION AND BENEFITS

**ANNUAL SALARY** – \$190,818 - \$288,819

This position is subject to the provisions of the County Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range 21. The successful candidate may be appointed to any salary within the range, depending on qualifications.

**BENEFITS PLAN** – 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 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) on or 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 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** – 10 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 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** – 11 paid days per year.