

EXECUTIVE OFFICE



BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

COUNTY OF LOS ANGELES

CAREER OPPORTUNITY

DEPUTY EXECUTIVE OFFICER, CIVILIAN OVERSIGHT COMMISSION (COC)

Filing Period:
February 16, 2023 -
until the needs are met

Annual Salary:
\$143,103 - \$222,554

This recruitment will remain open
until the needs of the Executive Office
of the Board of Supervisors are met.





THE COUNTY OF LOS ANGELES

The County of Los Angeles serves a demographically and geographically diverse population of more than 10 million residents and has been listed as one of Forbes' Best Large Employers in 2022. Employing over 100,000 employees who work in roles as broad as law, civil engineering, public safety, healthcare, and human services, the County operates with an annual budget of over \$44.6 billion for the fiscal year 2022 - 2023.

The County is a Fair Chance employer, committed to diversity and inclusiveness in our workforce. We are a culturally diverse economic and cultural hub, driving major elements of the national and world economies. It is the center for arts, media, and entertainment for the world. It is unlike anywhere else in the world.

EXECUTIVE OFFICE

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors including preparing the Board's weekly agendas and its statement of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management, and other administrative services.

In addition, the Executive Office supports and staffs various County commissions, committees, and task forces. The Department has a budget of \$291 million and includes funding for approximately 484 budgeted positions.

DEPUTY EXECUTIVE OFFICER, CIVILIAN OVERSIGHT COMMISSION

The Deputy Executive Officer (DEO) provides expert leadership, administration, and support to the Civilian Oversight Commission (Commission), and its staff. This includes serving as the Executive Director in their absence, providing guidance and support to the Commission staff, directing the development and execution of the strategic and work plans, and serving as a liaison to the Commission, and key stakeholders.

The DEO will serve as a key public facing Executive Management role within the Commission. This unclassified position involves management of the Commission and is also responsible for planning and overseeing the day-to-day activities of the Commission. The position has direct oversight of budget, human resources, information technology, and performance metrics for all these areas.

Candidates must have the skills and abilities required to manage and lead a complex administrative government organization.

The candidate must maintain effective relationships with Elected Officials (including members of the Board of Supervisors), County Department Heads, Board Deputies, Board appointed Commissioners, and other public organizations. The position reports directly to the Executive Director, Civilian Oversight Commission.

KEY RESPONSIBILITIES

- Provides expert leadership and support to Commission Staff.
- Oversees the execution of the Commission's annual workplan and assists in the preparation of the biannual strategic plan for the Commission.
- Serves as the day-to-day manager and supervisor of Commission Staff.
- Oversees the annual work plan and strategic plan for the Civilian Oversight Commission.
- Oversees the annual budget process and ensures that the Commission operates within the prescribed budget.
- Assists the Executive Director in the coordination of and conducting of monthly Commission meetings, special Commission meetings, and public hearings.
- Develops, recommends, and implements management concepts, objectives, policies, projects, and systems for carrying out the work of the Commission.
- Analyzes, evaluates, and recommends changes in proposed and existing legislation affecting the Commission and/or the Los Angeles County Sheriff's Department.
- When necessary, represents the Commission before the Board of Supervisors, Commission, various community groups, boards, and other groups as required.
- Acts as a liaison between Board appointed commissioners and Board offices for policy issues as well as the Office of the Inspector General.
- Oversees the administrative support provided to the Commission, and ensures the Commission complies with Brown Act open meeting laws.
- May act for the Executive Director in their absence.
- Maintains effective relations and collaborations with other County departments, Board office staff, other governmental agencies, and the public.





MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Law, Human Services or related discipline. Two (2) years of senior management* experience responsible for overseeing, advising, counseling, instructing, or supervising the staff operations of a major division or project within an organization.

– OR –

Five years of senior management* experience responsible for overseeing, advising, counseling, instructing, or supervising the staff operations of a major division within an organization.

*Senior management experience is defined as the independent responsibility for directing, through subordinate supervisory staff, the analysis and resolution of complex problems related to budget, project management, organization, personnel or systems.

DESIRABLE QUALIFICATIONS:

Top candidates for this position must have a successful and verifiable career history by demonstrating the following:

- Juris Doctor Degree and admitted to the State Bar of California.
- Demonstrated knowledge of the Brown Act.
- Demonstrated skills and ability to effectively analyze and manage highly complex issues.
- Demonstrated ability to liaise with legislative bodies, governmental agencies, County departments, the public, and other outside jurisdictions.
- Demonstrated leadership skills and ability to handle multiple, highly sensitive programs and priorities concurrently.
- Demonstrated knowledge of government processes at the local, State, or federal level.
- Strong written and oral communication skills.

COMPENSATION AND BENEFITS

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The appointee will receive an annual salary, commensurate with qualifications, and earning history, as well as an excellent program of benefits that allow employees to choose the benefits that meet their specific needs.

The package includes:

Retirement Plan - New appointees will participate in a contributory defined benefit plan.

Cafeteria Benefit Plan - The County funds its cafeteria plan using tax-free contribution of an additional 14.5% to 17% of the employee's monthly salary.

Non-Elective Days - Ten (10) paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts - In addition to tax-free medical and dependent care spending accounts, the County contributes \$75 per month to an employee's 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 (457b) - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Holidays - Thirteen (13) paid days per year.

HOW TO APPLY

This position will be open from **February 16, 2023 – until the needs of the department are met**. This recruitment will remain open until the needs of the Executive Office of the Board of Supervisors are met.

Please click here to apply - [LINK HERE](#) and create an online profile to submit your application, cover letter, résumé, record of accomplishments, degree verification, and three professional references.

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

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 Executive Officer for final selection.

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

For confidential inquiries, please contact:

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