



HOLLY J. MITCHELL

LOS ANGELES COUNTY SUPERVISOR ♦ 2ND DISTRICT

COUNTY OF LOS ANGELES CAREER OPPORTUNITY



Senior Deputy, Legal Affairs and Real Estate/Capital Development Supervisor's Deputy IV (UC)

Filing Period:

October 3, 2023 – until the needs of the department are met

First consideration will be given to applicants who submit by October 16, 2023

Annual Salary Range:

\$133,895.52 – \$220,144.32

Open to all interested and qualified candidates.

THE COUNTY OF LOS ANGELES

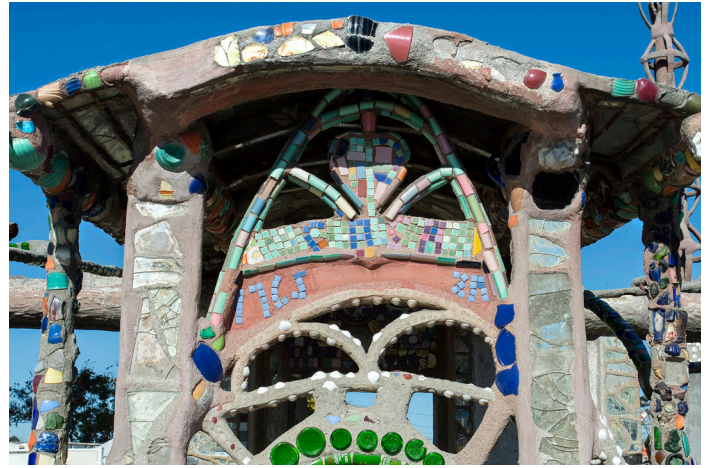
The County of Los Angeles (County), listed as one of Forbes' Best Large Employers in 2022, serves a demographically and geographically diverse population of more than 10 million residents. The County operates with an annual budget in excess of \$44 billion. Over 110,000 employees in 38 departments provide vital and wide-ranging services to the public.

BOARD OF SUPERVISORS, SECOND DISTRICT

Since joining the Board of Supervisors in December 2020, Supervisor Holly J. Mitchell has made poverty alleviation a countywide priority and has anchored an equitable recovery plan from the health and economic pandemic caused by COVID-19. In her first years as a County Supervisor, she created a landmark guaranteed income program, made Los Angeles County the first in the nation to phase out urban oil drilling, and has strengthened the County's ability to quickly respond to mental health crises among the unhoused.

POSITION DESCRIPTION

The Senior Deputy, Legal Affairs is responsible for handling a wide range of issues with a legal nexus and reviews all proposed policy from a legal lens. The Senior Deputy is the office's primary liaison with County Counsel. They should have a solid understanding of conflicts and ethics laws. This position also provides leadership on a wide variety of real estate and capital projects issues and will work closely with the Chief Executive Office Asset Management Branch and other County departments that are engaged in real estate and capital development projects.



The ideal candidate will be solutions-oriented with demonstrated experience with legal analysis, policy analysis, program development and implementation, and community engagement. They must be comfortable working in a fast-paced, dynamic environment. The candidate should also possess the ability to identify system change opportunities, recognize new approaches to challenges, and develop and communicate constructive solutions. Assignments require the use of care and discretion in the handling of confidential and sensitive information used to make decisions which significantly impact County programs, constituents, and operational functions.

Senior Deputies act as liaisons for the Supervisor with County departments, community partners, other local governments, state agencies, and constituents. They monitor policy issues at the local, state, and federal level and summarize information or make policy recommendations to keep the Supervisor and Chief of Staff informed. They also represent and articulate the Supervisor's position on issues that affect the District through verbal and written communication. Senior deputies provide briefs for the Supervisor in preparation for meetings, attend County and District-related events and meetings, and may deliver remarks, speeches and make presentations on behalf of the Supervisor.



KEY RESPONSIBILITIES

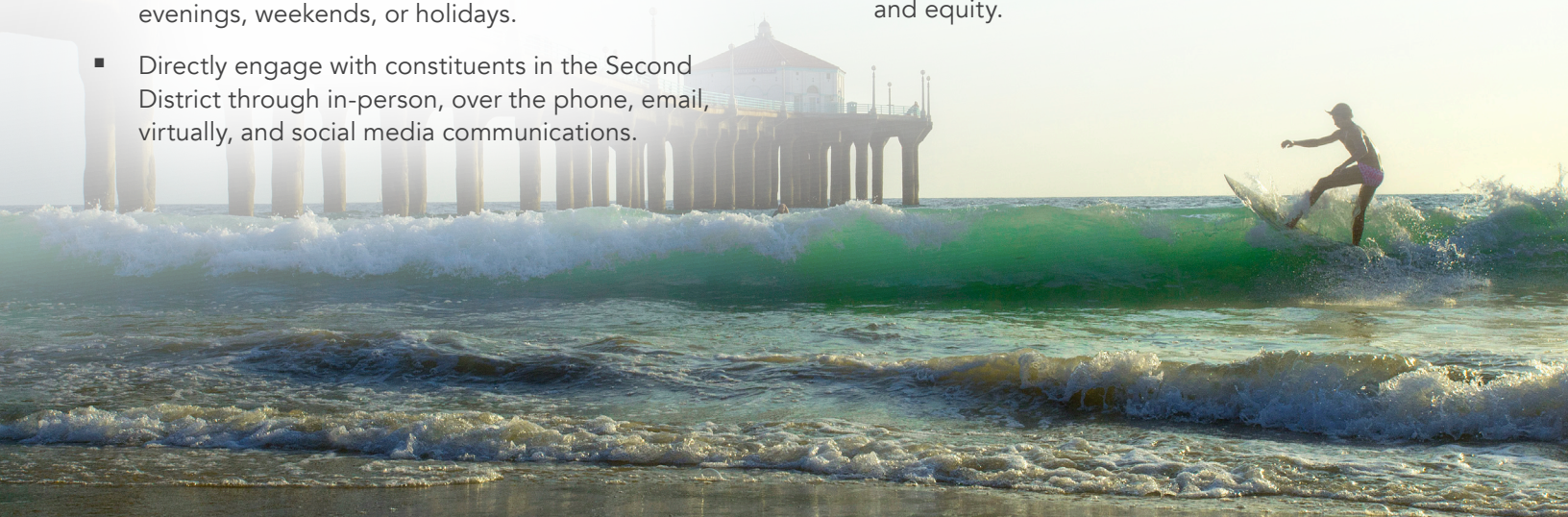
- Review legal analysis and provide recommendations for the Supervisor.
- Lead review of ethics and conflicts of interest laws and provide recommendations.
- Provide policy development, analysis, and recommendations for the Supervisor.
- Review real estate and capital project proposals with Chief Executive Office and impacted departments.
- Lead to internal process for analyzing the County's real estate and capital projects and developing long-term planning for the Second District.
- Serve as the Board office liaison to County departments such as County Counsel.
- Assist Second District staff understanding the legal requirements of disclosures and reporting and ensuring compliance.
- Attend and represent the Board office at appropriate cluster, policy, and committee meetings hosted by the County.
- Provide analysis and recommendations on Board motions.
- Advance the office's priorities to support the County efforts around improving equity and anti-racism.
- Engage with County staff, community partners, constituents, government agencies, and elected officials to communicate and advance the Supervisor's priorities to achieve mutual goals and objectives.
- Represent the Supervisor and the Second District at community events and meetings.
- Attend County and community events that take place during regular business hours and during evenings, weekends, or holidays.
- Directly engage with constituents in the Second District through in-person, over the phone, email, virtually, and social media communications.

MINIMUM REQUIREMENTS

- Juris Doctorate from an accredited institution.
- 5 years of experience working for a local or state government or a legal service nonprofit organization.
- Demonstrated experience working with local government, legal service organizations, and real estate/capital development projects.
- Demonstrated experience in completing legal analysis.
- Demonstrated experience in completing policy development and analysis.
- Demonstrated experience in reviewing and analyzing real estate and capital projects proposals and projects.
- Must possess a valid California Driver's license.

DESIRABLE QUALIFICATIONS

- Work or volunteer experience with local communities and familiarity with the Second Supervisorial District communities.
- Experience working in a fast-paced, multi-faceted environment with demonstrated ability to adapt and be fully prepared.
- Experience working with a broad array of stakeholders including government agencies, constituents, elected officials, community-based organizations, and advocates.
- Excellent interpersonal skills and problem-solving skills.
- Strong public speaking skills.
- Demonstrated commitment to social justice and equity.



COMPENSATION AND BENEFITS

Annual Salary Range: \$133,895.52 – \$220,144.32

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 **October 3, 2023 – until the needs of the department are met. First consideration will be given to applicants who submit by October 16, 2023**

Please prepare a cover letter, resume, and three references in one pdf document that can be submitted via email. Please save file with the following file name: [First Name] [Last Name] Legal Affairs Sr. Deputy. Send the pdf to **SD2Jobs@bos.lacounty.gov** with the subject line: Legal Affairs Sr. Deputy – [First Name] [Last Name].

Selection Process:

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 interview process.

An Equal Opportunity/ADA Employer