



department
of economic
opportunity

COUNTY OF LOS ANGELES

**ASSISTANT DIRECTOR,
WORKFORCE
DEVELOPMENT,
DEPARTMENT OF
ECONOMIC
OPPORTUNITY
(UNCLASSIFIED)**

**Applications accepted from
November 29, 2023 until
filled.**

Los Angeles County
DEPARTMENT OF

Human Resources



THE COUNTY OF *Los Angeles*

The County of Los Angeles serves a demographically and geographically diverse population of more than 10 million residents. Employing over 100,000 employees in 38 departments 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 \$46 billion for the fiscal year 2023 - 2024. The County is a Fair Chance employer, committed to diversity and inclusiveness in its workforce. It is 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 – unlike anywhere else in the world.

Department of Economic Opportunity

The Department of Economic Opportunity seeks to advance an economic strategy that attracts new regional investments; unlocks the full economic potential of our local industries, small businesses, workers, and community assets; creates more quality jobs, careers pathways, and opportunities for wealth generation; prioritizes resources for individuals facing the greatest barriers to success; and promotes an equitable, sustainable, and resilient future of work. The Department has the potential to reach 10 million residents, 4 million workers, and 250,000 businesses throughout LA County.

This Department has oversight over:

- **Workforce Development**

This workforce development team oversees the County's workforce development strategy and the implementation of the public workforce system, which seeks to increase economic self-sufficiency and mobility for all LA County young adult and adult workers, particularly those historically marginalized communities, and meet the talent needs of local businesses. The system includes the federally and locally funded American Job Centers of California, the Youth@Work program, and a variety of partnerships and programs for priority populations, which offer job preparation, job training, paid work experiences, supportive services, and job connections with hiring businesses for tens of thousands of County residents each year. The system also includes business supports, such as recruitment and training, layoff aversion, taxes and hiring incentives, and the collaborative development of High Road Training Partnerships and pre/apprenticeship models in growing and emerging sectors. The team also oversees the LA County Workforce Development Board, which provides policy and oversight for the second largest Local Workforce Development Area in California and serves 4 million residents, 57 of 88 cities, and 150 unincorporated areas in the region.

- **Economic and Business Development**

The economic and business development team oversees economic development policy and strategy and business and industry facing supports that ensure a thriving business community and a vibrant local economy, including entrepreneurship, small business services, business improvement, business attraction, retention, and expansion, capital access and lending, and real estate and capital development. The team manages initiatives, projects, programs, and services, such as Enhanced Infrastructure Financing Districts (EIFD), Opportunity Zones, the Small Business Concierge, the East LA Entrepreneurship Center, the Procurement Technical Assistance Certification (PTAC) program and County-specific business certification programs, local and targeted worker programs, the Renovate façade improvement program, the Catalytic Development Fund for development of County assets, various industry-specific revolving loan funds and investments in bioscience, film and digital media, and transportation among others. The team also issues the County's annual economic development scorecard that measures countywide impact. Finally, the team oversees the LA County Small Business Commission with Board-appointed Commissioners, who guide policy and programming that encourage small business start-up and growth.

The Assistant Director Workforce Development Opportunity

The Assistant Director of Workforce Development is an executive management position reporting to the Chief Deputy, with the responsibility for implementing the department’s mission and vision, driving organizational performance outcomes, and achieving community impact by developing and leading effective programs and services, priority initiatives, public-private partnerships, and system change efforts related to workforce development.

The Assistant Director directs a team of experienced managers and develops and maintains a culture where all workforce employees are enthusiastically engaged and there is trust at all levels of the organization. With this team, contractors, and other partners, they will design and deliver programs and services and create policy, systems, processes, and protocol that access and prioritize scarce resources, ensure high quality and consistent programs and services, ensure exceptional customer service and satisfaction, collect data and engage in evidence-based decision-making, evaluate interventions and support continuous improvement, align with CEO, Board, and Countywide priorities, and communicate outcomes and best practices for LA County workers and businesses. They will provide professional development to managers and lead in change management for the division through departmental transitions and the promotion of new organizational goals.

The Assistant Director will engage with executive leadership and key stakeholders, including departmental leadership, CEO, Board, City and County departments, Workforce Development Boards, state and federal agencies like the Economic Development Department, community-based organizations, community colleges, businesses and industry associations, labor unions, community members, and other key stakeholders critical to the success of division efforts and the promotion of a countywide economic development strategy.

The Ideal Candidate

This Assistant Director will be an inspiring leader with demonstrated experience navigating complex systems and organizational change, a knowledge of public workforce and economic development systems, deep compassion for and understanding of community need, particularly those most vulnerable community members and business owners, demonstration of data-driven decision-making, and commitment to equity and inclusive economic growth.

Minimum Requirements

Ten years of professional experience, including managing large teams and in relevant policy development and program design, a record of outcome performance and impact, strong budget management skills, demonstrated strong written and verbal skills, and demonstrated knowledge of key federal funding streams, including Workforce Innovation and Opportunity Act dollars.

LICENSE: A valid California Class “C” Driver 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 degree in Business Administration (MBA) or Public Administration (MPA) with a concentration in areas such as Leadership, Management, Marketing, Finance, or other relevant fields.
- Demonstrated experience achieving major organizational outcomes through subordinate managers.
- Demonstrated experience improving operations effectiveness using new technology.
- Experience in directing and/or developing strong strategic planning activities for large, complex organizations.
- Extensive experience managing responsive, customer-centric programs.
- Experience developing and implementing integrated, partnership-driven services in collaboration with other stakeholders such as departments, agencies, community groups, businesses, private organizations and the public.



Compensation

\$147,754 to \$229,787 annually. Starting annual salary will be dependent on qualifications and career accomplishments. This unclassified position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 13.

How to apply:

Please go to: <https://bit.ly/3NaGqiX> to create an online profile and submit your application, cover letter, resume, degree verification, and three professional references.



Benefits

The County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- Cafeteria Benefit Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% of the employee's monthly salary.
- Flexible Spending Accounts – In addition to tax-free medical 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.
- Non-Elective Days – 10 paid days per year with the option to buy elective annual leave days. Annual leave can be used for vacation, sick, or personal leave.
- Holidays – 13 paid days per year.



**For confidential inquiries,
please contact:**
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