

Los Angeles County Sheriff's Department EXECUTIVE CAREER OPPORTUNITY

# Assistant Sheriff, Administration/ Chief Financial & Administrative Officer



Los Angeles County  
DEPARTMENT OF

**Human Resources**



*Applications accepted beginning March 12, 2024 until the position is filled.  
First consideration will be given to candidates who file by March 31, 2024.*



## The County of Los Angeles

The County of Los Angeles serves a demographically and geographically diverse population of more than 9 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.



# The Department

The Los Angeles County Sheriff's Department (LASD) is the largest sheriff's department in the United States with a staff of over 17,000 sworn and civilian personnel and an annual budget of \$3.9 billion. The Sheriff's Department is the principal law enforcement agency for 42 contract cities and 130 unincorporated communities in Los Angeles County.

Covering an area of 4,000 square miles, LASD provides law enforcement services to over 9 million residents of Los Angeles County. The Department operates 23 patrol stations and provides law enforcement services and security for 48 Superior Court facilities, 9 community colleges, and the Metropolitan Transportation Authority.

The Department is also responsible for operating and maintaining the largest jail system in the United States, providing incarceration for all of Los Angeles County. LASD secures approximately 13,000 inmates daily in 7 custody facilities which includes providing food and medical treatment. Since taking the oath of office on December 5, 2022, Sheriff Luna has reinforced LASD's values of



integrity, ethics, accountability, transparency, and continuous improvement. He is implementing the pillars of 21st Century Policing within the organization and bringing the department into compliance with multiple settlement agreements and consent decrees. He has instituted a culture of innovation, encouraging his colleagues to assess areas that might warrant new thinking, including recruiting a civilian executive to oversee all financial and administrative operations.



## The Opportunity

The Los Angeles County Sheriff's Department is seeking an Assistant Sheriff, Administration/Chief Financial & Administrative Officer (CFAO) to report to the Undersheriff and serve as a key member of the leadership team. The Department's Leadership Team consists of the Sheriff; Undersheriff; three Assistant Sheriffs; the Assistant Sheriff, Administration/CFAO; and the Director of Constitutional Policing.

## Ideal Candidate

The ideal candidate for Assistant Sheriff, Administration/CFAO will:

- Develop a deep understanding of the Department's operations, strategy, and vision for the future to ensure that the financial, administrative, technological and personnel functions are aligned with the organization's overall mission and goals.
- Identify and evaluate creative opportunities in which the Department can reallocate resources, including personnel, increase revenue, or make additional investments in key priorities that support its mission.

- Maintain a balanced budget throughout the year to mitigate year-end restrictions.
- Communicate improvements and convey an attitude of resourcefulness to the Board of Supervisors, County Chief Executive Office, and other stakeholders.
- Instill trust and build credibility to both internal and external stakeholders.

## Key Responsibilities

The Assistant Sheriff, Administration/CFAO reports directly to the Undersheriff and provides strategic and operational leadership to Finance, Technology, Personnel, and Administration.

The incumbent will oversee approximately 2,800 employees sworn and professional staff across the following functional areas: financial programs; fiscal administration; facilities services and planning; personnel administration; labor relations and compliance; employee services; contract law enforcement; information systems; property management; lease negotiations; psychological services; training; scientific services (crime lab); communications; fleet management; and other administrative functions.



## Example of Duties

- Fosters an atmosphere of innovation to challenge the organization to think creatively, especially as it relates to allocation of resources.
- Assists the Sheriff in formulating, implementing, and evaluating the Department's strategic plan; aids the Sheriff in directing, managing, and administering the Department's operations.
- Directs the development, implementation, and operation of all fiscal program areas through subordinate managers to ensure maximum revenue collection/reimbursement, while maintaining compliance with applicable local, State, and federal regulations as well as County and departmental guidelines.
- Oversees the development and administration of the Department's budget, including the development of the yearly budget strategy; directs forecasting and planning for staffing, equipment, material, and supply needs; recommends program requests for funding consideration to the County Chief Executive Office and approves programs on behalf of the Sheriff.
- Ensures all budgets remain at or below established allocations.
- Identify and mitigate financial and operational risks.
- Provides expert advice on financial and personnel matters to internal and external stakeholders; provides direction to the Division Chiefs/Directors and other senior managers within the Department.
- Reviews legislative changes such as County ordinances and resolutions, federal and State statutes, as well as the County Charter, in order to determine impact on the Department with respect to its budgetary position, operations, and funding streams.
- Develops short-term goals and long-range objectives directing the activities of divisions and bureaus to achieve goals.

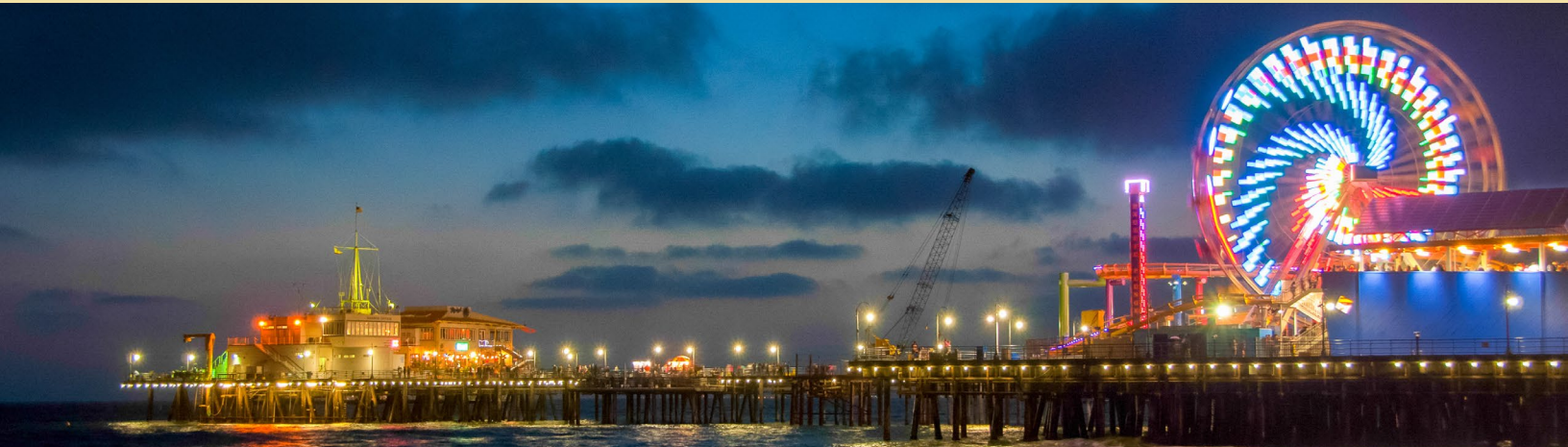


- Assists in efforts to improve operations and streamline work processes.
- Reviews technology needs; drives the creation of a technology roadmap and strategic plan.
- Oversee facility maintenance and planning efforts in the Department and the development of the Department's Capital Improvement and Major Maintenance Planning efforts.
- Assists with the expansion planning and/or reorganization of Department operations; initiates cost studies of recommended operations.
- Establishes and maintains relationships with the public, community groups, professional organizations, elected officials, and other County departments.
- Provides reports and information to the Board of Supervisors regarding departmental operations accomplishments or as directed.
- Review and oversee implementation of employee disciplinary actions, up to and including termination.
- Oversees the development of annual recruiting, hiring and training plans for the organization.
- Ensure that promotional processes for both sworn and non-sworn personnel are fair and equitable.
- Resolves operational and management issues, makes decisions that include multiple perspectives, and solves underlying challenges.
- Coaches, mentors, and develops staff.

# Qualifications

- *A Bachelor's degree in Finance, Accounting, Business, Public Administration or Public Policy, Criminal Justice Administration, or a closely related field is required.*
- *Ten years of progressively responsible management experience, including five years in a highly responsible management capacity\* with responsibility for directing a major segment of a large and complex public services (or private sector) operation such as financial programs, fiscal administration, human resources, contract law enforcement, or information technology.*
- *Such experience must have included providing administrative direction over business/ administrative operations and supervisory responsibility for the technical direction of personnel.*
- *Demonstrated experience in strategic planning and financial management; demonstrated knowledge of best practices.*
- *Ability to operate effectively in a public sector organization and culture, including collaboration with a variety of stakeholders at all levels inside and outside the Department.*

*\* Note: Highly responsible management experience is defined as experience directing the activities of a major bureau within an organization, including the development of procedures, budget preparation, the direction of supervisory employees, and participation in policy formulation. In the Sheriff's Department, highly responsible management capacity positions start at the level of Director, Bureau Operations, Sheriff.*



## Desirables

- Five years of experience providing financial advice to executive-level managers and making and/or negotiating fiscal and revenue-related decisions.
- A Master's degree or higher from an accredited college or university in Finance, Accounting, Business, Public Administration or Public Policy, or a closely related field is preferred.
- Demonstrated skills and ability to develop expertise in developing a long-term strategic operational and financial framework of goals and objectives for a large public-sector organization.
- Proactive and collaborative team player who can work effectively as part of an executive management team that includes sworn and unsworn personnel;
- Ability to manage multiple subordinate high-level managers and coordinate operations to achieve departmental goals.
- Prior work experience in a California County or city government, or California law enforcement agency.
- Possesses an understanding of the law enforcement community and has experience working with sworn personnel.
- Experience with large scale capital projects, particularly in areas involving extensive planning, design, construction, and ongoing maintenance that require collaboration between government agencies, private sector entities, and various stakeholders to ensure successful completion. Examples of such large scale projects would include major facilities such as jails, hospitals, and police stations among others.
- Excellent analytical and organizational skills.
- Possesses an exceptional ability to analyze, interpret, and forecast financial data and prepare financial reports, statements, and projects.
- Skilled at facilitating open and constructive dialogue; possess an exceptional ability to adeptly convey complex ideas to various groups such as the public, media, County department leaders, the Board of Supervisors, and concerned constituents, with diplomacy and finesse.
- Has an innate sense of creativity and demonstrated experience that shows an entrepreneurial approach towards problem-solving.
- Energy and enthusiasm for new and innovative ideas that can be readily implemented in a public-sector setting.





## Compensation

**Annual Salary: \$245,132 – \$381,230**

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 the MAPP Range of R20.

## Benefits

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

- **Retirement Plan** – The successful candidate will participate in a defined benefit plan.
- **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 of up to 4% of the employee’s salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution of up to 4% of the 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.



## How to Apply

Please go to <https://bit.ly/4cfv0Fu> to create a profile and submit your letter of interest and resume.

**For confidential inquiries, please contact:**

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[ayoon@hr.lacounty.gov](mailto:ayoon@hr.lacounty.gov)

