



The County of Los Angeles  
**Office of the Public Defender**  
invites submissions for:

**Division Chief,  
Training Division**

**SALARY RANGE: \$228,029-\$354,632**

**Filing begins March 18, 2024 - May 6, 2024.**

**To enrich lives through effective & caring service.**



# Confronting injustice.



***The Law Offices of the Public Defender in Los Angeles County has a history of providing robust representation to those in need, & advocating justice for all.***



## 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.

### The Department

Led by Mr. Ricardo Garcia, Public Defender for the County of Los Angeles, the Office of the Public Defender is the finest client-centered criminal defense firm in the nation. It is a beacon for providing evolutionary and revolutionary change in the criminal legal system. With a mission to measurably reduce incarceration and the collateral consequences of contact with the criminal legal system by year 2025, our staff of more than 1,100, which includes more than 700 lawyers, zealously advocate to meet the needs of each client. Our public defenders take pride in showing compassion by listening to, respecting, and telling the life stories of our clients. Our public defenders don't hesitate to fight bias and inequalities, broaden public awareness, and diligently work to pursue systemic change. We are dedicated to indigent defense and work collaboratively with County and community stakeholders to achieve our clients' goals and ensure justice.

### The Opportunity

This position reports directly to the Chief of Staff and has administrative and technical responsibility for the Training Division in the Office of the Public Defender. The Division Chief assists in directing daily activities and operations. The Division Chief will lead the training of over 700 lawyers to ensure the effective implementation of the Office of the Public Defender's legal mandate to provide zealous advocacy in Los Angeles County.



# Ensuring justice.

## Job Responsibilities

- Provides executive leadership over the administration and operations of the Training Division.
- Plans and organizes training programs. Analyzes training needs and objectives, identifies skill gaps and training priorities, and oversees the development of new training programs and revision of existing training curriculum.
- Oversees employee training, collaborates with managers to identify specific training needs, and provide training solutions that align with departmental objectives, coordinates program changes with the executive management.
- Evaluates training effectiveness by collecting feedback and conducting post-training evaluations. Establishes key performance indicators to determine the impact of training on employee performance.
- Manages and allocates the Department's training budget, negotiates with external training vendors, and seeks cost-effective training solutions.
- Monitors industry trends on training techniques and methodologies and explores new approaches to ensure the training's relevance.
- Ensures departmental compliance with countywide training requirements and Mandatory Continuing Legal Education (MCLE) training requirements. Identifies strategies to increase compliance.
- Negotiates the terms of membership agreements with criminal defense associations.

## Qualifications

Two years' experience supervising and directing a branch office or major legal section of a public defense agency, or similar agency, in a management capacity AND a Juris Doctorate from an accredited college or university.

License: Admission to practice law in all courts in California.



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*By 2025, measurably reduce incarceration and the collateral consequences of contact with the criminal justice system in Los Angeles County.*



## Desirables

- Experience analyzing new legislation and case law to formulate and establish legal strategy for a complex organization.
- National presence in the public defense community.
- Extensive knowledge of the current defense community, criminal system, health and social service systems, and/or government systems in LA County and beyond.
- Excellent and proven data-driven decision-making skills and the ability to effectively present complex and analytical information in an understandable manner.
- Knowledgeable in training industry trends on training techniques and methodologies and best practices.
- Experience analyzing training needs and objectives, identifying skill gaps, and overseeing the development of new training programs and revision of existing training curriculum.
- Proven experience coaching and mentoring trainers to improve training delivery and effectiveness.
- Exceptional project management, verbal, writing and communications skills.

## Compensation & Benefits

**ANNUAL SALARY: \$228,029-\$354,632**

Salary will be determined based upon qualifications. This is an unclassified (at-will) position and is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP) at the MAPP Range of R19. This is a new position, subject to Board approval.

Benefits: The County of Los Angeles 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 contributory 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% - 17% of the employee's monthly salary.
- Flexible Spending Accounts – Optional employee tax-free health 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 – 13 paid days per year.

## HOW TO APPLY

Please go to: <https://bit.ly/3II7RxT> to submit your application, letter of interest, resume, and professional references.

For confidential inquiries, please contact:

Alice Ting

Department of Human Resources, Talent Acquisition Division

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