



HOLLY J. MITCHELL

LOS ANGELES COUNTY SUPERVISOR ♦ 2ND DISTRICT

COUNTY OF LOS ANGELES CAREER OPPORTUNITY



Deputy, Justice Supervisor's Deputy II

Filing Period:

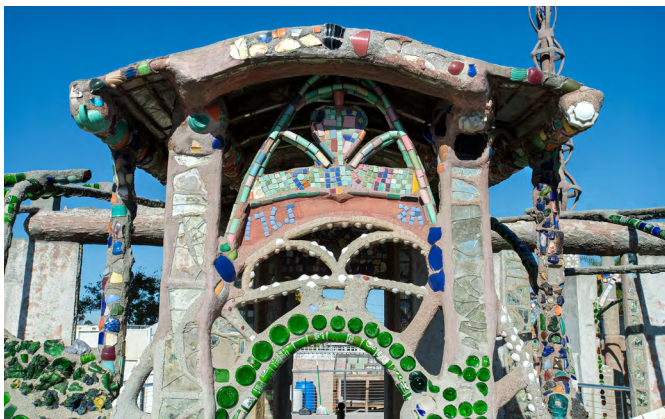
December 12, 2024 – until the needs of the department are met
First consideration will be given to applicants who submit by December 31, 2024.

Annual Salary Range:

\$81,506.88 - \$133,996.80

*(The anticipated starting salary for a new hire to this position
is between \$82,000 and \$100,000)*

Open to all interested and qualified candidates.



THE COUNTY OF LOS ANGELES

The County of Los Angeles (County), serves a demographically and geographically diverse population of more than 10 million residents. The County operates with an annual budget of over \$45.6 billion for the fiscal year 2024 - 2025. Over 110,000 employees in 38 departments provide vital and wide-ranging services to the public. 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.

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 term as a County Supervisor, she created a landmark universal 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. In 2024, Supervisor Mitchell was re-elected for a second term.

DEPUTY, JUSTICE

The Justice Deputy is responsible for handling a wide range of issues relating to justice reform and public safety in the County of Los Angeles. The Deputy reports to a Senior Deputy, Justice and is part of the office's Justice team. The Justice team is the Board office's primary liaison with the departments of Public Defender, Alternate Public Defender, District Attorney, Sheriff, Probation, Fire, Medical Examiner, Youth Development, and Justice, Care and Opportunities. The Deputy should have experience with and an understanding of policy issues in both the adult and juvenile justice areas.

The ideal candidate will be solutions-oriented with demonstrated experience with 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.

Under the guidance of their Senior Deputy, Deputies in this office 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, Chief of Staff, and their Senior Deputy informed. They also represent and articulate the Supervisor's position on issues that affect the Second District through verbal and written communication. Deputies provide briefs for the Supervisor in preparation for meetings, attend County and District-related events and meetings, and may deliver remarks, speeches and makes presentations on behalf of the Supervisor.



KEY RESPONSIBILITIES

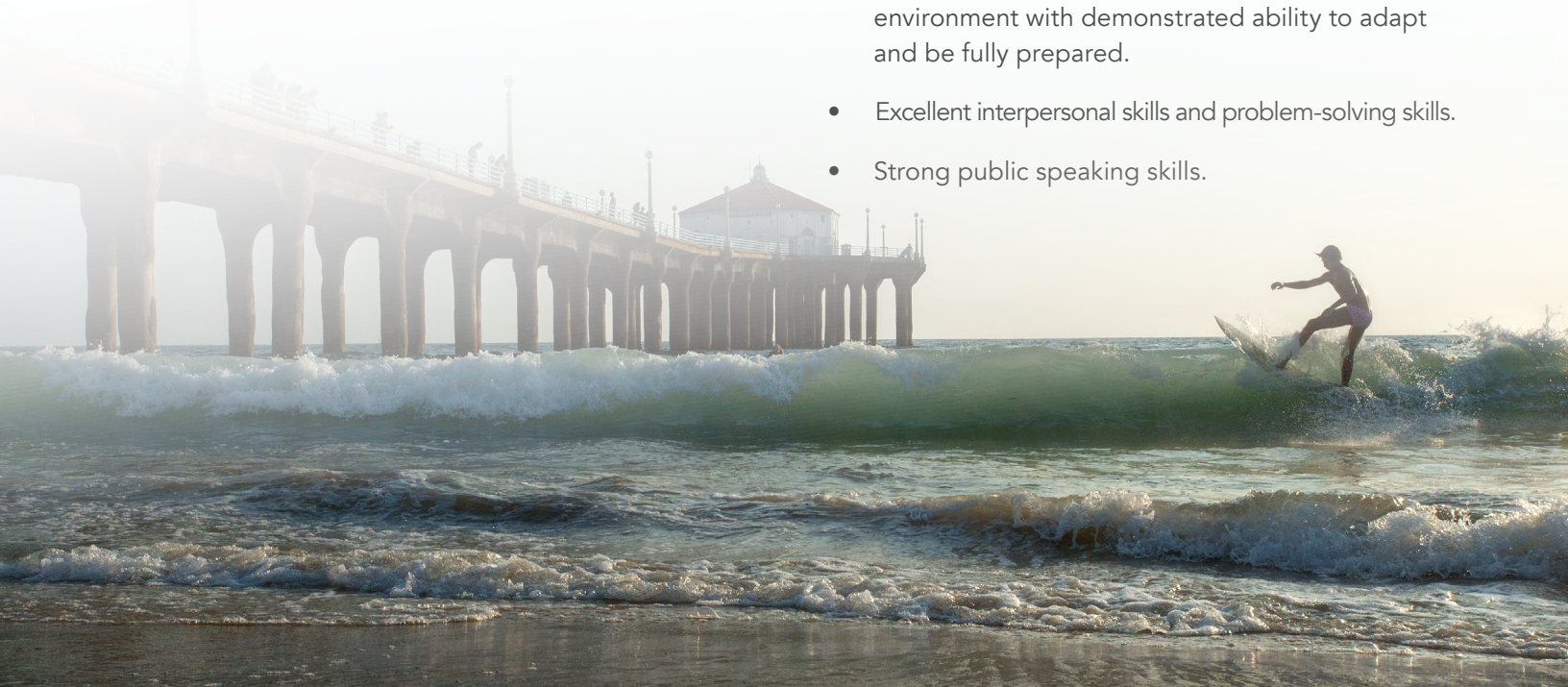
- Provide policy development, analysis, and recommendations for the Supervisor.
- Serve as the Board office liaison to County justice and public safety departments and related offices.
- Attend and represent the Board office at appropriate Cluster, policy, and committee meetings hosted by the County.
- Develop Board motions to advance the Supervisor's priorities.
- Provide analysis and recommendations on Board motions and Board letters appearing on the Board's agenda.
- 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.
- Directly engage with constituents in the Second District through in-person, over the phone, email, virtually, and social media communications.
- Represent the Supervisor and the Second District by attending County and community events that take place during regular business hours and during evenings, weekends, or holidays.
- Advance the Supervisor's priorities to support the County efforts around improving equity and anti-racism.
- Review and make recommendations on funding requests submitted by community groups.

MINIMUM REQUIREMENTS

- A Bachelor's degree from an accredited college or university.
- 2 years of experience working for a local or state government or a nonprofit organization.
- Demonstrated experience working on justice reform issues such as transforming the criminal justice and carceral systems impacting both youth and adults.
- Demonstrated experience in completing policy development and analysis.
- Demonstrated experience working with community groups and community engagement.
- Must possess a valid California driver's license.

DESIRABLE QUALIFICATIONS

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



COMPENSATION AND BENEFITS

Annual Salary Range: \$81,506.88 - \$133,996.80

(The anticipated starting salary for a new hire to this position is between \$82,000 and \$100,000)

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 **December 12, 2024 – until the needs of the department are met. First consideration will be given to applicants who submit by December 31, 2024.**

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] Justice Deputy. Send the pdf to **SD2Jobs@bos.lacounty.gov** with the subject line: *Justice 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.

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An Equal Opportunity/ADA Employer