HOLLY J. MITCHELL

LOS ANGELES COUNTY SUPERVISOR ◆ 2ND DISTRICT

COUNTY OF LOS ANGELES

CAREER OPPORTUNITY





Deputy, Transportation and Infrastructure

Supervisor's Deputy I (UC)

Filing Period:

March 14, 2025 - until the needs of the office are met

First consideration will be given to applicants who submit by April 4, 2025

Annual Salary Range:

$65,467.44 to $107,628.24

Open to all interested and qualified candidates.

THE COUNTY OF LOS ANGELES

The County of Los Angeles 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 - 25. 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.

POSITION DESCRIPTION

The Deputy of Transportation and Infrastructure is responsible for handling a range of issues in the transportation and infrastructure policy areas with an equity and intersectional lens. This position requires a team-oriented approach to address opportunities in the County's Second Supervisorial District to enhance the safety of the built environment and secure fiscal investments to better serve the communities in the District. Policy Deputy positions such as this one in our office work under the guidance of a Senior Deputy. This Deputy is part of the Transportation and Infrastructure team which works closely with the Environmental Justice team.

The ideal candidate will be a quick learner with demonstrated knowledge of the Los Angeles County Board of Supervisors, the County's Department of Public Works and local transportation agencies.

The candidate should also possess the ability to identify system change opportunities, recognize new approaches to challenges, and develop and communicate constructive solutions. The Deputy will collaborate with the Second District's Constituent Engagement Team as well as other internal policy teams. They will 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. 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

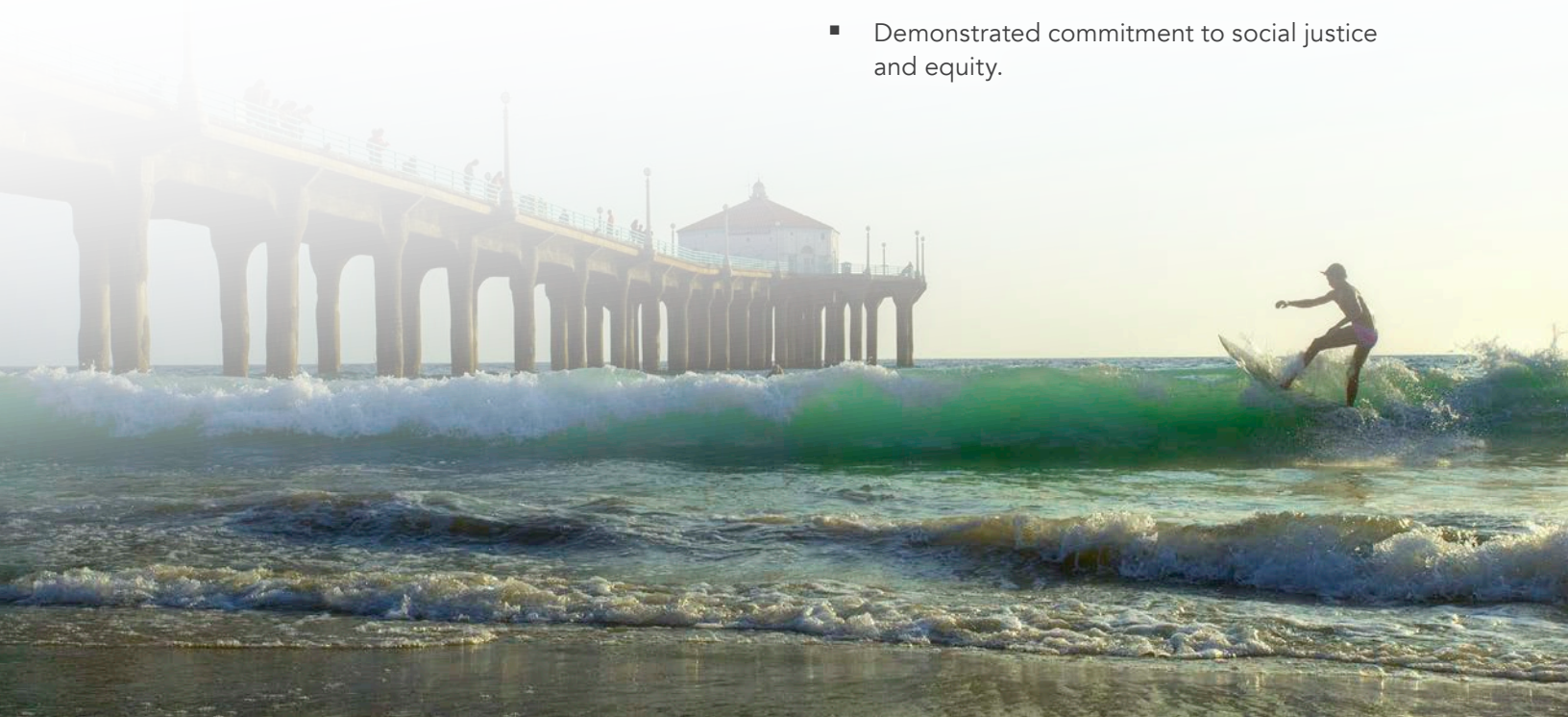
- Review Department of Public Works Board Letters and board motions and provide recommendations for the Supervisor.
- Provide policy development, analysis, and recommendations for the Supervisor.
- Review Los Angeles Metro Board agendas, materials, and reports and collaborate with colleagues on recommendations.
- Attend and represent the Board office at appropriate Cluster, policy, and committee meetings hosted by the County.
- Review legal analysis and provide recommendations for the Supervisor.
- 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

- Bachelor's degree from an accredited college or university in Political Science, Public Administration, Public Policy, Communications, Transportation, Infrastructure, Mobility or a related field.
- Demonstrated experience working in a government agency or nonprofit organization.
- Demonstrated experience working on policy issues in the areas of transportation and/or infrastructure development.
- Demonstrated experience in communicating (writing or orally) with community members and organizations.
- 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: $65,467.44 to $107,628.24

The appointee will receive an annual salary, commensurate with their qualifications 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 **March 14, 2025 – until the needs of the department are met.** First consideration will be given to applicants who submit their interests by April 4, 2025.

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