



ADMINISTRATIVE DEPUTY III PROBATION DEPARTMENT (Unclassified)

Applications accepted from April 30, 2025, until the position is filled.

First Consideration will be given to applications received by May 21, 2025.



To enrich lives through effective & caring service.



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 39 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 \$49.2 billion for the fiscal year 2024 - 2025. 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.



THE PROBATION DEPARTMENT

With over 5,545 budgeted staff and a \$1 billion budget, the Los Angeles County's Probation Department is the nation's largest probation department, delivering services from over 40 facilities, including 24 juvenile and/or adult field offices, two pretrial services offices, one juvenile hall, one secured youth treatment facility, four juvenile camps, and one residential treatment facility.

Our Department is a critical part of the County's efforts to develop an equitable, rehabilitative, and restorative justice system that provides the highest quality of evidence-based services to youth, adults, and the community at large. These populations are directly served by the professionals employed by the Probation Department, where it is our privilege to provide sustainable pathways of rehabilitation and reintegration outside the world of incarceration.

With the Board of Supervisors' vision of "Care First, Jails Last," the County actively seeks alternatives to incarceration. The Department is focused on providing services to clients through a wide discipline of need-based supportive services. These include health, mental health, substance use disorders, housing, employment, and service navigation support that is essential to rehabilitation and success.

THE OPPORTUNITY

The Administrative Deputy III (UC) is a vital and influential member of the executive team and is charged with leading and directing (through subordinate, high-level managers) Finance; Human Resources; Contract and Grant Services; Management Services (which includes capital projects, fleet management and communications); Training and Learning Development; and Information Services. Each of these divisions is key to driving transformation in the Department by supporting service delivery. The Administrative Deputy leads recommendations about the use and maximization of critical resources and works closely and effectively with executive managers and staff to help the Department deliver critical services to clients.

THE IDEAL CANDIDATE

The ideal candidate for this role is a strong leader with proven experience guiding teams through organizational transformation. This individual will possess the vision and readiness to identify areas for improvement and implement changes to meet evolving needs. A track record of implementing strategies that improve an organization's effectiveness and efficiency is essential.

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Management, or a closely related field –AND– four years of highly responsible experience managing through subordinate managers, a major division providing budget, personnel, or other administrative services to a medium to large size organization. Major divisions include areas such as: finance, audit, budget, human resources, contract administration, information systems, or other administrative areas.
- 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

- Graduation from an accredited college or university with a Master's Degree in Business Administration, Public Administration, or a closely related field.
- Experience managing in a large organization with diverse technical and professional staff.
- Demonstrated knowledge and understanding of human resources management principles, including awareness of current trends.
- Experience managing in a state or federally funded department with many revenue sources.
- A comprehensive knowledge of management and organizational principles, control systems, financial planning, utilization of resources, and a strong track record of success in large-scale fiscal and budgetary management.
- Ability to effectively interact with public officials, professional/technical personnel, and the general public.
- Track record of results demonstrating initiative and active engagement with executives, managers, and staff.
- Experience overseeing a large budget and/or working in a major organization (large county, state and/or federal level).
- Experience overseeing multiple administrative areas, such as personnel, budget, facilities, information technology, etc..
- Experience working in a law enforcement/justice department/agency.
- Experience in major organization with different classifications including different bargaining units/MOUs.

COMPENSATION & BENEFITS

Annual Salary: \$176,298 to \$274,179

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 R15.

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** – The County funds its cafeteria plan using a tax-free 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 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 (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.
- **Holidays** – 13 paid days per year.



HOW TO APPLY

This Unclassified position is open from April 30, 2025 until the position is filled. First Consideration will be given to applications received by May 21, 2025.

Please go to: <https://bit.ly/4IT5nPx> to create a profile and submit your resume, letter of interest, degree verification, and three professional references.

For confidential inquiries, please contact:

Tom Britt
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Talent Acquisition Division
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Los Angeles County
DEPARTMENT OF
Human Resources

