LOS ANGELES COUNTY
Aging & Disabilities Department

ADMINISTRATIVE DEPUTY II (UC),

AGING AND DISABILITIES DEPARTMENT



Applications will be accepted beginning July 2, 2025.

(This opportunity is open to current County employees only.)

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 $49.2 billion for the fiscal year 2024 - 2025. The County is a Fair Chance employer, committed to diversity and inclusiveness in our workforce. It is a culturally diverse economic and cultural hub, driving major elements of the national and world economies. It is the center for the arts, media, and entertainment - unlike anywhere else.

The Aging and Disabilities Department

The Aging and Disabilities Department is committed to building age-friendly, inclusive, and accessible communities while ensuring the safety and well-being of older and dependent adults. The Department has oversight over the following:

Adult Protective Services: Adult Protective Services (APS) is a 24/7 crisis intervention social services program investigating suspected abuse and neglect of older and dependent adults. APS social workers investigate cases of abuse, neglect or exploitation, working closely with a wide variety of allied professionals such as physicians, nurses, paramedics, firefighters, and law enforcement officers.

Area Agency on Aging: The federal designated Area Agency on Aging (AAA) administers programs that serve older adults, adults with disabilities, family caregivers, and residents in long-term care facilities throughout the County. These services are provided by a network of community-based contracted agencies. The Los Angeles County AAA is one of 33 in California.

Community and Senior Centers: Community and Senior Centers offer a wide range of services and social activities for our local communities. Our Centers provide opportunities for daily learning, skills enhancement, community engagement, socialization, and healthy living for residents of all ages.

Disability Programs: The Disabilities Programs serve to develop and implement supportive services to meet the needs of adults living with a disability. These services are provided in partnership with community-based agencies. An example of this is the Aging and Disability Resource Connection that will provide a single more coordinated system for people seeking reliable information and access to Long-Term Services and Support, by building community partnerships, using a person-centered approach, and reducing the number of barriers to accessing services. This "No Wrong Door" system will enable people of all ages, incomes, and disabilities to connect with service options in the community.

Purposeful Aging Los Angeles (PALA): The Purposeful Aging Los Angeles initiative (PALA) is a groundbreaking partnership of the City and County of Los Angeles, AARP, private sector entities and universities, and other cities. This strategic partnership was formed to prepare the region for the dramatic demographic growth in the older adult population. PALA's vision is to make the Los Angeles Region the best place to grow old in the world.

Commission on Disabilities: The Commission on Disabilities is charged by the Board of Supervisors to advise on a range of issues affecting the lives of people with disabilities and of actions that can be taken to achieve a barrier-free County where people with disabilities have equal access to programs and services. The Commission and its committees focus on issues of health, employment, education, transportation, access, and recreation. They also monitor the quality of municipal services, evaluate policy, and recommend improvements to existing laws. The Commission's mission statement is, "To advocate and represent the best interest of people with disabilities, promote equal access to all County resources and services, and lead a barrier-free environment to independent community life and activities. The Commission works to promote inclusion, provides educational opportunities, and champions the needs of all."

(The Aging and Disabilities Department - Continued)

Commission for Older Adults: The general purpose of the Los Angeles County Commission for Older Adults (LACCOA) is to advise the Area Agency on Aging (AAA) on the development, Implementation, and evaluation of the local Area Plan for Program Service Area (PSA) 19. The Commission serves to preserve and enhance the general well-being of the older adults living in Los Angeles County, increase awareness of the Board of Supervisors regarding issues, conditions, and needs that face older adults and their family caregivers of Los Angeles County, and make recommendations as to how adverse conditions might be mitigated or remedied. The Commission also proudly ensures that the Board of Supervisors is aware of the many contributions made by the County's older adults.

The Position

The Administrative Deputy II is the highest-level administrative officer in the Aging and Disabilities Department. This role is characterized by its executive responsibilities that serve directly over the Department's administrative support operations and services.

Under the direction of the Chief Deputy Director, the Administrative Deputy II oversees the Department's planning, implementation, and evaluation of administrative operations and services. This role is vital in maximizing operational efficiencies, improving services, reducing administrative costs, and ensuring compliance with federal audits, County regulations, and all Departmental guidelines.

Examples of Duties

- Directs the drafting and implementation of policies and procedures for the Department, with major responsibility over administrative functions;
- Recommends and implements new and revised policies and procedures to affect maximum operational efficiency, improve services, increase revenues, and/or reduce administrative costs;
- Directs, through subordinate managers and staff, the preparation and solicitation as well as review of all contracted services;
- Coordinates purchase planning with budgetary and contractual processes, and monitors service unit and vendor performance against established policies, procedures, and agreements;
- Directs, through subordinate managers and staff, all central administrative functions of the Department, including fiscal services (e.g. preparation and implementation of the budget, accounting, revenue management, and other financial services), personnel/payroll, facilities planning, procurement, and contracts for services and materials;
- Directs the preparation of reports for the Director, including reports to local, State, and federal agencies, committees and commissions;
- Represents the Department at public meetings and hearings, and interprets programs and policies for such audiences;
- Directs and coordinates, through subordinate managers and staff, the preparation of monthly financial reports for the Director and Deputy Directors, and also identifies and recommends solutions for financial matters requiring executive staff decision-making and action;
- Directs and coordinates the Department's human resources functions including classification, compensation, performance management, affirmative action, recruitment and retention, payroll, return-to-work programs, and Civil Service advocacy-related matters; and
- Coordinates the administration of the Management Appraisal and Performance Plan (MAPP) for participants within the Department.

Minimum Requirements

- Bachelor's Degree in Business Administration, Public Administration, Management, Finance, or a closely related field;
- Five years of progressively responsible administrative experience - at the level of Administrative Services Manager II or higher - in the analysis/resolution of problems in areas such as programs, personnel, operations, finance, budget, or systems and procedures;
- Three years of supervising experience - at the level of Administrative Services Manager II or higher - in an administrative support function, such as human resources, administrative operations, or finance/ budget.
- 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

- Extensive knowledge and experience working in various County departments and will utilize this foundation to recommend and implement best practices;
- Extensive and in-depth knowledge of State and federal services and programs available to support the aging community and individuals living with a disabilities;
- Master’s Degree in Business Administration, Public Administration, or closely related field;
- Demonstrated knowledge and understanding of human resources management principles, including awareness of current trends;
- Demonstrated experience managing in a State or federally funded department with many revenue sources;
- Comprehensive knowledge of management and organizational principles, control systems, financial planning, utilization of resources, and a strong track record of success in medium to large-scale fiscal and budgetary management;
- Ability to effectively interact with public officials, professional/technical personnel, and the general public;
- Experience overseeing multiple administrative areas, such as personnel, budget, facilities, contracts, and information technology; and
- Experience with conducting labor relations, testifying at Civil Service hearings, knowledge of the different classifications, MOUs, as well as working with labor unions and bargaining units.





Compensation

$152,556 – $237,255 annually.

Starting annual salary will be dependent upon 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 R13.

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.
- **Holidays** – 13 paid days per year.

How to Apply

Please click HERE to create a profile on NEOGOV and submit your application, resume, cover letter, and academic/degree information.

For confidential inquiries, please contact:
Angela Yoon
Executive Recruiter
Department of Human Resources
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(213) 309-0227

Los Angeles County DEPARTMENT OF Human Resources