

- **Flexible Spending Accounts** – Employees may contribute up to \$400 per month tax-free to Health Care 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 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** – 11 paid days per year.

### **SELECTION PROCESS**

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Executive Officer of the Board of Supervisors for consideration.

**NOTE: An extensive background investigation will be completed on the candidate selected for this position.**

### **TO BE CONSIDERED**

Highly qualified candidates are invited to submit a statement of interest, a writing sample and a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position. Submission should include **ALL** of the following:

1. Candidate's ability to meet the requirements as stated in the Qualifying Experience & Education and Desirable Qualifications sections of this recruitment announcement.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

Please submit statement of interest, writing sample, resume, and supporting documents to:

**STEVE CHENG**  
**Executive Office of the Board of Supervisors**  
**HUMAN RESOURCES DIVISION**  
**Kenneth Hahn Hall of Administration**  
**500 West Temple Street, Room 374**  
**Los Angeles, CA 90012**

**Phone: (213) 974-1421**  
**Fax: (213) 626-1398**  
**E-mail: [cscheng@bos.lacounty.gov](mailto:cscheng@bos.lacounty.gov)**

This announcement may also be downloaded from the **COUNTY OF LOS ANGELES** website at:  
<http://hr.lacounty.gov>



**The County of Los Angeles is an Active  
 Equal Opportunity Employer**

# **THE COUNTY OF LOS ANGELES**

## **EXECUTIVE OFFICE of the BOARD OF SUPERVISORS**

**Invites Resumes For**

### **DEPUTY EXECUTIVE OFFICER, BOARD OPERATIONS, BOS (UNCLASSIFIED)**



**Annual Salary**  
**\$106,991 - \$161,940**

**Filing Period**  
**January 27, 2011 – Until the Position is Filled**

## THE COUNTY OF LOS ANGELES

With a population of approximately 10 million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. Department Heads report to the Chief Executive Officer (CEO) with the exception of three elected officials (Assessor, District Attorney, and Sheriff) and four appointed positions (Fire Chief, Auditor-Controller, County Counsel, and Executive Officer of the Board of Supervisors).

The County has an annual budget in excess of \$24 billion, and 37 major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.

## THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors, including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. A wide variety of other services are also provided to County departments and to the public which include staffing various County commissions, committees, and task forces; administering the Assessment Appeals Board, the County lobbyist ordinance and County's economic disclosure programs under California's Political Reform Act; and administering the Countywide Service Awards Program. The Department has a budget of \$130.6 million and includes funding for approximately 330 budgeted positions.

## THE POSITION

The Deputy Executive Officer, Board Operations is an unclassified position and reports to the Chief Deputy Executive Officer, Board of Supervisors. It is distinguished by its responsibility for overall management of the Operations Division, Executive Office of the Board of Supervisors, and for directing Division operations through subordinate managers. Incumbents are responsible for ensuring compliance with open meeting laws as specified in the Brown Act, and regulations and policies affecting the activities of the Executive Officer regarding other County departments, commissions, governmental agencies, the communications media, and the public. Incumbents must have the knowledge and abilities required to manage a complex administrative organization, and to establish and maintain effective relationships with County departments, Board deputies, Board appointed Commissioners, interested public, private and other organized groups, and representatives of the media.

## KEY RESPONSIBILITIES

The Deputy Executive Officer's duties include, but are not limited to, the following:

- Oversees the preparation of agendas for meetings of the Board of Supervisors, communication of actions taken, statements of proceedings, and execution of contracts and resolutions.
- Assists the Executive Officer in the coordination and conduct of weekly and special Board meetings.
- Develops, recommends, and implements management concepts, objectives, policies, projects, and systems for carrying out the work of the department, and may assume immediate direction of a major departmental function as the need occurs.
- Analyzes, evaluates, and recommends changes in proposed and existing legislation affecting all areas of the Executive Office and commissions for which the Executive Office is responsible.
- Acts as executive officer to joint power authorities and various commissions as required.
- Acts as liaison between Board appointed commissioners and Board offices for policy issues; oversees providing administrative support to the commission; and, ensures the

commissions comply with Brown Act open meeting laws, and County purchasing and contract requirements.

- Resolves Board agenda process issues with County departments, governmental agencies, the public and other interested parties.
- May act for the Executive Officer or Chief Deputy Executive Officer, Board of Supervisors in their absence.
- Maintains effective relations and collaborations with other County departments, Board office staff, other governmental agencies, and the public.

## QUALIFYING EXPERIENCE & EDUCATION

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, or a closely related field – AND – Two years of experience in a highly responsible administrative or staff capacity in the analysis and resolution of problems related to budget, project management, organization, personnel, or systems and procedures; one year of which must have been at the level of the Los Angeles County class of Chief, Board Services or higher supervising administrative staff in such areas.

-OR-

Five years of experience in a highly responsible administrative or staff capacity in the analysis and resolution of problems related to budget, project management, organization, personnel, or systems and procedures; two years of which must have been supervising administrative staff in such areas, one year of which must have been at the level of the Los Angeles County class of Chief, Board Services or higher.

**LICENSE:** 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

- Demonstrated skills and ability to effectively analyze and manage highly complex issues.
- Experience directing and evaluating staff through subordinate managers.
- Demonstrated ability to establish and maintain liaison with legislative bodies, governmental

agencies, County departments, the public and other outside jurisdiction.

- Demonstrated leadership skills and ability to handle multiple highly sensitive programs and priorities concurrently.
- Knowledge of government process at the Local, State or Federal level.
- Strong written and oral communication and presentation skills.

## COMPENSATION & BENEFITS

### **ANNUAL SALARY: \$106,991 - \$161,940**

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range R-13. The successful candidate may be appointed to any salary within the range, depending on qualifications.

**BENEFITS:** The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs as detailed below.

- **Retirement Plan** – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees **DO NOT** pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. **The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.**
- **Cafeteria Benefits Plan** – The MegaFlex Benefits Plan is a cafeteria benefit plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits include medical, dental, disability, and AD&D insurance. (**NOTE:** Not applicable to County employees who are currently in Flex.) Group variable universal life insurance is also available including a County matching contribution of 50% of the cost.
- **Non-Elective Days** – 10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.