



HOLLY J. MITCHELL

LOS ANGELES COUNTY SUPERVISOR ♦ 2ND DISTRICT

COUNTY OF LOS ANGELES CAREER OPPORTUNITY



TRANSPORTATION DEPUTY UNCLASSIFIED (SECOND SUPERVISORIAL DISTRICT)

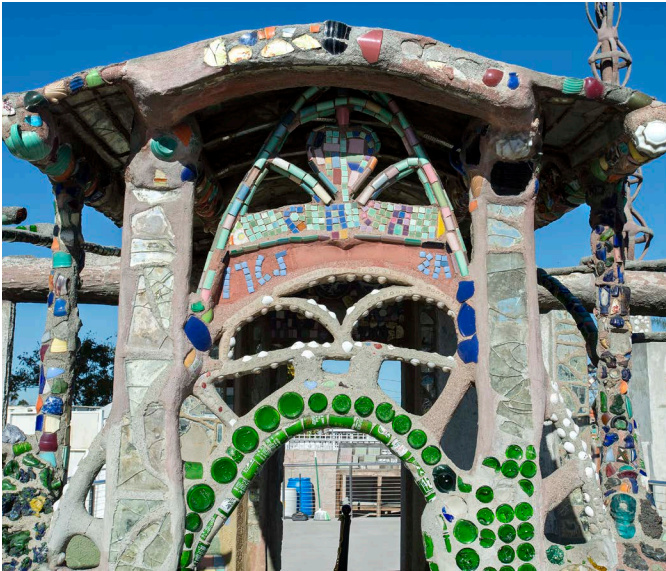
Filing Period:

October 25, 2021 – Until the needs are met

Annual Salary:

\$70,000 - \$80,000

This recruitment will remain open until the needs of the Board Office are met.



THE COUNTY OF LOS ANGELES

The County of Los Angeles (County), listed as one of Forbes' Best Large Employers in 2019, serves a demographically and geographically diverse population of more than 10 million residents. The County operates with an annual budget in excess of \$36.5 billion for fiscal year 2021 - 2022. Over 110,000 employees in more than 34 departments provide vital and wide-ranging services to the public.

TRANSPORTATION DEPUTY OPPORTUNITY

The Office of Supervisor Holly J. Mitchell, Los Angeles County Second District, is accepting resumes for a Transportation Policy Deputy position. This position will report directly to the Senior Transportation and Infrastructure Deputy.

RESPONSIBILITIES

Policy and Board Analysis

Prepare Supervisor Mitchell for Metro Budget and Finance Committee, Metro Operations Committees, Metro Regular Board, and Board of Supervisor meetings related to Public Works (for review by the Senior Deputy of Infrastructure and Transportation), including:

1. Briefing memos and talking points
2. Policy analysis and research on key priority issues
3. Meetings with staff in advance of committee meetings
4. Draft motions related to key priority issues and initiatives

Project Tracking and Budget Analysis

Track major transportation projects in and around the Second District, including capital projects and transportation initiatives. This also includes conducting policy analysis on both Public Works and Metro budgets. Duties include:

- A. Attending or convening regular meetings with department staff on project updates
- B. Drafting briefing memos to the Supervisor with project updates
- C. Coordinating special events at key project milestones
- D. Attending community and stakeholder meetings and reporting back as necessary
- E. Representing the Supervisor at meetings and events as needed

Program Coordination

Lead the coordination of Second District mobility and infrastructure pilot programs.





MINIMUM REQUIREMENTS

- A bachelor's degree from an accredited college or university.

DESIRABLE QUALIFICATIONS

The Office of Supervisor Mitchell seeks qualified candidates with the following skills, abilities, and experience:

- Appetite to learn and be challenged
- Team player
- Commitment to equity
- Customer service orientation
- Strong written communications skills
- Experience with policy/legislative analysis (fiscal, transportation, or environmental policy preferred)
- Program research experience
- Legislative tracking experience
- Attention to detail
- Program / Project coordination experience (experience developing and managing programs from start to finish preferred)
- GIS skills
- Master's degree preferred in urban planning, public policy, or a related field

COMPENSATION AND BENEFITS

Annual Salary: \$70,000 - 80,000.00

Starting annual salary will be dependant on qualifications and career accomplishments.

The County provides an excellent benefits package that allows employees to choose 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 - 12 paid days per year.

HOW TO APPLY

This position will be open from October 25, 2021 until filled.

Please send a cover letter, resume, three references and a writing sample in one pdf document electronically to the contact indicated below.

Randi Tahara - RTahara@bos.lacounty.gov

Selection Process:

Each candidate's employment background will be evaluated based on the information submitted 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 to be considered.

Only the most highly qualified candidates, as determined by the screening process, will be submitted for consideration.

NOTE: Appointment to this position is contingent upon the satisfactory completion of background and reference checks.

For confidential inquiries, please contact:

Randi Tahara
(213) 974-2222
Email: RTahara@bos.lacounty.gov

An Equal Opportunity/ADA Employer