



# HOLLY J. MITCHELL

LOS ANGELES COUNTY SUPERVISOR ♦ 2ND DISTRICT

## COUNTY OF LOS ANGELES CAREER OPPORTUNITY



### STAFF ASSISTANT UNCLASSIFIED (SECOND SUPERVISORIAL DISTRICT)

Filing Period:

February 23, 2022 – Until the needs are met

Annual Salary:

\$50,000 – \$60,000

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

## THE COUNTY OF LOS ANGELES

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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 37 departments provide vital and wide-ranging services to the public.

### DEPARTMENT/ DIVISION DESCRIPTION

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Since being elected to the Board of Supervisors on November 3, 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 year 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.

### STAFF ASSISTANT

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The Staff Assistant will support two Senior Deputies in the Environmental Justice, Infrastructure and Transportation subject areas. The Staff Assistant will also provide general office support, such as answering telephones, ordering services and supplies as directed, and making parking arrangements for guests.

## RESPONSIBILITIES

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- Respond to key stakeholders and constituents on behalf of the Deputies.
- Coordinate, facilitate, and maintain the calendars of the Deputies.
- Set up meetings via Teams, telephone, Zoom, or other platforms.
- Plan and execute travel arrangements for the Deputies.
- Execute projects and tasks, as requested by the Deputies.
- Prepare official correspondence and Board motions; file with the Executive Office.
- Complete confidential tasks and assignments as requested.
- Maintain Deputy files and records, including those of a confidential nature.
- Track reportable gifts, drafts, and processes Fair Political Practices Commission reports for the Deputies.
- Answer phones, log constituent requests, return constituent calls as directed, enter requests into the constituent management system, and interface with County departments as needed to resolve cases.
- Participate in and / or assist with Office / County-sponsored events as needed.
- Requisition, request, or order services and / or supplies for the office as needed.







## DESIRABLE QUALIFICATIONS

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

- Understand the concepts and objectives of environmental justice, and equitable transportation and infrastructure goals, policies, programs and projects.
- Understand the general structure and organization of the County of Los Angeles, including elected offices, departments, commissions, and its functions.
- Understand the policies and procedures of the Board of Supervisors.
- Ability to perform complex administrative duties requiring judgment and discretion.
- Ability to manage time efficiently and effectively.
- Ability to work on multiple projects and assignments simultaneously.
- Knowledge and awareness of scheduling techniques and various meeting platforms.
- Ability to work across multiple departments and across multiple governmental and quasi-governmental organizations.
- Ability to communicate clearly.
- Strong interpersonal skills and ability to work with various stakeholders.
- Values, respects, and encourages diversity of thought, background, and perspective.
- Ability to hold yourself and your team accountable to each other, to external stakeholders, and to our constituents.
- Utilizes creative approaches to problem solving.
- Openness to feedback and commitment to growth.
- Commitment to excellence and team success.
- Ability to build and maintain strong relationships with colleagues, partners, and above all, our community.
- Commitment to integrity and prioritizing honesty in all matters.
- Ability to be transparent and embrace a two-way street of openness and respect.
- Ethical and trustworthy.

## MINIMUM REQUIREMENTS

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- A bachelor's degree from an accredited college or university.
- Proficient in Microsoft Suite of programs, including Teams, Word, Office, etc.

## COMPENSATION AND BENEFITS

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### **Annual Salary: \$50,000 – \$60,000**

The appointee will receive an annual salary, commensurate with qualifications, and earning history, 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

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This position will be open from February 23, 2022 until the needs of the Board Office are met.

Please prepare a cover letter, resume, and three references in one pdf document electronically to the contact indicated below. Please save file in the following format: First Name Last Name Staff Assistant, and send to the following email address: **SD2Jobs@bos.lacounty.gov**

### **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 selection process.

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

### **An Equal Opportunity/ADA Employer**