



HOLLY J. MITCHELL

LOS ANGELES COUNTY SUPERVISOR ♦ 2ND DISTRICT

COUNTY OF LOS ANGELES CAREER OPPORTUNITY



Senior Deputy, Human Services & Child Welfare (Supervisor's Deputy IV) Unclassified

Filing Period:

August 18, 2023 – until the needs of the department are met

First consideration will be given to applicants who submit their interests by September 1, 2023.

Annual Salary Range:

\$133,895.52 – \$220,144.32

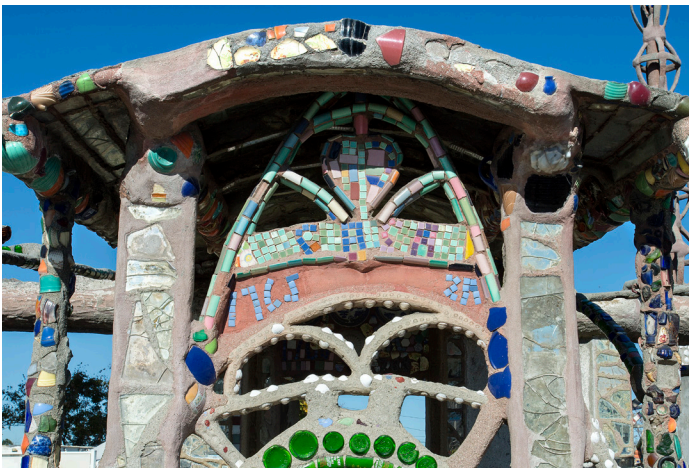
Open to all interested and qualified candidates.

THE COUNTY OF LOS ANGELES

The County of Los Angeles (County), listed as one of Forbes' Best Large Employers in 2022, serves a demographically and geographically diverse population of more than 10 million residents. The County operates with an annual budget in excess of \$44 billion. Over 110,000 employees in 38 departments provide vital and wide-ranging services to the public.

BOARD OF SUPERVISORS, SECOND DISTRICT

Since joining the Board of Supervisors in December 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 years as a County Supervisor, she created a landmark guaranteed 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.



POSITION DESCRIPTION

The Senior Deputy, Human Services & Child Welfare is responsible for handling a wide range of issues impacting families, children, seniors, and addressing the impacts of poverty. The Senior Deputy is the office's liaison with County departments such as Aging and Disabilities, Child Support Services, Children and Family Services, and Public Social Services. This position also works closely with the Los Angeles County Office of Education, the Office of Child Protection, and the Poverty Alleviation Initiative. Senior Deputies in the office report directly to the Chief of Staff.

The ideal candidate will be solutions-oriented with demonstrated experience in successful policy analysis, program development and implementation, and community engagement. They must be comfortable working in a fast-paced, dynamic environment. The candidate should also possess the ability to identify system change opportunities, recognize new approaches to challenges, and develop and communicate constructive solutions. Assignments require the use of care and discretion in the handling of confidential and sensitive information used to make decisions which significantly impact County programs, constituents, and operational functions.

Senior Deputies act as liaisons for the Supervisor with County departments, community partners, other local governments, state agencies, and constituents. They monitor policy issues at the local, state, and federal level and summarize information or make policy recommendations to keep the Supervisor and Chief of Staff informed. They also represent and articulate the Supervisor's position on issues that affect the District through verbal and written communication. Senior Deputies provide briefs for the Supervisor in preparation for meetings, attend County and District-related events and meetings, and may deliver remarks, speeches and makes presentations on behalf of the Supervisor.

This Senior Deputy position represents the Board office in the Family and Social Services Cluster and Special Audit Committee.

KEY RESPONSIBILITIES

- Provide policy development, analysis, and recommendations for the Supervisor.
- Serve as the Board office liaison to County departments such as Aging and Disabilities, Child Support Services, Children and Family Services, and Public Social Services.
- Serve as the Board office liaison with County initiatives and affiliated agencies such as the Office of Child Protection and Los Angeles County Office of Education.
- Serve as the Board office representative at appropriate Cluster, policy, and committee meetings such as Family and Social Services Cluster and Special Audit Committee.
- Provide analysis and recommendations on Board motions.
- Provide leadership to help advance County efforts around equity, anti-racism, child protection, and poverty alleviation.
- Engage with County staff, community partners, constituents, government agencies, and elected officials to communicate and advance the Supervisor's priorities to achieve mutual goals and objectives.
- Represent the Supervisor and the Second District at community events and meetings.
- Attend County and community events that take place during regular business hours and during evenings, weekends, or holidays.
- Directly engage with constituents in the Second District through in-person, over the phone, email, virtually, and social media communications.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited institution.
- 5 years of experience working for a local or state government or a social services nonprofit organization.
- Demonstrated experience working with local government social services agencies and social service community organizations.
- Demonstrated experience in completing policy development and analysis.
- Must possess a valid California Driver's license.

DESIRABLE QUALIFICATIONS

- Bachelor's degree in Political Science, Public Administration, Public Policy, Social Work or a related social science field.
- Graduate degree in Public Administration, Public Policy, Social Work or Law.
- Work experience with local communities and familiarity with the Second Supervisorial District communities.
- Ability to work in a fast-paced, multi-faceted environment with demonstrated ability to adapt and be fully prepared.
- Ability to work with a broad array of stakeholders including government agencies, constituents, elected officials, community-based organizations, and advocates.
- Excellent interpersonal skills and problem-solving skills.
- Strong public speaking skills.
- Demonstrates commitment to social justice and equity.



COMPENSATION AND BENEFITS

Annual Salary Range: \$133,895.52 – \$220,144.32

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

This position will be open from **August 18, 2023 – until the needs of the department are met**. First consideration will be given to applicants who submit their interests by September 1, 2023.

Please prepare a cover letter, resume, and three references in one pdf document that can be submitted via email. Please save file with the following file name: *[First Name] [Last Name] Human Services Sr. Deputy*. Send the pdf to **SD2Jobs@bos.lacounty.gov** with the subject line: *Human Services Sr. Deputy – [First Name] [Last Name]*.

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 interview process.

An Equal Opportunity/ADA Employer