



# HOLLY J. MITCHELL

LOS ANGELES COUNTY SUPERVISOR ♦ 2ND DISTRICT

## COUNTY OF LOS ANGELES CAREER OPPORTUNITY



### Deputy, Economic and Workforce Development Supervisor's Deputy II (UC)

Filing Period:

**May 24, 2024 - until the needs of the office are met**  
*First consideration will be given to applicants who submit by June 14, 2024.*

Annual Salary Range:

**\$78,941.28 - \$129,779.04**

Open to all interested and qualified candidates.

## THE COUNTY OF LOS ANGELES

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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 \$46 billion for the fiscal year 2023 - 2024.

The County is a Fair Chance employer, committed to diversity and inclusiveness in its workforce. It is a culturally diverse economic and cultural hub, driving major elements of the national and world economies. It is the center for arts, media, and entertainment – unlike anywhere else in the world.

## BOARD OF SUPERVISORS, SECOND DISTRICT

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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

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The Economic and Workforce Development Deputy is responsible for handling a wide range of issues related to economic opportunity, workforce development, small business anti-displacement and commercial corridor revitalization. The Deputy is the office's primary liaison with County departments handling workforce development,

small businesses assistance and community development projects. They should have a solid understanding of innovative high-road workforce development and community building models. The candidate should be able to plan, recommend and direct implementation of policies and strategies for the growth, development, and investment within the Second District with an anti-displacement lens. The Deputy, in collaboration with internal and external stakeholders, and under the direction of the Economic and Workforce Development Senior Deputy, will cultivate high growth industry sectors that welcome innovation, entrepreneurship and investment. They will also collaborate with key partners to implement policies and programs that promote local business growth and ensure equitable outcomes for all.

The ideal candidate will be solutions-oriented with demonstrated experience with 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.

Second District Deputies act as liaisons for the Supervisor with County departments, community partners, other local governments, state agencies, and constituents and report to a Senior Deputy. 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. Deputies will be expected to 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.





## KEY RESPONSIBILITIES

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### Policy and Board Analysis

This position will help prepare Supervisor Mitchell for meetings of the Board of Supervisors. The Deputy will prepare agenda, discussion, and policy analysis documents for the Economic Development Policy Committee, the Operations Cluster, and the Family and Social Services Cluster. This position will also engage with industry partners and stakeholders (under supervision by the Economic and Workforce Development Senior Deputy), including:

- Briefing memos and talking points;
- Policy analysis and research on key priority issues;
- Meetings with staff in advance of committee meetings;
- Drafting motions related to key priority issues and initiatives; and
- Identifying emerging issues and participating in strategic discussions.

### Project Management, Policy Development and Budget Tracking

This position will track major economic and community development projects in and around the Second District, including capital projects, commercial corridor revitalization workforce development pipeline programs and small business anti-displacement efforts. This includes tracking and managing all programs the Supervisor is supporting through her discretionary funding. The Deputy should be able to conduct policy analysis and advocate for priority programs in the Department of Consumer and Business Affairs, Department of Economic Opportunity, Los Angeles County Development Authority, the Chief Executive Office's Poverty Alleviation Initiative, and the Internal Services Department. Duties include:

- Attending or convening regular meetings with department staff, commissioners, and/or advisors on project updates;
- Drafting briefing memos to the Supervisor with project updates;
- Coordinating special events at key project milestones;
- Attending community and stakeholder meetings and reporting back as necessary;
- Representing the Supervisor at meetings and events as needed; and
- Reviewing industry best practices and performing an analysis of how new policy proposals could improve County operations to best serve the residents of the Second District.

### Program Coordination

Lead the coordination of Second District workforce, small business development, community development and economic opportunity and poverty alleviation pilot programs.

## MINIMUM REQUIREMENTS

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- A Bachelor's degree from an accredited college or university.
- Must possess a valid California Driver's license.

## DESIRABLE QUALIFICATIONS

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- Appetite to learn and be challenged
- Team player
- Commitment to equity
- Constituent service orientation
- Strong oral and written communications skills
- Experience with policy/legislative analysis in community development
- Program research and implementation experience
- Legislative tracking experience
- Attention to detail
- Ability to handle multiple projects simultaneously
- Program / project coordination experience (experience developing and managing programs from start to finish preferred)
- GIS skills
- Fluent in MS Office programs
- Knowledge and familiarity with 2nd District communities
- Master's degree in public administration, public policy, law, urban planning, law, economics, labor relations, business, or a related field



## COMPENSATION AND BENEFITS

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**Annual Salary Range: \$78,941.28 - \$129,779.04**

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 **May 24, 2024 – until the needs of the department are met. First consideration will be given to applicants who submit by June 14, 2024.**

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] Econ. Dev. Deputy. Send the pdf to [SD2Jobs@bos.lacounty.gov](mailto:SD2Jobs@bos.lacounty.gov) with the subject line: Econ. Dev. 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.

Candidates may be asked at a future time to submit a writing sample which highlights research and writing skills in the fields of public administration, public policy, law, urban planning, economics, labor relations, business, or related fields.

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**