



# HOLLY J. MITCHELL

LOS ANGELES COUNTY SUPERVISOR ♦ 2ND DISTRICT

## COUNTY OF LOS ANGELES CAREER OPPORTUNITY



### **Deputy, Constituent Engagement** Supervisor's Deputy I (UC)

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Filing Period:

May 31, 2024 – until the needs of the department are met

Annual Salary Range:

\$63,442.56 - \$104,240.40

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 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 \$43 billion for the fiscal year 2023 - 2024. Over 114,000 employees in 38 departments provide vital and wide-ranging services to the public.

The County is a Fair Chance employer, committed to diversity and inclusiveness in our workforce. We are 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 two years as a County Supervisor, she has 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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A Deputy, Constituent Engagement is responsible for handling constituent engagement activities and public relation assignments for a specific region of the Supervisor's jurisdiction in the Second District. Constituent Engagement Deputies report directly to the Assistant Director and Director of Constituent Engagement.

The ideal candidate will be solutions-oriented with demonstrated experience in successful program development and implementation, community engagement, while working in a fast-paced, dynamic environment. The candidate should also possess the ability to recognize new approaches to challenges and the ability to offer 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 of the community offices.

Constituent Engagement Deputies act as liaisons for the Supervisor with constituents, district organizations, County departments, other local governments, and state agencies. They monitor local issues and keep the Supervisor and Chief of Staff informed via regular updates to the Assistant Director and Director. They also represent and articulate the Supervisor's position on local issues that affect the District through verbal and written communication. In addition, briefs the Supervisor in preparation for district meetings with constituents, attends District-related events and meetings, and delivers remarks, speeches and makes presentations on behalf of the Supervisor.

Constituent Engagement Deputies maintain an awareness of District issues by reviewing media sources and constituent input on a daily basis, as well as through regular contact with leaders in the district including regularly attending community group meetings, planning and organizing community events, drafting congratulatory letters, drafting reports to the Assistant Director and Director on District activities in assigned issue areas, and performing constituent services and casework as assigned.



## KEY RESPONSIBILITIES

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- Performs constituent casework on assigned cases;
- Develops and maintains working relationships with officials from local, state, and federal agencies, and high-level external partners to achieve mutual goals and objectives for the Supervisor;
- Assists in monitoring a community office in the Second District to identify issues and legislation advanced by local jurisdictions, and attends city council and committee meetings as necessary;
- Covers an assigned field area in the Second District that may include constituents in cities and unincorporated communities;
- Advocates for delivery of services to constituents with a special focus on unincorporated areas and holds County government accountable;
- Represents the Supervisor and the Second District at community events and meetings;
- Attends community events that take place during regular business hours and on evenings, weekends, or event holidays;
- Regularly drives to meeting and events throughout the District;
- Directly engages with constituents in the Second District through in-person, over the phone, email, virtually, and social media communications;
- Maintains consistent engagement with all constituents to assure their County services needs are met, and provide adequate referrals to city, state, and federal offices when needed;
- Maintains constituent services database to track service requests and follow-up with constituents, departments, and internal team to ensure cohesiveness;
- Schedules constituent meetings to review stakeholder needs, and provides follow-up actions accordingly with County department personnel to effectively deliver County services;
- Measure outcomes and performance of constituent engagement efforts; and
- Maintains an ongoing understanding of various cities and County issues and works with Policy deputies to inform and apply the legislative initiatives to the County of the office and District.



## MINIMUM REQUIREMENTS

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- Bachelor's degree or higher in Political Science, Public Administration, Public Policy, Communications or a related field.
- Demonstrated experience in communicating (writing or orally) with community members and organizations.
- Must possess a valid California driver's license.

## DESIRABLE QUALIFICATIONS

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- Work experience in local community and familiarity with the Second Supervisorial District communities.
- Experience in organizing and engagement.
- 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 constituents, elected official liaisons, community-based organizations, law enforcement, and advocates etc.
- Excellent interpersonal skills and problem-solving skills.
- Strong public speaking skills with the ability to deliver information to groups ranging from small to large.
- Highly responsive public servant leader.
- Demonstrates commitment to social justice and equity.
- Spanish bilingual preferred; but not required.

## COMPENSATION AND BENEFITS

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**Annual Salary Range: \$63,442.56 - \$104,240.40**

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 31, 2024** – **until the needs of the department are met.**

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] CST Deputy. Send the pdf to **SD2Jobs@bos.lacounty.gov** with the subject line: *CST 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**