

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

Employment Eligibility Information:

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Social Security Act of 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary and special qualifications. Resumes should include the following:

1. Names of schools, colleges or universities attended, dates attended, degrees earned and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Information required to determine if candidate meets the **Minimum Requirements** and **Desirable Qualifications** sections of this recruitment announcement.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required equal employment opportunity statistical purposes.

Please submit a statement of interest, resume, and supplemental documents to:

JUDY KEELER
Department of Human Resources
EXECUTIVE RECRUITMENT
500 West Temple St., Room 555
Los Angeles, CA 90012
Telephone: (213) 974-1454
E-Mail: jkeeler@hr.lacounty.gov

Date Posted: February 15, 2008

This announcement may be downloaded from the County of Los Angeles Website at <http://dhr.lacounty.info>



THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

THE COUNTY OF LOS ANGELES



INVITES RESUMES FOR

CHIEF DEPUTY, AFFIRMATIVE ACTION COMPLIANCE OFFICER OFFICE OF AFFIRMATIVE ACTION COMPLIANCE (UNCLASSIFIED)



ANNUAL SALARY:
\$103,876 - \$157,224
(MAPP RANGE R13)

FILING PERIOD:
FEBRUARY 15, 2008 - UNTIL THE POSITION IS FILLED

THE COUNTY OF LOS ANGELES

The County of Los Angeles, with a population of more than 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. The County is rich in cultural diversity and home to world-renowned museums, theaters, the motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts and the Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States.

The County has an annual budget of over \$22 billion and employs over 100,000 full-time personnel. Thirty-nine major administrative units or departments serve the needs of the County's diverse population.

OFFICE OF AFFIRMATIVE ACTION COMPLIANCE

The Office of Affirmative Action Compliance (OAAC) coordinates the implementation of countywide affirmative action programs and diversity program initiatives; conducts civil rights-related training; ensures compliance with all Equal Employment Opportunity/Affirmative Action (EEO/AA) laws; and ensures that all complaints of employment discrimination filed under County, State or federal law are investigated.

The OAAC monitors County government compliance with the Americans with Disabilities Act (ADA) of 1990, all County construction contracts for EEO/AA compliance and all contracts covered by the Living Wage Ordinance. The OAAC coordinates the Community Business Enterprise (CBE) Program and ensures that eligible small businesses participate in the County's Local Small Business Preference Program. The current departmental budget is \$12.9 million and includes funding for 87 positions.

POSITION OVERVIEW

This unclassified position reports to the Affirmative Action Compliance Officer and is distinguished by its executive and administrative responsibility for assisting in the overall administration of the OAAC. This position assists the Affirmative Action Compliance Officer in the development, implementation, and evaluation of the County's affirmative action, equal opportunity, and diversity programs.

EXAMPLES OF DUTIES

- Assists in developing and establishing operational policies and procedures for the administration of the OAAC, directing its execution and evaluating work accomplished as the result of such programs.
 - Assists in directing staff engaged in affirmative action, equal opportunity, and diversity programs administered by the OAAC.
 - Assists in ensuring compliance with affirmative action, equal opportunity, and diversity program policies and in preparing and issuing program directives.
 - Consults with County departments, agencies, and other governmental jurisdictions, as directed by the Affirmative Action Compliance Officer, on matters involving or affecting the County's affirmative action, equal opportunity, and diversity programs.
 - Assists in directing investigations and preparing periodic and special reports to the Chief Executive Officer on all aspects of the County's affirmative action, equal opportunity, and diversity programs.
 - Assists in directing the budget, personnel, and other administrative functions of the OAAC.
 - Assists in maintaining effective and cooperative working relationships with other departments, counties, State and federal agencies, and the public.
 - Assists in interpreting and disseminating affirmative action, equal opportunity, and diversity program policies to the news media and the public.
 - Acts for the Affirmative Action Compliance Officer in his absence.
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MINIMUM REQUIREMENTS

Three years of progressively responsible experience managing or assisting in the management of a program responsible for affirmative action, equal opportunity, and diversity program development.

LICENSE: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Experience managing, planning, organizing, and assigning the work of professional staff in an organization responsible for affirmative action, equal opportunity, and diversity program development.
 - Demonstrated knowledge of federal, State, and local laws and guidelines pertaining to affirmative action and equal opportunity.
 - Demonstrated experience providing solutions to organizational issues, programs, budget, or personnel.
 - Demonstrated experience in the development and administration of organizational goals and objectives.
 - Demonstrated ability to work effectively with public and private officials, community and advisory groups, and employee associations.
 - A Bachelor's degree or higher in Business Administration, Public Administration or a closely related field.
 - Excellent oral communication and presentation skills.
 - Excellent written communication skills.
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SALARY & BENEFITS

ANNUAL SALARY: \$103,876 - \$157,224. This salary is range R13. The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

BENEFITS: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** - The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%.
 - **MegaFlex Plan** - Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurance. (The MegaFlex Plan is not available to County employees who are currently in Flex.)
 - **Non-Elective Days** - 10 paid days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
 - **Dependent Care and Health Care Reimbursement Accounts** are also available.
 - **Savings Plan (401k)** - Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
 - **Deferred Compensation Plan (457)** - Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
 - **Holidays** - 11 paid days per year.
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SELECTION PROCESS

- Each candidate's background will be evaluated on the basis of information submitted at the time of application 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 considered. Only the most qualified candidates, as determined by the screening process will be invited to participate in the selection process.
- The names of the most highly qualified candidates will be submitted to the Affirmative Action Compliance Officer for final selection.

Note: An extensive background investigation will be completed on the candidate selected for this position.

County of Los Angeles Child Support Compliance Program

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Special Information

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call (213) 738-2057 (ADA Coordinator - Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).