

DESIRABLE QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's or Master's degree in Business Administration, Public Administration, Management, Finance or a closely related field. Two years of responsible experience at the level of Administrative Services Manager III managing an administrative service unit of a County department such as budget, finance or human resources

DESIRABLE EXPERIENCE

- Experience in budget preparation and analysis
- Experience supervising administrative staff engaged in highly complex analytical work

How to Apply

This unclassified position will open on June 8, 2022 and will remain open until the needs of the department have been met. Prospective candidates are invited to submit an application, letter of interest, resume, and verification of education [HERE](#). First consideration will be given to applications received by June 24, 2022.

FOR CONFIDENTIAL INQUIRIES, PLEASE CONTACT:

NANCY SALAS

DCBA HUMAN RESOURCES DIVISION

NSALAS@DCBA.LACOUNTY.GOV

COMPENSATION AND BENEFITS

Annual Salary: \$126,174 to \$196,226

Schedule Level: R-12

The unclassified appointee will receive an annual salary commensurate with qualifications, as well as an excellent program of benefits that allows 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 a tax-free contribution of an additional 14.5% to 17% of the employee's monthly salary.
- 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 (457) - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- Paid Time Off - Elective leave time of 10 days each year, plus the opportunity to use Cafeteria Benefit Plan funding for up to 20 additional days off.
- Holidays - 12 paid days per year.



**THE COUNTY OF LOS ANGELES
DEPARTMENT OF CONSUMER AND
BUSINESS AFFAIRS
INVITES APPLICATIONS FOR:**

Administrative Deputy I (UC)

Open to highly qualified candidates starting June 8, 2022, and will remain open until filled. First consideration will be given to applications received before June 24, 2022.

WHO WE ARE:

The County of Los Angeles (County) is the largest employer in Southern California with more than 110,000 employees across 37 departments and an operating budget of \$38 billion. The County serves the needs of over 10 million residents and 88 municipalities that lie within our boundaries.

WHAT WE DO:

At the Los Angeles County Department of Consumer and Business Affairs (DCBA), we are committed to fostering a fair and dynamic marketplace and enhancing the economic wellbeing of our communities. The Department is the only local freestanding Consumer Protection agency in the State and our resources and areas of assistance have significantly expanded since its establishment in 1975. We strive to improve the lives of all consumers, tenants, homeowners, immigrants, and workers. Today, we provide a diverse range of services to the residents of Los Angeles County, including investigating and assisting with consumer complaints, real estate fraud, identity theft, and elder financial abuse. DCBA strives to keep people housed and to mitigate displacements through our rent stabilization, tenant protections programs and our foreclosure prevention services. DCBA works to expand access to justice and ensure that residents understand their rights, protect those rights, and obtain a fair outcome through our consumer protection programs, including Small Claims Advisor, dispute resolution and mediation programs, immigration legal services, eviction prevention program, and through our Self-Help Legal Centers. DCBA also oversees the County's cannabis regulatory framework and is committed to ensuring an equitable, sustainable, and safe marketplace. Additionally, we drive initiatives that protect workers from exploitation and human trafficking and provide access to services for vulnerable communities including low to moderate income families, foster youth, and immigrant communities.

The Department of Consumer and Business Affairs prides itself on providing extraordinary customer service and ensuring equitable access to our programs and resources for all residents of Los Angeles County.

THE OPPORTUNITY

The Department of Consumer and Business Affairs is currently seeking an experienced and innovative administrator and leader to join our Executive Team. The Administrative Deputy I (UC) reports to the Chief Deputy and is responsible for directing administrative services operations, including Accounting, Budget, Emergency Planning, Facilities Management, Human Resources, and Countywide Strategic Initiatives.

The ideal candidate for this position will have strong technical, management, and leadership skills and be able to effectively collaborate with internal departmental staff, as well as external stakeholders, including the Board of Supervisors, Chief Executive Office, Auditor-Controller, County Counsel, etc. In addition, the ideal candidate will have extensive experience implementing strategic initiatives that improve the effectiveness and efficiencies of an organization.

KEY RESPONSIBILITIES

- Directs the central administrative operations and planning support services of the department's administrative functional areas including finance, budget, human resources, information technology, facilities management, materials management, and other administrative support functions.
- Directs the planning, development, and administration of the department's fiscal operations including the collection of revenue and control of expenditures; directs the preparation and analysis of the department's budget and participates in budget negotiations and presentations.
- Directs the planning, administration, and evaluation of the department's human resources program.
- Assists in directing the development and implementation of changes in organization, staffing, and work processing systems to improve business processes, to increase effectiveness and efficiency, and to reduce operational costs.
- Directs the department's centralized contracting operations and activities including the development, administration, and management of contracts and associated contract service monitoring.
- Directs the procurement, inventory control, and supply distribution operations of the department; evaluates and recommends to executive management policies, procedures, instructions, and guidelines for the effective operation of the departmental materials management and procurement programs.
- Formulates, implements, and enforces administrative policies for the department.
- Coordinates the department's centralized administrative and planning support functions and services with that of other divisions and programs, County departments, outside agencies, and vendors.
- Designs and implements strategies for administrative operations to effectively meet current and future administrative needs for the entire organization.
- Oversees long and short-term planning and policy development for the department's administrative operations and support services.



To enrich lives through effective services.

