

EXECUTIVE OFFICE



BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

COUNTY OF LOS ANGELES

CAREER OPPORTUNITY

COMPLIANCE AND EQUITY OFFICER (DEPUTY EXECUTIVE OFFICER, BOARD OPERATIONS)

Filing Period:

December 2, 2022 - until the needs
of the department are met

Annual Salary:

\$143,102 – \$222,553

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.



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 more than \$44 billion for fiscal year 2022 - 2023. Over 110,000 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 for the world. It is unlike anywhere else in the world.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors including preparing the Board's weekly agendas and its statement of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management, and other administrative services. In addition, the Executive Office supports and staffs various County commissions, committees, and task forces. The Department has a budget of \$291 million and includes funding for approximately 484 budgeted positions.

DEPUTY EXECUTIVE OFFICER, BOARD OPERATIONS

The Deputy Executive Officer, Board Operations in the Compliance Office serves as the Administrative Manager overseeing audit and compliance operations as well as the Department's Anti-Racism, Diversity, and Inclusion (ARDI) Initiative activities, an ongoing effort and commitment to fight racism in all measures. Candidates must have the skills and abilities required to manage various complex administrative functions and maintain effective relationships with Board Offices, governmental agencies, County departments, the public, and other outside jurisdictions. This position reports directly to the Assistant Executive Officer (AEO), Board of Supervisors.

KEY RESPONSIBILITIES

The Deputy Executive Officer's duties include, but are not limited to, the following:

- Direct internal audits for Department's financial and operational practices to ensure effective and efficient processes, compliance with contract terms, applicable laws and standards, and proper internal controls are in place.
- Prepare written reports on the results of internal reviews, including recommendations to improve fiscal's practices, administrative and/or operational.
- Oversee annual and semi-annual audits and serve as a liaison between auditors and divisions.

- Develop corrective action plans for audit findings, implement process improvements to overcome weaknesses and/or situations of noncompliance, and monitor implementation, as needed.
- Develop statement of work and solicitations for complex contracts.
- Perform as-needed financial and programmatic reviews, contract monitoring activities, and grant funding requirements review.
- Develop, recommend, implement management concepts, policies, procedures, and systems to carry out the goals and objectives of the Department.
- Review reports, memoranda, and other correspondence related to personnel and other sensitive administrative matters.
- Respond to requests and inquiries from Departmental management for special projects and reviews.
- Develop detailed action or project plans for the ARDI Initiative to support department strategic objectives and priorities.
- Work with divisions to review, design, and implement awareness training in areas of racism prevention, equity, diversity, and inclusion related policies and County-wide initiatives.
- Serve as resource for interpretation of County Fiscal Manual, County Code, and other County policies and procedures.
- Analyze and review public agencies' conflict of interest codes submitted to the Board of Supervisors for approval.
- Oversee the filing of Statements of Economic Interests filed pursuant to the Political Reform Act for individuals in public agencies including County departments, school districts, water districts, joint powers authorities, and various commissions.
- Direct the functions related to the lobbyist ordinance which require individual lobbyists, lobbying firms, and lobbyist employers to register and report expenditures.
- Oversee the administration of the annual elections for members of LACERA's Board of Investments and Board of Retirement.
- Approve County Departments' requests for County badges in compliance with the County Badge Ordinance.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, or Management – AND – Two (2) years of senior management* experience responsible for overseeing the staff operations of a major division comprised of multiple units within an organization.

- OR -

Five years of senior management* experience responsible for overseeing the staff operations of a major division comprised of multiple units within an organization.

* Senior management experience is defined as the independent responsibility for directing, through subordinate supervisory staff, the analysis and resolution of complex problems related to budget, project management, organization, personnel or systems.

SHIFTS:

Appointees will be required to work during non-traditional business hours, including some weekends.

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

- Certified Public Accountant
- Strong written communication skills
- Demonstrate ability to implement strategic, creative, and innovative solutions to complex problems.
- Ability to understand risk management and contract management principles and issues.
- Ability to establish and maintain liaison with legislative bodies, governmental agencies, County departments, the public, and other outside jurisdictions.
- Knowledge of the County's rules, regulations, and principles governing budget and fiscal operations.
- Knowledge of current issues related to diversity and inclusion.

COMPENSATION AND BENEFITS

Annual Salary: \$143,102 - \$222,553

The appointee will receive an annual salary, commensurate with qualifications, 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 **December 2, 2022 - until the needs of the department are met.** This opportunity is restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

Please click here to apply - <https://bit.ly/3EV2Fo7> and create an online profile to submit your application, cover letter, résumé, record of accomplishments, degree verification, and three professional references.

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 selection process. The names of the most highly qualified candidates will be submitted to the Executive Officer for final selection.

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

For confidential inquiries, please contact:

Neal Mondragon

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