

**THE COUNTY OF LOS ANGELES  
IS ACCEPTING APPLICATIONS**



**ASSISTANT  
DIRECTOR  
PUBLIC  
SOCIAL  
SERVICES**

**Open from  
February 24, 2021  
until filled.**



# THE COUNTY OF LOS ANGELES

As the largest employer in Southern California, the County of Los Angeles has over 110,000 employees in 37 departments and an operating budget of over \$38 billion. The County provides vital and wide-ranging public services to a diverse population of 10 million residents. In four of the past five years, the County has appeared on Forbes' America's Best Large Employers list.

With 88 cities and more than 120 unincorporated communities, the County is home to immigrants from all over the world, representing more than 220 languages. In fact, more than half of the County's residents speak a language other than English at home. The County is also home to the largest population of persons of American Indian descent in the nation

## MAKING A DIFFERENCE IN A RAPIDLY CHANGING WORLD

The Department of Public Social Services (DPSS) is complex and the largest public services agency in the United States. With a \$4 billion budget and 14,000 employees, we provide necessary assistance to Los Angeles County's underserved population. We provide over \$2 billion in direct and contracted services to over 3 million individuals.

By providing temporary financial assistance, food, shelter, and employment services to low-income County residents, we make the difference for many in need. We determine eligibility for free or low cost health care programs and services for families with children, pregnant women, and aged or disabled adults.

At DPSS, we continue to develop technological advances to serve our customers efficiently and effectively. We are recognized for our successes in providing services through state-of-the-art call center technology, mobile applications, and working closely with our business partners to link customers to a myriad of services (mental, substance abuse, domestic violence, etc.).

## THE OPPORTUNITY

The Assistant Director of Public Social Services reports directly to the Chief Deputy, Department of Public Social Services, and assists in the overall management of the department with responsibility for directing, through division-level managers, a major departmental program bureau. The major bureaus consist of Administrative Services, Special Operations, Program and Policy, Workforce Services, and Contract and Technical Services.

The Assistant Director provides executive leadership, strategic planning, and collaborative direction to managers. Responsibilities and successes include leading and managing the analysis, writing, and support of program policies relating to CalWORKs, CalFresh, Medi-Cal, In-Home Supportive Services, Community Services Block Grants, and General Relief. The Assistant Directors lead and manage development and implementation of innovative new programs and also collaborates with other State and County agencies, and other County departments.

In addition, the Assistant Director must exercise a thorough knowledge of the department's organization, programs, policies and procedures related to categorical and indigent aid and social services programs. These positions require comprehensive knowledge of the department's fiscal, personnel, contract management and legislation as they relate to their particular areas of responsibility; and the relationship between the department's activities and those functions of other County departments and local, State, federal and private agencies.



## QUALIFICATIONS

The successful candidate will have four years of progressive management experience in a large public social services agency with an emphasis in administering large scale programs, analyzing and recommending solutions in organizations, systems procedures, and programs. Qualified candidates will have experience overseeing managers who are responsible for a substantial segment of a public services operation and/or multiple administrative functions such as finance, budget, human resources, contract administration, research and statistics, management information and evaluation, or information technology .

**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 include:**

- A Bachelor's degree or higher in human services, public administration, or a closely related field.
- Experience as a manager in both a central staff department providing policy recommendation to a legislative body, such as Board of Supervisors, regarding the direction of County government; and a line department responsible for the analysis and control of a welfare budget for a large, complex, county social services organization.
- Experience in directing and/or developing strategic planning activities of large, complex organizations.
- Extensive experience managing multiple programs at various geographic locations, through subordinate managers.
- Knowledge of social welfare programs, policies, and procedures related to categorical, indigent aid, and social welfare programs.
- Experience establishing and maintaining liaison with other departments, agencies, community groups, private organizations, and the public.
- Knowledge of information systems utilized by the Department of Public Social Services, such as the California Automated Consortium Eligibility System.

## COMPENSATION & BENEFITS

The salary range is \$156,752 to \$243,782 (MAPP Range R15). This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). The successful candidate may be appointed to any salary within range, depending on qualifications.

Total compensation includes an excellent program of benefits that allows employees to choose the benefits that meet their specific needs:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employee Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.
- **Cafeteria Benefit Plan** – The County provides a tax-free contribution of 14.5% to 17% of the employee's monthly salary from which to purchase health insurance and other benefits. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the Megaflex plan include medical, dental, disability, life and AD&D insurance. (Megaflex is not available to County employees who are currently in Flex.)
- **Flexible Spending Account** – Optional employee tax-free health care spending account. Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and up to \$400 per month tax-free to a Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of the employee's salary. Please note that the current County match is temporarily on hold.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of the employee's salary. Please note that the current County match is temporarily on hold.
- **Non-Elective Days** – 10 paid days per year with the option to buy elective annual leave days. Annual leave can be used for vacation, sick, or personal leave.
- **Holidays** – 12 paid days per year.

## TO BE CONSIDERED

This position will remain open until filled. Please go to: <https://bit.ly/3r4Bdfm> in order to submit your application, cover letter, resume, and three business references.

For confidential inquiries, please contact:

Bill Dukes  
Department of Human Resources  
Talent Acquisition Division  
(323) 428-0708  
wdukes@hr.lacounty.gov

