
COUNTY OF LOS ANGELES

OFFICE OF PUBLIC SAFETY



Invites applications for

BUREAU CHIEF, OFFICE OF PUBLIC SAFETY

(Payroll Title: Assistant Chief, Office of Public Safety)

Exam No.: R-2838-C

Annual Salary: \$76,238.16 – \$94,711.68

Filing Period: April 7 2004

This examination will remain open until the staffing needs are met.

Margaret A. York,
Chief, Office of Public Safety

Los Angeles County

The County of Los Angeles, larger in population than 42 states, extends from the desert in Lancaster to the port of Long Beach, and from the foothills of Pomona to the breath-taking sea cliffs of Malibu. It also includes the islands of San Clemente and Santa Catalina. The County of Los Angeles has an annual budget in excess of \$16.8 billion and employs over 90,000 persons within thirty-six major administrative units or departments that serve the needs of the County's population.

A five-member Board of Supervisors, whose members are elected on a non-partisan basis for four-year terms, governs the County of Los Angeles. 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.

Office of Public Safety

The primary responsibility of the Los Angeles County Office of Public Safety (OPS), which is part of the County's Department of Human Resources, is to provide law enforcement protection for the patrons, employees and properties of County departments that request its services. Such law enforcement services currently include the downtown Civic Center, County hospitals, clinics, and other public health facilities, which encompass the largest public health care system in the nation. In addition, the Office of Public Safety provides protection to one of the most extensive park and recreational systems in the United States, including regional, community and local parks, golf courses, nature centers, and natural habitats.

Under the direction of the Chief, the Los Angeles County Office of Public Safety employs approximately 520 sworn personnel and 148 civilian personnel and over 500 contract security personnel with a \$72.4 million budget, which makes it the 4th largest law enforcement agency in the County of Los Angeles.

The Position

This position, which is assigned to the Office of Public Safety, reports to the Chief, Office of Public Safety and is responsible for assisting in the administration of law enforcement and security services within and around County buildings, hospitals, clinics, parks, nature centers and immediate surrounding areas, pursuant to Section 830.31 of the Penal Code of California.

The ideal candidate should be a proven leader with demonstrated experience in managing and providing technical administrative direction to a large security or law enforcement agency charged with protecting persons and property for a public agency.

Selection Requirements

Five years' experience providing law enforcement services at a facility open to the public, two years of which must have been in a full management capacity at the level of Los Angeles County's class of Captain, Office of Public Safety

At the level of Los Angeles County's class of Captain, Office of Public Safety is defined as the fulltime management experience including administrative and technical oversight of sworn personnel including lieutenants, sergeants and officers responsible for law enforcement and security services.

– AND –

A Basic Peace Officer Standards and Training (P.O.S.T.) Certificate

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

Examples of Duties

- Plans, organizes and directs the activities of a major bureau that provides law enforcement and security services in and around County facilities.
- Reviews, evaluates, and approves plans to deploy staff and resources based on service needs as developed by subordinate supervisors.
- Reviews and evaluates significant incident reports and initiates corrective measures as appropriate.
- Directs and coordinates the development and implementation of emergency and/or disaster plans for the bureau.
- Provides technical and administrative direction to Captains and other staff in the development of new and/or revised security programs and related activities.
- Establishes and maintains effective relationships with public and private law enforcement agencies on matters of mutual interest.

Desirable Qualifications

- Possession of the Advanced or Management Peace Officer Standards and Training Certificate, please attach a copy of the certificate at the time of filing.

- A Bachelor's Degree or higher from an accredited college in Administration of Justice or a closely related field
- Demonstrated knowledge and skills to develop and evaluate subordinate staff.
- Demonstrated knowledge of federal state, and local laws and in order to develop operational policies and procedures.
- Demonstrated knowledge of administrative principles and practices including program development and evaluation.
- Demonstrated excellent interpersonal skills and ability to communicate effectively with a variety of groups and individuals.

Additional Information Required

- Describe related education, specialized coursework, certificates and degrees in Criminal Justice or closely related field and attach a copy of degree or transcripts at the time of filing.
- Describe in detail your experience in managing a security or law enforcement agency serving the public. Include major areas of responsibility, size of staff managed, and programs developed and evaluation tools.
- Describe your experience in developing, training, motivating, and evaluating subordinate staff.
- Describe your experience in analyzing complex administrative and law enforcement problems, including evaluating alternative solutions and developing sound recommendations.
- Describe your experience dealing with various local law enforcement officials, other public agency representatives and the public.

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 acceptance of your application will depend upon whether you have clearly shown that you meet the Selection Requirements. You must also ensure that you respond to each of the areas listed under Additional Information Required. Only the most qualified candidates will be invited to an interview weighted 100%

- Interviews are designed to assess education, experience, personal fitness and general abilities to perform the duties of the position.
- The names of the candidates receiving a passing grade will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

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 the following:

- **Retirement** – The employee may choose either a contributory or non-contributory defined plan.
- **MegaFlex Benefit Plan** – The employee may participate in the MegaFlex Cafeteria Benefit Plan using a tax-free monthly allowance given to the employee as taxable income to purchase benefits. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurance. Dependent care and health care reimbursement accounts are also available. (Not applicable to County employees who are currently in Flex.)
- **Savings (401k)** – The Employee may participate in an optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – The employee may participate in an optional tax-deferred income plan that includes a County matching contribution up to 4 % of employee's salary.

Filing Instructions

Only a standard Los Angeles County employment application form for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m. beginning Wednesday April 7, 2004. This examination will remain open until the staffing needs are met. Applications **must** be received either in person or by mail, by 5:00 p.m. on the last day of filing, at the following address **ONLY**:

Please submit application forms to:
ESMERALDA RAMIREZ
Office of Public Safety
Human Resources
13001 Dahlia Street
Downey, CA 90242

For additional information about the position please call (562) 940-8379

Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- a. During a declared war; or
- b. During the period, April 28, 1952 through July 1, 1955; or
- c. For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- d. In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

Los Angeles County 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.

Employment Eligibility Information

Immigration law requires that all persons hired after November 6, 1986 must provide proof of work eligibility. Applicants will be required to submit ORIGINAL documents within three (3) business days of hiring, which will show satisfactory proof of: 1) identity, and 2) U.S. Citizenship or legal right to work permanently in the United States.

Special Information

All positions are open to qualified men and women. Pursuant to the American with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation or help in order to apply for a position, may contact: **ADA Coordinator – Voice (213) 738-2057, TTY – (800) 899-4099 or (800) 897-0077, ORS – (800) 735-2922**



**THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY
EMPLOYER**

BULLETIN POSTED: April 5, 2004