

THE COUNTY OF LOS ANGELES

**Invites Resumes
for**

**Chief Deputy
Registrar-Recorder/County Clerk
(Unclassified)**



**Annual Salary:
\$129,045 - \$195,320**

**Filing Period:
August 29, 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. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's 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. A recent change in the governing structure of the County has all Department Heads reporting to the Chief Executive Officer with the exception of elected officials (Assessor, District Attorney and Sheriff), the Fire Chief, Auditor-Controller, County Counsel and the Executive Officer of the Board of Supervisors.

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

THE DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK

The Department of Registrar-Recorder/County Clerk (RR/CC) registers voters, maintains voter files, conducts federal, State, local and special elections and verifies initiatives, referendums and recall petitions. Los Angeles County, with more than 500 political districts and 4.1 million registered voters, is the largest and most complex election jurisdiction in the country. The Department conducts primary and general elections and approximately 200 city, school and special district elections annually.

The RR/CC also records real property; maintains vital records of birth, death and marriage; issues marriage licenses; and processes business filings and other

documents. Annually, RR/CC records 3.3 million real estate documents, issues 877,000 vital record certified copies and 60,000 marriage licenses, and processes more than 212,000 fictitious business name filings. The RR/CC operation services an estimated 3,000 customers daily.

THE POSITION

The Chief Deputy Registrar-Recorder/County Clerk reports to the Registrar-Recorder/County Clerk, and acts as assistant head of the Department of the Registrar-Recorder/County Clerk. This one position is distinguished by its executive and administrative responsibility for assisting the Registrar-Recorder/County Clerk in the planning, organization, and direction of all operations of the Department including those of the County Clerk operations, Registrar operations, and Recorder operations.

EXAMPLES OF DUTIES

The Chief Deputy Registrar-Recorder/County Clerk's duties include, but are not limited to, the following:

- Assists in evaluating the effectiveness of departmental policies, operational practices, and programs.
- Directs the formulation of, or revisions to, policies and the development of changes in organization, staff, work processing, and management information systems as needed to increase effectiveness and efficiency and reduce administrative costs.
- Assists in directing the Department's planning, development, and administration of all programs mandated by federal, State and County laws and regulations.
- Provides direction in planning, directing, managing, assigning, and evaluating the work of the Bureaus of the Department.
- Recommends and coordinates new legislation with city, county, state, and federal offices to ensure conformity and efficiency with other programs of similar scope.
- Assists in directing the development of departmental strategic planning scenarios based upon trends in technology and workforce staffing strategies.
- Directs the development of contingent changes in workforce methods and techniques and directs changes in workforce procedures and programs in concert with these plans.
- Assists in directing the development and implementation of changes in organization, staffing, work processing, information systems and employee training needs to increase departmental effectiveness and efficiency and reduce administrative costs.
- Gives advice or instruction to subordinate managers and supervisors on both work and administrative matters.
- Assists in directing the development, implementation, and conduct of work analysis studies relating to

monitoring productivity of personnel and quality and quantity of work product.

- Recommends procedures and practices for quality or quantity improvement, and assists in directing the implementation of approved changes for the Department, other public agencies, or community organizations.
- Assists in directing the maintenance of Department costs within the budget allocation.
- Serves as the Department liaison with the County Board of Supervisors.
- Acts as the Department Head in the absence of the Registrar-Recorder/County Clerk.

MINIMUM REQUIREMENTS

Five years of progressively responsible experience in an administrative or management capacity directing or assisting in directing through subordinate managers, a major organizational unit with responsibility for multiple high profile functions or services, including elections administration and legal document processing or functions of a similar level of complexity. This experience may have been in either a public or private agency or businesses providing public services.

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 and operational staff in a large sized organization responsible for election preparation and election services; recording and custody of legal documents pertaining to vital records, business filings and real property ownership; information technology and administrative services related to the above.
- Demonstrated knowledge of federal, State and local laws and guidelines pertaining to election administration, voter registration, recording and vital records.
- Demonstrated knowledge required to manage or assist in the management of a large complex organization, including directing or assisting in the direction of budget, human resources, fiscal, supply and other administrative functions of the organization, as well as line functions.
- Demonstrated experience in the development and administration of organizational goals and objectives.
- A Bachelor's degree or higher from an accredited college or university in public or business administration, management studies, or a closely related field.
- Excellent oral and written communication and presentation skills including the ability to write assessment reports containing statistical and comparative analyses as necessary.

- Demonstrated ability to work effectively and represent the Registrar-Recorder/County Clerk with public and private officials, the media, private companies and community organizations.
- Demonstrated ability and cultural sensitivity in solving problems of interpersonal work relationships and employee-customer issues among a large, ethnically diverse workforce that serves the public.

ANNUAL SALARY & BENEFITS

ANNUAL SALARY: \$129,045 - \$195,320

The salary range for this position is R16. 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.

- **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 insurances. (The MegaFlex Plan is not available to County employees who are currently in Flex.)
- **Non-Elective Days** – 10 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.

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 Registrar-Recorder/County Clerk 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).

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 (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (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.

Resume 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 and kept confidential and utilized solely for required statistical purposes.

Please submit statement of interest and resume to:

MARCO MOREJON
Department of Human Resources
EXECUTIVE RECRUITMENT
 Kenneth Hahn Hall of Administration
 500 West Temple Street, Room 555
 Los Angeles, CA 90012
 Phone: (213) 974-2675
 Fax: (213) 613-4773
 E-mail: mmorejon@hr.lacounty.gov

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This announcement may also 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**