

**Retirement Plan** - The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pension will be limited under the Public Employees' Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013 - that is, someone first employed by the County on or after December 1, 2012 - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. A new County employee hired after June 30, 2014, will be eligible to participate in the Los Angeles County Retiree Healthcare Benefits Program - Tier 2. Details on the Tier 2 program will be provided upon request.

**Cafeteria Benefit Plan** - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased 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 paid to the employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

**Non-Elective Days** - Ten paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

**Flexible Spending Accounts** - Employees may contribute up to \$200 per month tax-free to a Health-Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

**Savings Plan (401K)** - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

**Deferred Compensation Plan (457)** - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

**Holidays** - Eleven paid days per year.

## SELECTION PROCESS

Qualified candidates are invited to submit a statement of interest along with a resume detailing the required experience.

### Resume packets should include the following:

Names of schools, colleges or universities attended, dates attended, degrees earned and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

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 salary information.

Information must show that the candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

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 Executive Selection Committee, for final selection.

**NOTE: A background investigation will be completed on the candidate selected for this position.**

### HOW TO APPLY

**Send resumes (email preferred) to Barbara Aldana. Resumes will be considered as they are received.**

Executive Office of the Board of Supervisors

HUMAN RESOURCES DIVISION

Kenneth Hahn Hall of Administration

500 West Temple Street, Room 374

Los Angeles, CA 90012

(213) 974-1421

Email: [BOS-ExecutiveRecruitment@bos.lacounty.gov](mailto:BOS-ExecutiveRecruitment@bos.lacounty.gov)

*An Equal Opportunity/ADA Employer*

Additional information about Los Angeles County can be found at [www.lacounty.gov](http://www.lacounty.gov)



# County of Los Angeles Career Opportunity



## DIRECTOR, INFORMATION SYSTEMS ADVISORY BODY (UC)

Filing Period: August 24, 2015 – Until the needs are met

Annual Salary: \$122,056 - \$184,741 (MAPP R14)

## THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles (County) 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 beautiful 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 (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are thirty-two appointed positions that report directly to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2015-16, the County has an annual budget in excess of \$26 billion and funding for over 100,000 positions to serve its diverse population.

## THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors (Board), including preparing the Board's weekly agendas and its statements 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 \$129 million and includes funding for approximately 400 budgeted positions.

## THE INFORMATION SYSTEMS ADVISORY BODY (ISAB)

ISAB was established as a multi-agency, multi-jurisdiction agency. Its intended purpose is to address key requirements for justice systems integration. This is achieved through development and enhancement of county-wide automated justice information systems. The work effort is focused on:

- Providing a coordinated technology development effort incorporating systems, functions and interfaces from multiple Justice Agencies
- Providing systems planning that itemizes tactical and strategic steps to achieve multi-agency goals
- Providing inter-agency systems knowledge, to enable seamless information sharing

- Providing integration solutions to bring together systems utilizing a wide variety of computing environments

ISAB's primary objective is to improve information systems design and operation through facilitation of coordinated, cooperative development.

## THE POSITION

This position has overall responsibility for the planning, development, implementation and management of multi-agency criminal justice systems and criminal justice data exchanges for the ISAB members which include the Sheriff, District Attorney, Public Defender, Alternate Public Defender, Probation Department, Coroner, Superior Courts, Chief Executive Office, Internal Services Department, Los Angeles County Police Chiefs Association, and the Los Angeles Police Department. This position receives administrative and policy direction from the Chairperson of ISAB (an appointed member of CCJCC). ISAB and the Director are, for administrative purposes, assigned to and budgeted within the Executive Office of the Board of Supervisors. The incumbent serves at the highest level of technical and administrative review for countywide criminal justice technology projects and policy issues. The incumbent must have highly developed interpersonal skills required for leadership on both technical and policy committees or working groups; a comprehensive knowledge of information systems technology; knowledge and experience in information systems strategic planning; knowledge and experience in criminal justice operations and administration; and excellent written and oral communication skills.

## KEY RESPONSIBILITIES

Directs all interagency activities related to the development, implementation and modification of automated information systems under the sponsorship of ISAB.

Directs all interagency activities related to the identification, definition and coordination of user needs and requirements for systems under the sponsorship of ISAB.

Directs the development, implementation and administration of ISAB's cooperative, multiagency systems such as Proactive Information Exchange (PIX), Consolidated Criminal History Reporting System (CCHRS), Justice Automated Information Management and Statistics (JAIMS).

Serves as primary liaison with the ISAB member agencies on the development and integration of criminal justice information systems and serves on regular or ad hoc committees for related technical and policy issues.

Coordinates the ongoing development of ISAB standards and policies governing the secure exchange of electronic digital content.

Provides technical leadership and assistance to ISAB member agencies including consultation in the development of conceptual designs and the development of Request for Proposals (RFP's) and other technical documents.

Oversees the development, implementation and administration of ISAB RFP's and related procurement activities.

Directs interagency activities related to the development and implementation of multiagency infrastructure (VOIP, Wiring, and Wireless) to support countywide justice information systems.

Prepares written reports and oral presentations on information systems and criminal justice policy issues for ISAB, CCJCC and the Board of Supervisors.

Serves as pro tem ISAB Chairperson as needed.

Directs the development and administration of the ISAB budget.

Directs the preparation of the ISAB long-range systems plan.

Manages ISAB pilot projects to determine the feasibility of new technologies and/or applications.

Directs the work of the ISAB Assistant Director and all other staff assigned to ISAB.

## MINIMUM REQUIREMENTS

A bachelor's degree or higher in Computer Science or Management Information Systems -AND- three years of recent, highly responsible experience in managing the integration of multiple technology platforms, operating systems, software, and internet technologies in a criminal justice technology organization -OR- Five years of recent, experience in the public sector in the planning, development, implementation, operation and maintenance of highly complex, agency-wide criminal justice information systems at the level of Departmental CIO, Administrative Manager XIII or Information Technology Manager II.

## DESIRABLE QUALIFICATIONS

- Knowledge and experience in an agency-wide criminal justice system.
- Experience analyzing/developing system requirements and directing the implementation of criminal justice data exchanges to support justice enterprise business processes.
- Experience and demonstrated knowledge of information technology, management and organization principles, directing and administering information technology services within a large and complex Information Technology organization.
- Extensive knowledge of and ability to interpret and apply provisions of federal, state, and local criminal justice laws, regulations, codes and ordinances pertinent to criminal justice.

- Experience preparing and delivering presentations to the public or organization representatives on issues related to the criminal justice system.
- Demonstrated ability to effectively interact with public officials, executive management, professional technical personnel, and the general public.
- Excellent customer service and oral and written interpersonal skills to effectively communicate with all levels of clients.
- Demonstrated experience and knowledge of computer systems affiliated with the criminal justice process functions, including system design, interfacing and integration with other systems, and long-range systems planning.
- Participates in strategic planning and technology solution discussions with executive members of the Los Angeles County criminal justice community.
- Ability to apply creative and innovative solutions to complex problems.

## COMPENSATION AND BENEFITS

The annualized salary range for this position is \$122,056 - \$184,741 MAPP Range 14. The starting salary will depend on qualifications, salary history and career accomplishments. Specific salary placement will be based upon evaluation of a candidate's overall ability to provide exemplary leadership to the County. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). In addition, Los Angeles County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs.

