

In addition, Los Angeles County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs as detailed below.

**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 one 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 Assistant Executive Officer, 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. The recruitment will remain open until the position is filled.**

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  
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)



## RECRUITMENT FOR DEPARTMENTAL CHIEF INFORMATION OFFICER I

**Filing Period: April 8, 2015 – April 21, 2015**

**Annual Salary: \$113,540 - \$171,853  
(MAPP R13)**

## 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 seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 25 department heads report to the Chief Executive Officer. 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 2014-15, 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 POSITION

The position is responsible for the Information Resource Management Division and is responsible for the overall management of information technology activities and technology budget relative to the Executive Office, the Board of Supervisors, various Commissions, and special investigative units.

## KEY RESPONSIBILITIES

Oversees and manages projects relating to systems development, programming and web-based applications, public websites and portals, network security, data center, maintenance and migrations, and vendor and County driven projects.

Manages the daily operations of the Technology division through senior managers and subordinate managers by establishing priorities, develop standards and policies, analyze workflows, and setting deadlines.

Directs the development of system requirements and the computing needs for the department by consulting with various customers including Board Offices, Executive Office, commissions, investigative units, client departments, county managers, vendors, outside consultants, and internal solutions architect and support staff.

Manages and monitors information technology requests, contracts, and agreements; meets with senior management, customers, supervisors, and vendors to solicit cooperation and resolve business and technology problems.

Directs the evaluation and assessment of innovative technology solutions, vendor proposals, enterprise system architecture, network systems, data exchange, system interfaces, software, and maintain data integrity, security, and privacy are not compromised.

Controls the operational budget and expenditures of the information technology division, including cost recovery, purchase system hardware and software, desktop and mobile equipment, and software for division and internal customer use.

Prepares and directs division managers for preparation of overall information technology budget including fixed assets and supply and services, and the departmental Business Automation Plan (BAP).

Consults with departmental senior management, Executive Officer, Board Offices, various Commissions to determine the most appropriate technology solution, and represents the department in meetings with local, State, and Federal government agencies.

Participates in strategic planning and technology solutions discussions with Executive Officer, Assistant Executive Officers (AEOs), Deputy Executive Officers (DEOs), management staff, and county technology managers.

## MINIMUM REQUIREMENTS

### THE CANDIDATE Education, Licenses and Experience

A bachelor's degree from an accredited college in a Business Administration; a discipline related to the core business function of the department; or Computer Science or a closely related field and four years progressively responsible experience managing the design, development, implementation, operation, and maintenance of large and complex information systems in a multi-service public or private sector organization. Such experience must include the management of both technical information systems functions and related administrative functions such as budget, finance, and personnel. - **OR** - Six years of progressively responsible experience managing the design, development, implementation, operation, and maintenance of large and complex information systems in a multi-service public or private sector organization. Such experience must include the management of both technical information systems functions and related administrative functions such as budget, finance, and personnel. - **OR** - Two years of experience, within the last three years, at the level of Los Angeles County Information Technology Manager I.

## DESIRABLE QUALIFICATIONS

Experience and demonstrates knowledge of information technology, management and organization principles, directing and administering information technology services within a large and complex Information Technology organization.

Knowledge of and demonstrates experience with application systems and software, appropriate networking systems and server administration, as well as operating systems/platforms and related tools, utilities, and techniques.

Knowledge of mobile technology, including information security of confidential financial and personal data.

Experience managing enterprise information technology projects for a large public government agency or private-sector organization.

Demonstrated ability to effectively interact with public officials, executive management, professional technical personnel, and the general public.

Experience with Microsoft Office 2010 and Office 365 products such as Word, Excel, PowerPoint, Outlook, OneNote, Access, and OneDrive in order to provide executive level support to VIP customers.

Experience with Microsoft Windows Server 2008, 2012; SQL Server 2008, 2012; Windows IIS; Microsoft Exchange 2007, 2010, 2013; VMWare and HyperV; Linux; Mac OS.

Familiar with Microsoft Dynamics Customer Relationship Management (CRM) 2011, 2013, 2015; Microsoft Office SharePoint Server (MOSS) 2007, Microsoft SharePoint Server (MSS) 2010, 2013, 2015.

Experience with network protocols, switching, routing, Cisco Nexus, network security systems and appliances such as Cisco ASA, FWSM, MDM, VPN, IPS; load balancing appliances such as F5 and Cisco products.

Professional certification such as CCIE, CCSP, CCNA, CISSP, GCIH, GCPM, PMP, and ITIL.

Demonstrated ability to successfully provide service delivery improvements and efficiencies through an Enterprise Data Center service environment.

Excellent customer service and oral and written interpersonal skills to effectively communicate with all levels of clients.

## COMPENSATION

The annualized salary range for this position is \$113,540 to \$171,853. 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), and is compensated at MAPP Range 13.