



# The County of Los Angeles is accepting applications for Chief Deputy Registrar-Recorder/County Clerk (UC)

**Open from February 18, 2021 until filled.  
First consideration will be given to applications  
received by February 28, 2021**

## Compensation and Benefits

**Compensation:** \$187,144 — \$281,716 annually. This unclassified position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 17.

The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

**Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan.

**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.

**Flexible Spending Account** – Optional employee tax-free health 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.

## How to Apply

This unclassified position will be open from February 18, 2021 until the position is filled. First consideration will be given to those who apply before February 28, 2021. Qualified candidates are encouraged to go to: <https://bit.ly/3pxyGZP> to create an online profile and submit your application, cover letter, resume, and three professional references.

For confidential inquiries, please contact:

Bill Dukes

Los Angeles County Department of Human Resources

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Email: [wdukes@hr.lacounty.gov](mailto:wdukes@hr.lacounty.gov)



To enrich lives through effective & caring service.



***"Serving Los Angeles County by providing essential records management and election services in a fair, accessible and transparent manner."***

## The County of Los Angeles

The County of Los Angeles is the most populous county in the United States, with more than ten million inhabitants. The County includes 88 cities and has an area of 4,751 square miles that is demographically, geographically, and economically diverse. The County operates with an annual budget in excess of \$38 billion. Over 110,000 employees in more than 37 departments provide vital and wide-ranging services to the public.

### Registrar-Recorder/County Clerk

Nationally recognized, the Registrar-Recorder/County Clerk streamlines processes with leading edge practices, makes voting opportunities more accessible to all eligible voters, and decentralizes business filings and other requirements for easier access for the community. The current budget is nearly \$313 million, with over 1,100 budgeted positions. The Registrar-Recorder/County Clerk:

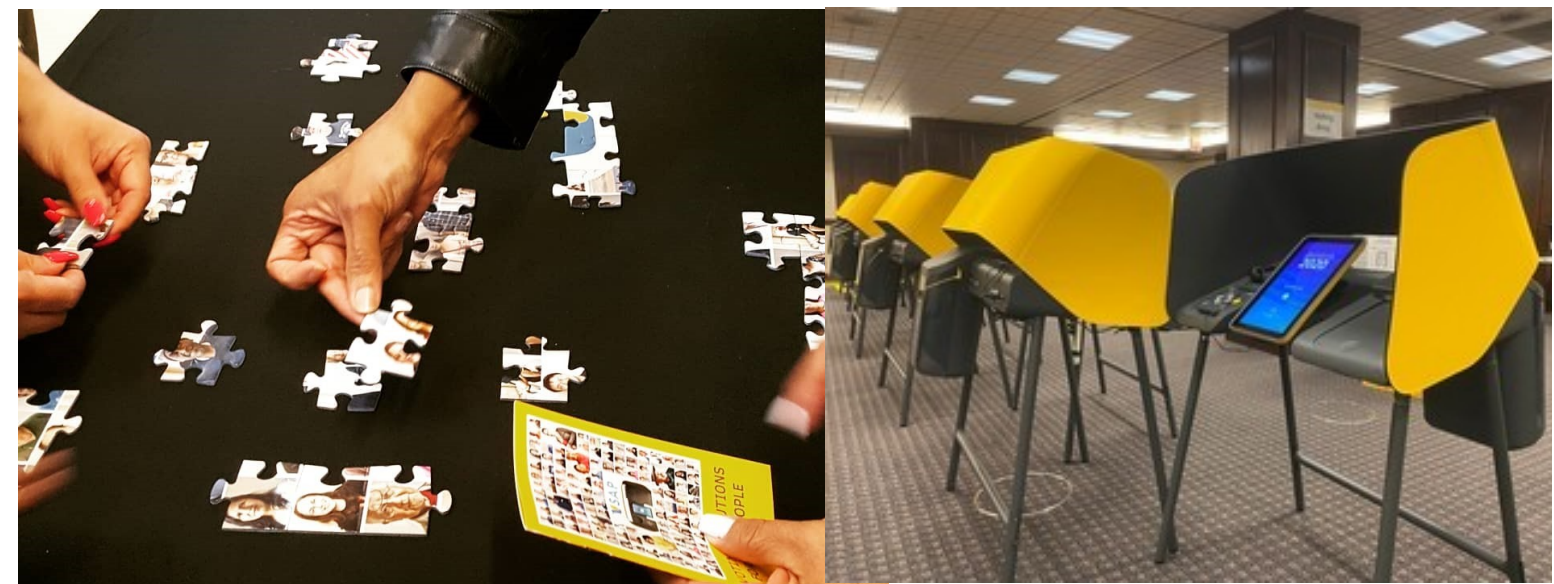
- Conducts federal, State, local, and special district elections.
- Registers voters, maintains voter registration files, and verifies signatures on initiatives and referendum petitions.
- Records real estate documents and other records.
- Maintains birth, death, and marriage records.
- Issues marriage licenses, and performs civil marriage ceremonies.
- Handles business name filings and indexing, qualification/registration of notaries, processing of servers and others, and miscellaneous statutory issuance of oaths and filings.
- Manages countywide records and archives.

### The Opportunity

The Chief Deputy, Registrar-Recorder/County Clerk serves as the Chief of Staff / Chief Operating Officer for the largest local elections and public records agency in the United States. Leading a team of highly engaged professionals with a real passion for public service, this individual needs to take a hands on approach to leading and developing executive staff as they continue to achieve the department's mission, and meet coming challenges. The new Chief Deputy will bring strengths in administrative and fiscal management from a large operation, and possess a dynamic and engaged leadership approach using best practices.

Examples of duties include:

- Directing the planning, development, and administration of all programs mandated by federal, State and County laws and regulations.
- Assisting in directing the development of departmental strategic planning scenarios based upon trends in technology and workforce of the future staffing strategies.
- Assisting in directing the development and implementation of change management in the organization, staffing, work processing, information systems and employee training needs to increase departmental effectiveness and efficiency and reduce administrative costs.
- Leading, instructing, and developing subordinate executives, managers, and supervisors on both work and administrative matters.
- Directing the development, implementation, and the conduct of work analysis studies relating to monitoring productivity of personnel and quality and quantity of work product.
- Managing and integrating changes to procedures and practices for quality or quantity Improvement, and directing implementation for the department, other public agencies, or community organizations.



### Requirements for Consideration

Bachelor's degree in Business or Public Administration, Management Studies, or a related field from an accredited college or university.

Five years of progressively responsible experience in an executive capacity directing through subordinate managers, an agency or major organizational unit of a large agency with responsibility for functions of election or similar major event preparation and execution; as well as administration, processing, and storage of records and documents.

### 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.
- Direction of large-scale organizational development projects such as Lean Six Sigma in order to improve processes for increased performance and efficiency, manage change in a smooth and organized manner, and prepare staff for independent management roles.
- Success in a high profile, highly visible environment subject to public and media scrutiny in a sensitive and responsive manner.
- Demonstrated ability to work effectively and represent the Registrar-Recorder/County Clerk or other executive-level authority 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.