

**EXECUTIVE OFFICE**



**BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES**

# **COUNTY OF LOS ANGELES CAREER OPPORTUNITY**



## **EXECUTIVE DIRECTOR YOUTH COMMISSION (UC)**

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Filing Period:  
**June 24, 2022 -**  
until the needs are met

Annual Salary:  
**\$109,186 - \$169,806**

**This recruitment will remain open until the needs of the Commission are met.**

## THE COUNTY OF LOS ANGELES

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The County of Los Angeles (County), listed as one of Forbes' Best Large Employers in 2022, serves a demographically and geographically diverse population of more than 10 million residents. The County operates with an annual budget in excess of \$38.5 billion for fiscal year 2021 – 2022. Over 110,000 employees in 37 departments provide vital and wide-ranging services to the public.

## THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

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The Youth Commission (Commission) serves as an advisory body to the Los Angeles County Board of Supervisors and youth-serving County departments. The Commission will work to improve the County's child welfare and juvenile justice systems by providing a platform through which policy, practice, and service delivery can be informed and shaped by the lived experiences of young people who have been impacted by these systems. Generally, Commissioners are between ages 18 and 26.

## EXECUTIVE DIRECTOR, YOUTH COMMISSION

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The Executive Director administers and supports all aspects of the Commission's operations, working directly with Commissioners, within a youth-led and youth-driven empowerment model. Candidates must have the skills and abilities required to manage all complex administrative functions and must maintain effective relationships with Commissioners and varied stakeholders. This position reports directly to the Assistant Executive Officer (AEO), Board of Supervisors.

## KEY RESPONSIBILITIES

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- Administers the Commission's meetings, in collaboration with Commissioners, and ensures compliance with the Brown Act and Robert's Rules of Order.
- Facilitates the Commission's analysis of existing programs, services, and initiatives; provides recommendations regarding their effectiveness; and recommends new programs, services, and initiatives.
- Facilitates and supports development of Commissioners' leadership capacity and well-being.
- Develops Commission training materials, policy, and programming, in collaboration with Commissioners and stakeholders.
- Serves as liaison for strategic collaboration between the Commission and existing County advisory and oversight bodies with similar scope and areas of focus, such as the Probation Oversight Commission and Commission for Children and Families.
- Acts as liaison between the Commission, the Board, youth-serving County departments, community-based organizations, and the external stakeholder community.
- Directs preparation of the Commission's meeting agendas and associated materials.
- Prepares annual reports, sunset reviews, and various other written correspondence, including those of a highly sensitive nature, to the Board and County departments.
- Reports the progress of initiatives, recommendations, and/or other areas of interests to the Board.







## MINIMUM REQUIREMENTS

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### OPTION I:

A Master's degree in social work or a related social science from an accredited college -AND- Four (4) years of professional experience in the field of public child welfare or restorative juvenile justice, one (1) year of which must have been in a supervisory capacity, performing work related to child welfare or juvenile justice issues, including developing programs, policies, and procedures; administering budgets; and analyzing and making recommendations regarding pending legislation.

– OR –

### OPTION II:

A Bachelor's degree in social work or a related social science from an accredited college -AND- Six (6) years of professional experience in the field of public child welfare or restorative juvenile justice, two (2) years of which must have been in a supervisory capacity, performing work related to child welfare or juvenile justice issues, including developing programs, policies, and procedures; administering budgets; and analyzing and making recommendations regarding pending legislation.

### SHIFTS:

Appointees will be required to work during non-traditional business hours, including some weekends.

### 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

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- One (1) year of demonstrated experience working directly with child welfare and/or juvenile justice system-impacted youth to promote and facilitate trauma-informed, positive youth development and leadership skill building.
- Demonstrated experience in establishing and maintaining relationships with relevant stakeholders, youth-serving governmental agencies, or other County bodies.
- Strong oral and written communication skills.
- Demonstrated knowledge and understanding of Los Angeles County's public child welfare and juvenile justice landscape.
- Lived experience with the child welfare and/or juvenile justice system.

## COMPENSATION AND BENEFITS

### **Annual Salary: \$109,186 - \$169,806**

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allow employees to choose the benefits that meet their specific needs.

The package includes:

**Retirement Plan** - New appointees will participate in a contributory defined benefit plan.

**Cafeteria Benefit Plan** - The County funds its cafeteria plan using tax-free contribution of an additional 14.5% to 17% of the employee's monthly salary.

**Non-Elective Days** - Ten (10) paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

**Flexible Spending Accounts** - In addition to tax-free medical and dependent care spending accounts, the County contributes \$75 per month to an employee's dependent care spending account.

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

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

**Holidays** - Thirteen (13) paid days per year.

## HOW TO APPLY

This position will be open from **June 24, 2022 - until filled.**

Please click here to apply - [LINK HERE](#) and create an online profile to submit your application, cover letter, résumé, record of accomplishments, degree verification, and three professional references.

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

**As part of this application process, applicants will be required to complete a supplemental questionnaire to document specific work experience.**

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 Officer for final selection.

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

**For confidential inquiries, please contact:**

**Neetu Sangtani**

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## EXECUTIVE OFFICE



BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES