COUNTY OF LOS ANGELES
CAREER OPPORTUNITY

EXECUTIVE DIRECTOR,
PROBATION OVERSIGHT COMMISSION

Filing Period:
July 10, 2020 - Until Filled

Annual Salary:
$142,215 - $215,320
THE COUNTY OF LOS ANGELES

The County of Los Angeles, listed as one of Forbes’ Best Large Employers in 2020, serves a demographically and geographically diverse population of more than 10 million residents. The County operates with an annual budget in excess of $36 billion for Fiscal Year 2019-20. Over 112,000 employees in more than 37 departments provide vital and wide-ranging services to the public.

THE BOARD OF SUPERVISORS

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year staggered terms. As the governing body, the Board serves as both the executive and legislative authority of the largest and most complex county government in the United States. The Board directs County governance through its numerous appointed department heads. In addition to the appointed department heads, the County Assessor, the District Attorney, and the Sheriff are elected by the people.

Commissions help the Board handle the many and varied duties and responsibilities of local county government. Commissions, committees, task forces, and special district agency boards are created by State or Federal Law, County ordinance or by the Board’s action. The Board relies on these groups to advise on a wide range of issues affecting its constituencies, and to assure that these bodies are responsive to community inputs and concerns.

THE PROBATION OVERSIGHT COMMISSION

On October 1, 2019, the Board voted unanimously to establish a new Probation Oversight Commission after hearing concerns from the community and Probation staff. Concerns included issues in County juvenile facilities, improving community engagement, the Department’s organizational culture, and the need to improve the strategic use of information technology. The Commission was charged with improving public transparency and accountability in the Los Angeles County Probation Department.

The Commission will be composed of nine members. The positions are reserved for people who meet the following criteria: a person who is formerly justice-involved, a family member of someone who is currently or formerly justice-involved, and a legal defense specialist. The Commission shall provide robust opportunities for community engagement, ongoing analysis, and oversight of the Probation Department’s policies, practices, and procedures. It will also act as an advisory body to the Chief Probation Officer and the Board.

The Commission will monitor reform efforts of the Probation Department, including utilizing a comprehensive systemic reform plan for guidance. Furthermore, it will serve as liaison and facilitator between the Probation Department, County residents, and community-based organizations to address the impact of Probation Department policies and practices on the community. The County’s Office of the Inspector General will work closely with the Commission and shall be accountable for investigations and issuing subpoenas as directed by the Commission.
WHAT ARE THE RESPONSIBILITIES?

The Executive Director (ED) of the POC is responsible for carrying out the POC’s mission by providing expert leadership in managing administrative, research, and operational support, as well as overseeing the development and implementation of POC policies, procedures, and strategies. The ED’s responsibilities involve organizing, planning, and coordinating all directives, programs, projects, and activities, which require a comprehensive knowledge of pertinent policies and procedures as well as local, state and federal laws.

The ED will serve as a chief advisor, strategist, and thought leader to the Board on matters related to Probation reform, such as youth justice, restorative justice, and social equity. The ED shall possess an empathetic and inclusive leadership style, have intimate knowledge of the County’s diverse socio-economic and civic landscape, and demonstrate the ability to make well-reasoned and emotionally intelligent recommendations oriented toward solving systemic issues.

The ED must also have the knowledge and demonstrated ability to work effectively with commissioners, County departments, employee groups, the Board of Supervisors, as well as other stakeholders and constituents. Serving as a liaison between the Board, the external stakeholder communities, a facilitator between the Probation Department and residents, as well as a bridge between the Commissioners and community advocates, the ED must be oriented toward transparency, accountability, and the fair treatment and wellbeing of those working for the Probation Department.

KEY RESPONSIBILITIES

- Leads all aspects of the Commission by planning, organizing, assigning, evaluating, and monitoring the assignments of staff responsible to provide policy, program, and administrative support.
- Develops, recommends, and implements management concepts, objectives, policies, projects, and systems to implement the work of the Commission.
- Directs the analysis and evaluation of operational policies/procedures and systemic issues in service delivery or outcomes for juveniles and adults; makes recommendations to the Board and advises the Probation Department regarding those issues.
- Ensures system reform efforts are initiated and institutionalized throughout the Probation Department.
- Builds and maintains effective relations between the Commission, County departments, the Board, other governmental agencies or community organizations, and the public.
- Manages administrative, research, and support services, provides reports to the Commission, and prepares annual reports related to Commission objectives.
- Coordinates and directs community outreach efforts and regularly attends scheduled public meetings.

MINIMUM REQUIREMENTS

A Bachelor’s degree from an accredited college or university AND Five years of community or government management experience, including experience in one or more of the following:

- Facilitating the effective functioning of community and/or volunteer commissions, committees, etc.
- Researching, investigating, analyzing, and reporting on complex issues relevant to the community.
- Providing direct customer service to members of the community; this experience should also include facilitating relationships and leading controversial or sensitive initiatives with community partners, advocates, and others.
- Working with large, complex organizations to improve organizational culture and accountability.
- Probation department operations, including pre-trial services, adult and juvenile field supervision, and constitutional practices in detention services, etc.
DESIRABLE QUALIFICATIONS

- A Juris Doctorate or an advanced degree in human services, public administration, criminal justice or similar field.
- Three or more years of experience working on systems improvement for governmental institutions.
- Experience working in or with the criminal or juvenile justice system, preferably in Los Angeles County.
- Proficiency in standard methodologies in the social justice field, including trauma-informed, rehabilitative, and therapeutic practices, delinquency prevention, and intervention programs.
- Robust relationships with community agencies focused on justice reform and/or with faith-based organizations, as well as with County departments.
- Demonstrated understanding of the County’s justice reform challenges, particularly those pertaining to the Probation Department.
- Strong written and oral communication skills, with an ability to listen to a variety of viewpoints.
- Proven success working with a diverse population, including various ethnic communities, individuals and families, and residents involved with or family involvement with the justice system.

HOW TO APPLY

First consideration will be given to those individuals who apply before July 31, 2020.

Please go to: [http://hr.lacounty.gov/](http://hr.lacounty.gov/) to submit your official application, cover letter, resume, record of accomplishments, degree verification, and three professional references.

For confidential inquiries, please contact:
LaTanya L. Hill, JD
Executive Recruiter
Talent Acquisition Division
Telephone: (323) 428-0745
E-mail: Lhill@hr.lacounty.gov

EQUAL EMPLOYMENT OPPORTUNITY

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 or any other characteristic protected by State or Federal law. All positions are open to qualified individuals pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will follow all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.