



DEPARTMENTAL

# ADMINISTRATIVE DEPUTY II

ANNUAL SALARY RANGE: \$152,555 - \$237,254

OPEN COMPETITIVE

EXECUTIVE CAREER OPPORTUNITY



**Nationwide applications accepted from 1.7.2026 until the position is filled.**  
First consideration will be given to applications received by 1.16.2026

# Los Angeles County Public Defender's Office

JOIN THE FIRST AND FINEST

## The Department

The Los Angeles County Public Defender's Office (Public Defender's Office) founded in 1914, nearly 50 years before public defense became the law of the land, is the first, finest, and the largest public defender office in the United States, serving as a beacon for client-centered indigent defense. With more than 1,140 employees across 32 locations, our dedicated teams represent more than 100,000 people annually.

The Public Defender's Office is committed to advancing equity, fairness, and access to justice. It recognizes the role of systemic inequities in the criminal legal system and strives to deliver services that are culturally responsive, trauma-informed, and reflective of the diverse communities we serve.

The Public Defender's Office is an award-winning office recognized for its commitment to equity and inclusion, particularly in serving Los Angeles County's most vulnerable and underserved populations.

Notable award-winning partnerships and programs include the successful collaboration with non-profit organization, Partners for Justice, the novel Rapid Diversion Program, and innovative Neurocognitive Disorders Team.



### VISION

The Los Angeles County Public Defender's Office is the finest client-centered criminal defense firm in the nation, providing a beacon for evolutionary and revolutionary changes in the justice system.



### MISSION

By 2025, measurably reduce incarceration and the collateral consequences of contact with the criminal justice system in Los Angeles County.

### VALUES



#### Advocacy

We are zealous Defenders, working relentlessly to meet the needs of our clients



#### Compassion

We listen to our clients, respect their life experience, and tell their story



#### Dedication

We are passionate about indigent defense



#### Collaboration

We work with County and community stakeholders to achieve our clients' goals



# An Unparalleled Executive Leadership Opportunity

The **Administrative Deputy II** is the highest-level administrative officer in the Los Angeles County Public Defender's Office. This executive-level position is responsible for directing and overseeing all departmental administrative support operations and services.

Under the direction of the **Chief Deputy**, the Administrative Deputy II plans, implements, and evaluates the Department's administrative infrastructure to support large-scale operations. This role is essential to ensuring operational efficiency, fiscal integrity, regulatory compliance, and alignment with the Department's mission of client-centered representation and justice reform.

**As a key member of the Executive Team, the Admin Deputy will provide strategic guidance on administrative policy, budget and contract development, and compliance with County, State, and Federal requirements.**

## Strategic Leadership Initiatives

### The Admin Deputy will:

- Lead the development, implementation, and evaluation of departmental administrative policies and procedures to advance equity, inclusion and organizational fairness across administrative policies, workforce practices, and service delivery systems.
- Provide executive oversight of Department-wide capital planning and facilities strategy, including major capital improvement projects, space optimization, workplace safety, and long-term infrastructure planning, in coordination with County leadership and external partners.
- Establish, in collaboration with the Public Defender, Chief Deputy, and executive leadership short- and long-term organizational priorities, performance metrics, and resource allocation strategies.
- Anticipates emerging operational, fiscal, workforce, and regulatory risks and develops proactive strategies to ensure continuity, compliance, and organizational resilience.
- Represent the Department at public meetings, hearings, and interdepartmental forums, interpreting Department programs, policies, and administrative initiatives.

## Essential Functions

- Direct all central administrative functions of the Department, including fiscal services (budget development and implementation, accounting, revenue management, grants administration), human resources, payroll, facilities planning, and procurement.
- Direct and coordinate Department-wide human resources functions, including classification, compensation, recruitment and retention, performance management, labor relations, return-to-work programs, and Civil Service matters.
- Recommend and implement new or revised policies and procedures to enhance operational efficiency, improve service delivery, strengthen compliance, and control administrative costs.
- Ensures administrative policies, workforce practices, and resource allocation decisions promote equity, inclusion, and compliance with Countywide diversity and anti-discrimination standards.
- Oversee preparation of reports for the Department Head, Board of Supervisors, County Chief Executive Office, and State and federal oversight agencies.

## Minimum Requirements

Option 1
A Bachelor's degree in Business Administration, Public Administration, Management, or a closely related field
Two years of highly responsible experience supervising administrative staff in areas such as finance, budget, or human resources, one year of which must have been at the level of the Los Angeles County class of Administrative Services Manager III or higher.

Option 2
In lieu of a degree in one of the disciplines listed above, five years of progressively responsible administrative experience analyzing and resolving complex problems in financial management, organization, programs, personnel, budget, or systems and procedures;
Of the required experience, two years must include supervision of administrative staff, and one year must be at the level of the Los Angeles County class of Administrative Services Manager III or higher.

# Desirable Qualifications



## EXECUTIVE LEADERSHIP:

Senior-level leadership experience in large, complex organizations (preferably public sector or legal environments) with mission-critical operations.



## ENTERPRISE OPERATIONS:

Proven leadership overseeing multiple administrative functions, including human resources, finance, contracts, procurement, facilities, and workplace safety.



## PUBLIC SECTOR STEWARDSHIP

Demonstrated experience managing public funds, grants, procurement processes, and contract administration within highly regulated environments.



## STRATEGIC PERFORMANCE MANAGEMENT

Track record of establishing goals, performance metrics, and accountability systems to improve outcomes, efficiency, and organizational effectiveness.



## JUSTICE SYSTEM ACUMEN

Experience navigating justice system or court-related operations, including compliance with legal, regulatory, and policy frameworks.



## EQUITY-CENTERED LEADERSHIP:

Experience embedding diversity, equity, and inclusion principles into organizational strategy, workforce practices, and decision-making.

# Success Profile

## STRATEGIC OPERATOR:

Translates Department mission and public service objectives into executable strategies, measurable outcomes, and sustainable administrative operations.

## EQUITY-DRIVEN LEADER:

Champions inclusive leadership practices and advances equity through policy, operations, and workforce decision-making.

## DATA-DRIVEN LEADER:

Drives continuous improvement by strengthening systems, processes, and controls to enhance transparency, efficiency, and service outcomes.

## PEOPLE-CENTERED EXECUTIVE:

Leads, mentors, and develops multidisciplinary teams while fostering accountability, performance excellence, and a culture of equity and professionalism.

# How To Apply

Please click [HERE](#) to create an online profile and submit your application, cover letter, and resume.

**FOR CONFIDENTIAL  
INQUIRIES, PLEASE CONTACT:**

**Tom Britt, Executive Recruiter**  
*Talent Acquisition Division*  
Department of Human Resources

Cell: (213) 330-6067  
Email: [tbritt@hr.lacounty.gov](mailto:tbritt@hr.lacounty.gov)

## ANNUAL SALARY RANGE:

# \$152,555 - \$237,254

**Salary will be determined based upon qualifications.**

This is an unclassified (at-will) position and is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP) at the MAPP Range of R13.

## BENEFITS

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 defined benefit plan.

### CAFETERIA BENEFIT PLAN

Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% of the employee's monthly salary.

### FLEXIBLE SPENDING ACCOUNTS

In addition to tax-free medical and dependent care spending accounts, the County contributes \$100 per month to the Dependent Care Spending Account if the employee is contributing at least \$10 per month.

### 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 (457)

Optional tax-deferred income plan that may include a County matching contribution of up to 4% of the employee's salary.

### NON-ELECTIVE DAYS

10 paid days per year with the option to buy elective annual leave days. Annual leave can be used for vacation, sick, or personal leave.

### HOLIDAYS

13 paid days per year.