



**District Attorney's
Chief Field Deputy (UNCLASSIFIED)
County of Los Angeles District
Attorney's Office**

SALARY RANGE:

\$137,440.56 - \$213,747.60

SUBMISSION PERIOD:

Applications will be accepted November 17, 2023, until the position is filled.



THE COUNTY OF *Los Angeles*

The County of Los Angeles serves a demographically and geographically diverse population of more than 10 million residents and has been listed as one of Forbes' Best Large Employers in 2022. Employing over 112,000 employees who work in roles as broad as law, civil engineering, public safety, healthcare, and human services, the County operates with an annual budget of over \$44.6 billion for the fiscal year 2022-2023. The County is a Fair Chance employer, committed to diversity and inclusiveness in our workforce. We are a diverse economic and cultural hub, driving major elements of the national and world economies. It is the center for arts, media, and entertainment for the world--unlike anywhere else.

The Office of the District Attorney

The Los Angeles County District Attorney's Office was created by an act of the California



George Gascón
District Attorney

State Legislature on February 27, 1850. The Los Angeles County District Attorney's Office is the largest local prosecutorial office in the United States. With a budget of nearly \$454 million, the District Attorney's Office prosecutes cases in a large geographical area covering 4,083 square miles. Its jurisdiction stretches from the Antelope Valley to Long Beach and from Pomona to Malibu. In addition to approximately 1,000 Deputy District Attorneys, the Los Angeles County District Attorney's Office maintains a staff of nearly 300 sworn peace officers, known as DA investigators, who conduct some of the most unique, sensitive, and complex criminal investigations in law

enforcement. More than 800 clerical and support staff round out the Los Angeles County District Attorney's Office. The support staff includes victim services representatives, who assist and guide crime victims through the criminal justice system using a trauma-informed approach.

The Opportunity

The Chief Field Deputy is an unclassified (at-will) position that serves as the Chief of the Public Affairs Division (PAD) and reports to the Communications Manager, DA (UC). The position directs the programs and events produced by Public Affairs Division staff to highlight the DA's Office in the community and gains support for the mission and objectives of the department; develops and implements outreach goals and guidelines to support the department's efforts in the areas of crime prevention and community outreach and to recognize employee excellence; collaborates with governmental agencies and community groups to provide public information materials on crime prevention initiatives; oversees the department's Criminal Justice Institute which presents seminars and conference for professionals whose work intersects with the criminal justice system; oversees the operations and promotions for Project LEAD, the office's law-related education program for fifth-graders; plans and produces internal office events and programs; works with the Digital Strategies Section to prepare and order printed materials and promotional items and create digital footage to be used for events, programs and the website; and serves as administrator for the Los Angeles County Prosecutors Association.

Key Responsibilities

- Directs and supervises departmental at-risk youth crime prevention programs, including initiatives dealing with Internet safety, domestic violence, youth mentoring, and educational programs in schools.
- Coordinates the Bureau's community relations activities (e.g., may participate in speaking engagements; departmental Web site design and maintenance; design, composition, and dissemination of public information materials; and award and recognition ceremonies) necessary to gain support of the mission and objectives of the department.
- Plans, organizes, and staffs multi-agency training events conducted through the department's Criminal Justice Institute designed for prosecutors, law enforcement, and other criminal justice professionals.
- Collaborates with community organizations such as interagency gang task forces, victim advocate groups, and service organizations throughout the county in addressing crime-related issues.
- Represents the department in addressing sensitive matters at public meeting and gatherings.
- Supervises the public outreach efforts of subordinate Community Relations staff assigned to public affairs matters.
- Researches and supervises the implementation of special information projects and programs as directed by the District Attorney.
- Oversees the production and design of departmental printed materials (e.g., trial exhibits, scrolls, certificates, biennial reports, public information pamphlets, and other informational materials) created by the Graphics Unit.

Qualifying Experience and Education

Five years' experience involving extensive public contacts in connection with a wide variety of governmental or community problems and in dealing with individuals or groups representing a wide range of community interests.

Desirable Qualifications

Top candidates for this position will possess a bachelor's degree from an accredited college in Journalism, Public Relations, Marketing, or Communications and supervisory experience in one or more of the following areas:

- Experience working for an elected official.
- Experience managing crime-prevention and public affairs programs.
- Experience supervising government-run mentorship and other programs designed to reduce crime among youth.
- Professional experience writing and editing published materials (e.g., newspapers, magazines, newsletters, and annual reports).

Compensation

Starting annual salary will be dependent on qualifications and career accomplishments. This unclassified position is subject to the provisions of the County's Management Appraisal and Performance Plan R12 with a salary range of **\$137,440.56 to \$213,747.60**.

Benefits

The County 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 \$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 the 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.
- Holidays – 13 paid days per year.

How to Apply

Please go to: [DISTRICT ATTORNEY'S CHIEF FIELD DEPUTY \(UC\)](#) click on the green apply button and create a profile, submit your application, cover letter, resume, record of accomplishments, degree verification, and three professional references.

For questions about this opportunity, please contact:

Exams@da.lacounty.gov

Examinations Unit, District Attorney Human Resources

Phone: (213) 257-2700

