

# Superior Court of California County of Los Angeles



*invites your interest in the position of*

## **Chief Procurement Officer**



Recruitment Services Provided by Ralph Andersen & Associates

# AN INCREDIBLE OPPORTUNITY

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This career capstone opportunity with the Los Angeles Superior Court is the result of a pending retirement of the long-tenured and highly regarded professional. This critical and key position as Chief Procurement Officer (CPO) for the largest consolidated trial court in the country is responsible for planning, managing, and directing all procurement, contracting, and materials management functions required to support court-wide operations, except for facilities and construction. As such, the CPO is accountable for developing and implementing division-level strategic plans and initiatives for this central administrative function to achieve applicable Court strategic plan and business operations goals and objectives. The CPO provides ethical leadership to ensure, not only that Contracts and Materials Management operations conform to Judicial Branch Contract Law and all other applicable state and local legal requirements, but that they align to maximize efficiencies and expense management to achieve optimal support from the Court's investments in purchases and contract services.

## LOS ANGELES COUNTY REGION

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The geographic diversity of the County of Los Angeles is unparalleled. Los Angeles offers the opportunity to easily access beautiful beaches year-round, enjoy winter activities at one of several local ski resorts, or surround oneself with flora and fauna on a desert hike. The business climate is similarly diverse given that Los Angeles is the home of the entertainment industry, boasts many Fortune 500 businesses as well as small businesses, and is an international travel destination and cultural mecca. The Court plays a significant role in the rich diversity of Los Angeles County as it serves and provides access to justice to nearly 10 million residents across 4,000 square miles in 88 cities.



The City of Los Angeles has a multi-ethnic population and is a trend-setting global metropolis with a fascinating history and a rich cultural heritage. Additionally, Southern California has much to offer in terms of recreation, cultural and sporting events, and an abundance of outdoor activities year-round.

# ABOUT THE COURT

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With more than 580 judicial officers and over 4,600 full-time employees, the Los Angeles Superior Court is the largest consolidated trial court in the United States. Its 36 courthouses serve the more than 10 million residents of Los Angeles County. The CEO of the Los Angeles Superior Court is David Slayton, recently appointed in 2023.

## OVERVIEW OF RESPONSIBILITIES

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Under general policy direction, the Chief Procurement Officer plans, organizes, and directs all procurement, purchasing, contracting, and materials management operations for the Court. Importantly, the CPO serves as designee for the Presiding Judge/Court Executive Officer in approving procurements and contracts up to authority limits established in accordance with Judicial Branch Contract Law.

The CPO oversees and directs all procurement, purchasing, contracting, warehousing, printing/reproduction, logistics services, law library services, fleet services, and related materials management operations, while providing expert professional assistance and guidance to the Court's executives and managers in all areas of responsibility. Currently, there are 17 staff in procurement with approximately 60 in materials management. Adding to the volume of activity, is the shared procurement services contract for 25 other California courts administered by Los Angeles Superior Court.

*The Chief Procurement Officer has staff oversight of 77 FTEs (17 in procurements; 60 in materials management) with a volume of approximately 250 contracts (inclusive of amendments); estimate of 85-100 new agreements added annually; and nearly 50 formal RFQ/RFI competitive procurements. Total transitions in FY22 were in excess of \$85 million.*



# OVERVIEW OF RESPONSIBILITIES *continued*

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In this key and vital role, the CPO contributes across all departments, divisions, and sections of court operations and fosters an environment that promotes high standards regarding customer service and the delivery of goods/services to clients throughout the Court.

Specifically, the CPO will have gained expertise and experience in a notable and successful career to be able to flawlessly address the responsibilities inherent in this position including:

- On an ongoing basis, continue to evaluate and reengineer existing procurement and materials management systems, processes, and procedures to achieve maximum output at the highest level of accuracy and quality.
- Continue to maintain a culture of high standards, efficiencies, responsiveness and extraordinary customer service, and the delivery of programs while ensuring compliance with regulations.
- Demonstrate flexibility in dealing with difficult circumstances and adjust to changing conditions to meet position and client demands.
- Interact with people at all levels in the organization and throughout the Court to create effective solutions and maintain positive working relationships.
- Systematically evaluate the positive and negative of competing choices to select the most appropriate alternatives.
- Resolve conflicts and mediate diverging interests as needed.
- Provide strong leadership to make a decision based on available information and assume the risks involved in order to achieve a desired result.
- Achieve optimum performance and efficiency in operations by guiding and leading staff.
- Approach and interact with others in a professional and supportive manner, creating a climate of trust, consideration, and mutual respect.
- Effectively present ideas and concepts to individuals or groups of people of varying educational, cultural, and experience levels.
- Represent the Court in an array of regional, statewide, and national professional organizations.

# THE IDEAL CANDIDATE

The ideal candidate for this position will be a confident, “hands on,” creative, and innovative leader who is comfortable operating in a large, robust, and dynamic environment. The selected candidate will also be intuitive and perceptive with years of senior-level executive experience, ideally in a large public organization. Intimate knowledge of the court system is a genuine plus as is understanding the legal system obtained through relative career experience or complemented by a law degree.

Candidates must have unquestionable personal integrity and display honesty and approachability in their commitment to lead and manage within a first-class organization.

The Chief Procurement Officer will also be a strategically oriented, self-assured individual with the ability to exercise a high degree of common sense and sound judgment. The ideal candidate will approach this position with an energetic and enthusiastic style that welcomes and solicits input. The CPO must also have a commitment to teamwork and diversity, enabling the incumbent to earn the respect of other staff, colleagues, and elected and appointed officials throughout the Court. Outstanding interpersonal and communication skills are vital to the success of this individual.

Of particular importance will be the ability of the new CPO to create both a short- and long-term vision to continually assess emerging technologies and, at the same time, further enhance and streamline internal operations. Additionally, the ideal candidate will be forward-thinking with a proven track record of success and be able to quickly respond to the evolving demands that result from today’s world of e-commerce and e-government.



# EDUCATION AND EXPERIENCE

## Required Education

Graduation from a four-year college or university with a major in public or business administration, finance, operations management, or a closely related field.

## Required Experience

**Option I:** Five years of management-level experience overseeing procurement, contracting, and/or resource management/logistics for a large, complex organization.

**Option II:** Four years of experience as a Contracts/Procurement Administrator, Materials Administrator, or Finance Administrator for the Superior Court of California, County of Los Angeles.

## Desirable Qualifications

- Experience in Court or with another public agency (state or local government preferred).
- Licensed attorney with experience in contract law.
- Experience in materials management.
- Knowledge and experience dealing with supply chain issues.
- Certified Purchasing Manager (CPM) or Certified Professional in Supply Management (CPSM) issued by the Institute for Supply Management.
- Certified Professional Contracts Manager (CPCM), issued by the National Contract Management Association.
- Other comparable and relevant certifications.



# SPECIAL CONDITIONS OF EMPLOYMENT

This position will be eligible for telework after an initial training period, although the responsibility of the CPO dictates a majority presence in the workplace based on the overall span of control, staff oversight, and key contributions at this executive level.



# COMPENSATION AND BENEFITS

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The annual salary range is \$170,748 to \$265,548 dependent upon qualifications and education.

This executive-level position will receive a monthly benefit allowance which allows for the purchase of a variety of pre-tax and after-tax benefits, including:

- **MegaFlex Benefit Plan:** Benefits may be purchased using a tax-free monthly benefits allowance of 14.5% to 17% of the employee's monthly salary, or \$1,200, whichever is greater. The percentage amount received is based on the employee's years of service. If the monthly cost of the benefits selected is less than the monthly allowance, the employee receives the difference as additional taxable pay. Medical, dental, disability, life and AD&D insurance, annual leave, and health and dependent care spending accounts are available in MegaFlex. For further information click [here](#).
- **Savings Plan (401k):** Optional tax-deferred income plan that includes a County match up to 4% of employee's salary.
- **Deferred Compensation Plan (457):** Optional tax-deferred income plan that includes a County match of up to 4% of employee's salary.
- **Leave Time:** Instead of traditional sick and vacation leave, employees earn 10 days of annual leave per year and may buy up to 20 additional days of annual leave.
- **Holidays:** 14 days per year.
- **Retirement Plan (Defined Benefit Plan):** A retirement plan is provided to full-time employees. If the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013, that person's pension will be limited under the Public Employees' Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless they established reciprocity with another public retirement system in which they were a member before January 1, 2013. For further information on vesting and reciprocity please visit [www.lacera.com](http://www.lacera.com).
- **Other Benefits:** Medical, Dental, Accidental Death and Dismemberment (AD&D), Life, Short-term Disability, Long-term Disability, Health Care Spending Account (HSA), and Dependent Care Spending Account.



# APPLICATION PROCESS AND TIMELINE

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This is a confidential recruitment and will be handled accordingly throughout the various stages of the process.

Interested candidates are requested to submit via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com) prior to **Tuesday, October 31, 2023**. Important to note, candidates are strongly encouraged to apply early in the process as this position may close earlier once a sufficient pool of highly qualified applicants are received. Electronic submission should include a cover letter and a comprehensive resume. References will not be required with submittal and will be requested once mutual interest has been established.

Only the most qualified candidates will be invited to an initial screening (via video) conducted by Ralph Andersen & Associates. Top contenders will be advanced to a Panel Interview (via video) with key leadership staff from the Court during late November 2023. In-person interviews will be held for a select group of finalist candidates. Customary travel expenses will be reimbursed for on-site interviews. The final selection process will be multi-faceted and may include a presentation and submittal of sample written reports.

Candidates should be prepared to undergo a detailed background and reference check as part of the final steps in a comprehensive evaluation and selection process.

Ideally, the new Chief Procurement Officer will join the Los Angeles Superior Courts in December 2023 (or mutually agreeable date). Overlap with the outgoing CPO is desired, throughout December 2023. Every effort will be made to accommodate the transition of the new CPO if the start date for the selected candidate needs to be further extended.

Any specific questions should be directed to Ms. Heather Renschler at 916-630-4900 or alternatively, a specific request for a confidential discussion should be directed to [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).



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