

Superior Court of California County of Los Angeles



 Recruitment Services Provided by Ralph Andersen & Associates

Deputy Director, Finance and Administration

3 Opportunities Available

- ***Deputy Director, Accounting and Financial Reporting***
- ***Deputy Director, Financial Case Management Systems and Collections***
- ***Deputy Director, Budget and Expenditure Management***

A FULFILLING OPPORTUNITY

A nationwide search is currently underway to fill three opportunities (two new positions and one vacant) with the Los Angeles Superior Court. These positions are a direct result of the need to expand staffing and manage an increased volume of work in support of Court financial operations. Qualified and interested candidates may apply for one or more of the three open positions.

The Deputy Director positions are available in two key areas of the organization, each with a unique focus, and are all critical to the success of the Court's Finance and Administration Department (FSD). This Department includes a team of talented employees in the Budget and Expenditure Management area, including Financial Planning and Grants Office, the Payables Unit, and the Data Analytics, Special Services and Technology Office; or in the Revenue Services area, including Accounting and Financial Reporting, Financial Case Management Systems and Collections.

Ideal candidates for this position are expected to possess a robust financial background, ideally complemented by experience in a court setting. Effective interpersonal communication skills are essential, as the role requires conveying complex financial information in a clear and concise manner. The candidate should demonstrate adaptability, resilience, and a proactive approach to problem-solving where collaboration and teamwork are integral to success. Overall, the ideal candidate will possess a combination of financial expertise, court experience / knowledge, and outstanding interpersonal, communication, and presentation skills, enabling them to excel in a demanding and engaged work environment.



LOS ANGELES COUNTY REGION

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

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

Reporting to a Finance Director, these positions are key in managing, directing, and integrating comprehensive financial programs and services to meet the court-wide vision, organizational needs, and goals. This position will also:

- Serve as a top financial systems subject matter expert and assist in the oversight of the development of innovative business process reengineering and solutions for financial reporting and financial systems, while ensuring Court funds are managed in compliance with applicable statutes, financial policies and procedures, GASB, and GAAP.
- Assist with the oversight of the Court's participation in specialized financial programs as required by federal, state, and local legislative and regulatory initiatives.
- Support and serve as an internal consultant and advisor to Executives, Senior Court leadership, and judicial officers regarding financial strategies and initiatives, providing highly responsible and complex financial support concerning budget, financial forecasting and modeling, legislative analysis, accounting, etc; and provide administrative support to the Court's Executive Officer/Clerk for financial and administrative matters.

OVERVIEW OF RESPONSIBILITIES *continued*

- Communicate and present highly complex financial information, proposals, recommendations, and/or ideas, logically and persuasively in meetings to wide variety of stakeholders.

In addition to the above, there are responsibilities specific to each role. They are:

Deputy Director, Accounting and Financial Reporting

- Oversees the daily management of the functions of the Revenue Management division including a team of approximately 40.
- Consults and collaborates with Operations on revenue collected, accounting processes, and reporting. Manages the Finance Administrators who oversees a section(s) within Revenue Management.
- Participates in analysis of revenue collected and ensures collection of appropriate fees and fines and distribution of funds according to statute.
- Ensures proper handling of trust funds deposited with the court and disbursements.
- Ensures compliance with applicable laws and court rules as well as changes in legislation with fiscal impacts. Works collaboratively with Operations management and provides knowledgeable guidance.
- Plans, oversees, directs, and evaluates the performance of Finance Administrators and Finance Managers. Provides coaching, training, mentoring, and monitors development. Promotes culture of inclusion, collaboration, and building strong working relationships with internal and external partners and stakeholders.
- Oversees evaluation of business processes, special projects to modernize financial processes, and ideas for creating efficiencies.
- Proposes internal policies and procedures, controls, and guidelines. Identifies operational issues with financial impact and is highly collaborative in identifying recommendations for resolutions.
- Works with analysts to determine necessary data analytics for Senior Court Executives.



OVERVIEW OF RESPONSIBILITIES *continued*

Deputy Director, Financial Case Management Systems and Collections

- Oversees the daily management of the units and functions of the Revenue Management divisions who maintain, test, and evaluate financial processes in the two Court's Case Management Systems (CMS) including a team of approximately 50.
- Provides oversight of resolution of system defects and identifies and leads coordination of enhancements needed and works with Court Technology Services and the vendors on defects and enhancements to the systems.
- Collaborates with Operations Senior Administrators on process improvements for all litigations.
- Collaborates with Court Technology Services on automated jobs, integrations with the County and collection vendors, and case management system configurations.
- Ensures compliance with applicable laws and court rules as well as changes in legislation requiring system configuration changes.
- Oversees the Courts Collection Program in conjunction with the County and monitors performance of primary and secondary contracted collection vendors.
- Oversees the collections administration staff and court wide financial evaluators and develops strong working relationships with the collection vendors. Oversees required state reporting to ensure compliance and accuracy of collections related data.
- Oversees development of data metrics regarding vendor collection efforts for Senior Court management decision making.
- Provides coaching, training, mentoring, and monitors development. Promotes culture of inclusion, collaboration, and building strong working relationships with internal and external partners and stakeholders.



OVERVIEW OF RESPONSIBILITIES *continued*

Deputy Director, Budget and Expenditure Management

- Oversees the daily management of the functions of the Budget & Expenditure Management division including a team of approximately 60 employees.
- Assists with the planning, organization, and implementation of the Court's annual \$1 billion budget to ensure compliance with judicial and executive financial directives.
- Serves as a top financial systems subject matter expert and assists in the oversight of the development of innovative business process reengineering and solutions for financial reporting and financial systems.
- Consults and collaborates with Senior leadership on budget, actual performance, annual projections, and variance reporting.
- Collaborates with Court Technology Services and the Data Analytics analysts to create data analytics tools and reports that facilitate decision making for Senior Court Executives.
- Manages Finance Administrator and Finance Manager positions who oversee a section within Financial Services.
- Ensures Court funds are managed in compliance with applicable statute, financial policies and procedures, GASB, and GAAP.
- Assists in the direction, analysis, and preparation of the Los Angeles County's trial court operations budget, in collaboration with the Los Angeles County Chief Executive Office, providing support throughout all phases of the County budget process, to include development of preliminary proposals, securing final proposal review and adoption, performing subsequent monthly reporting/forecasting, and finalizing year-end closing.
- Assists in the management of the Court's grant solicitation and grant administration functions.



THE IDEAL CANDIDATE

The ideal candidate for this position will have thrived in a mid-sized matrixed organization or larger and have been seen as financial professional and collaborator who is comfortable in a fast-paced environment often juggling multiple priorities. Time management and organizational skills will be especially important given the high demands of this role. Also, being known as a flexible and valued contributor will be equally important.

As a top contender for one of these three open positions, the ideal candidates will have a strong understanding of court financial processes and requirements and can effectively navigate the complexities of financial management within the judicial system, ensuring transparency, accountability, and efficient utilization of resources.

Ideal candidates will have demonstrated experience in collaboration, communication, and interdepartmental coordination, with the ability to align efforts strategically, resolve conflicts effectively, optimize resource utilization, and foster a culture of continuous improvement. By promoting collaboration across operational areas, the candidate will contribute to the overall efficiency, effectiveness, and success of the court.

Ideal candidates will need to demonstrate a willingness to dig in as a hands-on, working manager who can innovate and provide measurable results to the team. Ideal candidates will have strong ethics, and place a high value on honesty, integrity, and teamwork, with a passion for incorporating best practices in a government setting.

Top contenders will also be strategically focused with a high degree of common sense and be able to anticipate the needs of the financial team managed. Interpersonal traits will include being a positive, energetic, and motivational leader and possessing intuitive people management skills. These traits will be complemented by setting clear standards, deadlines, and accountability measures for team members while at the same time, enhancing and developing their skills and knowledge.



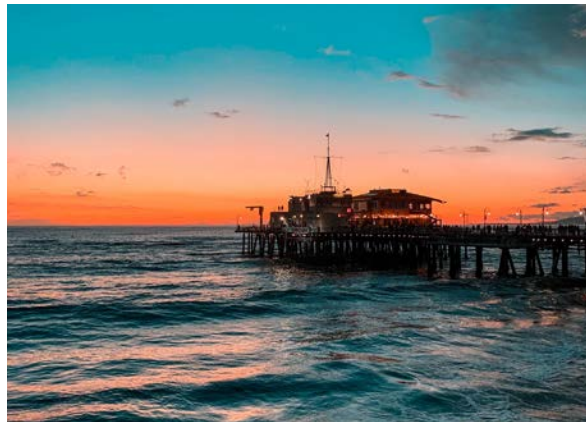
EDUCATION AND EXPERIENCE

Education: Graduation from a four-year college or university with a major in public or business administration, finance, or a closely related field is required.

Experience: Six (6) years of progressively responsible experience is required with specific experience in a financial position. This classification allows for broad consideration of experience, preferably in a local government or public agency. At least two (2) years of qualifying experience must have been managing a team with responsibility for outcomes and timely deliverables of financial work products.

The ideal candidate will have the following preferred experience:

- **Preferred Experience:** Candidates with a deep understanding and knowledge of the court system are strongly preferred. Having extensive experience in a court system or public sector is highly preferred as this work is governed by statutory rules and regulations. Candidates with private sector experience may be considered based on the specifics for this job classification provided they demonstrate substantial transferable skills and knowledge.



WORK SCHEDULE

This position qualifies for special conditions of employment and will be eligible for a hybrid work schedule after an initial training period, and based on the needs of the team, department, and division.

COMPENSATION AND BENEFITS

The annual salary range is \$147,753 to \$229,786 (with the anticipated starting salary range of \$160,000 to \$205,000) dependent upon qualifications and education. Moving and relocation reimbursement up to \$10,000 may be considered for the selected candidate.

This classification 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.
- **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

Interested candidates are requested to **apply immediately** by submitting a cover letter and resume via email to apply@ralphandersen.com. This is a confidential recruitment and will be handled accordingly throughout the various stages of the process.

Initial review of resumes will begin during the first week of April. 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 upon 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.

Candidates may apply for more than one position and should designate this upon submittal. Ralph Andersen & Associates in conjunction with our client, Los Angeles Superior Court, reserve the right to consider candidates for one or more positions based on a comprehensive review of career experience and skill set, regardless of what position applied for.

Top contenders will be advanced to a Panel Interview (via video) with key leadership staff later in April. 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 supplemental questions and answers. 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 Deputy Director will join the team in May 2024 (or mutually agreeable date). 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.

The Superior Court of California, County of Los Angeles is an Equal Opportunity Employer

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