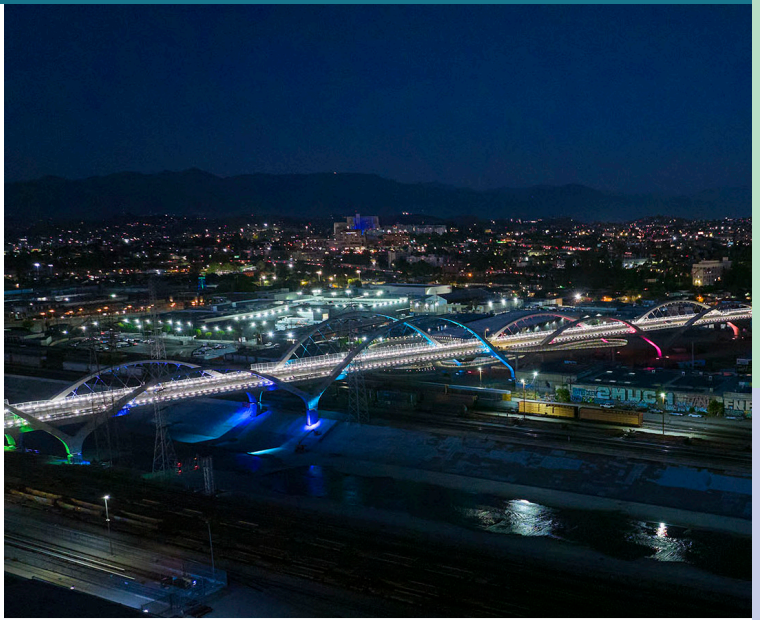


CH Civil + Human Rights R♥ and Equity Department



Executive Recruitment for

Assistant General Manager Discrimination Enforcement



The City of Los Angeles, Civil, Human Rights, and Equity Department (LA Civil Rights) is seeking a highly talented and passionate individual to serve as the Assistant General Manager of the Discrimination Enforcement Division.

BACKGROUND AND ROLE

The [Civil and Human Rights Law](#) was established by the Los Angeles City Council in 2019 to prohibit discrimination in the private sector in the areas of commerce, education, employment and housing. The ordinance also launched the City's first ever Commission on Civil Rights ("CCR"), a quasi-judicial body composed of seven commissioners appointed by the Mayor. In 2020, the City established the Civil + Human Rights and Equity Department ("LA Civil Rights"), to implement the authority of the Civil and Human Rights Law. LA Civil Rights is focused on reducing biases and injustices through equity, policy, and programing. In addition, LA Civil Rights manages all aspects of its discrimination enforcement authority, including supporting the CCR in implementing administrative rules, as promulgated by the Commission, including approvals of subpoenas, requests for administrative hearings, and appeals.

The immediate focus of the Assistant General Manager will be the successful launch and operation of the Discrimination Enforcement Division. In addition, the Assistant General Manager will plan, direct, and coordinate the discrimination enforcement operational aspects of the department; and engage in the implementation and administration of the Los Angeles Civil and Human Rights Law.

The Assistant General Manager will serve on the executive team with the General Manager, Assistant General Manager of Operations, and Chief of Operations. Generally, an Assistant General Manager assists the General Manager in the planning, organizing, and supervision of the department's programs, personnel, and activities. An employee in this class reports directly to the General Manager, assumes executive responsibility for the LA Civil Rights Department in the latter's absence, and otherwise represents the LA Civil Rights Department before the City Council, its committees, and other stakeholder groups.



DUTIES AND RESPONSIBILITIES

- Directs and manages the work of a team of investigators, legal fellows, volunteers, professional, technical, paraprofessional, and clerical employees to enforce the LA Civil and Human Rights Law;
- Serves as a liaison to the Office of the City Attorney and other entities on matters related to legal aspects of the Discrimination Enforcement Division;
- Develops and establishes relationships with other government civil rights enforcement agencies and civil society organizations, such as the U.S. Equal Employment Opportunity Commission, California Department of Fair Employment and Housing, Office of the Attorney General, legal aid organizations, and other relevant service agencies;
- Applies sound supervisory and management techniques in growing the Discrimination Enforcement team and maintaining an effective workforce;
- Supports a diverse, equitable, inclusive, and positive work environment;
- Oversees discrimination complaint and investigation processes, including intake, assessments, and enforcement options;
- Prepares subpoenas and other relevant materials for review by the General Manager and final approvals of the CCR;
- Reviews investigative records and findings, and makes determinations for issuance of notice of violations;

- Prepares notice of violations and makes recommendations for administrative and compensatory penalties as well as any needed corrective actions;
- Initiates settlement negotiations and prepares agreements for review by the General Manager and approvals by the CCR;
- Prepares appeals records and relevant materials for approval by the CCR;
- Ensures the Discrimination Enforcement Division's implementation as set forth in the ordinance and oversees the collection of penalties, fees, and any corrective actions;
- Establishes policies and operational structure to ensure that the Department is able to effectively exercise its authority as appropriated by the City's Civil and Human Rights Law;
- Oversees the administrative hearings process, including implementation of the Administrative Rules as promulgated and approved by the CCR; and
- Represents the Department during administrative hearings or any other legal proceedings.

QUALIFICATIONS

- Admission to practice law in California with civil, criminal trial, and/or administrative hearing experience; or
- A minimum of three years of experience implementing or managing discrimination complaint processes.

STRONGLY PREFERRED SKILLS

- Experience working with community based legal and/or legal aid centers
- Strong negotiations, verbal communication, and writing skills;
- Ability to exercise sound judgment;

- Ability to interact with public officials, city departments, and the public; and
- Knowledge and understanding of civil and human rights issues.

PREFERRED SKILLS

Exceptional Leadership Skills

- Consistently communicate and implement the Department's strategic vision;
- Build positive and cooperative relationships with all strata of the organization;
- Understand the needs of ethnically and economically diverse communities;
- Exceptional Managerial Skills;
- Proven ability to manage a number of simultaneous projects and deliver results on time and within budget;
- Ability and proven track record of identifying and evaluating specific needs and resources to grow the reach of the Discrimination Enforcement Division; and
- Embrace collaborative team oriented approaches to empower and motivate staff to achieve their highest potential, setting the tone with personal stellar performance and a record of outstanding achievement; and
- Proactive in providing information to the General Manager, executive team, and other team members.

Outstanding Customer Service Orientation

- Establish and promote high standards regarding the delivery of programs to the public while embracing the social, economic, and cultural diversity of the region; and
- Bringing a trauma informed approach and abilities to effectively work with diverse communities of various needs.



WORK SCHEDULE AND ENVIRONMENT

The LA Civil Rights Department is currently operating in a hybrid format with minimum hours required for in-person work. Generally, staff reports to work in-person at least 16 hours per week. However, this is subject to change depending on department needs. Generally, the department is open Monday - Friday from 8:00 am to 5:00 pm. The Assistant General Manager will be expected to work as-needed; weekend and night hours may be required.

Classification: Assistant General Manager (7319)

MOU 00: Unrepresented

Salary: \$143,403 - \$ 209,656

Location: 201 North Los Angeles Street, Suite 6, Los Angeles, CA 90012

HOW TO APPLY

Please submit required items to LACITY.CHRED@thehawkinscompany.com. Applications will only be accepted via email. Please separate the city application from the combined Cover Letter, Resume, and references package. Incomplete application packages will not be considered. Required Items:

- **City Application**
- **Combined Cover Letter, Resume, and three (3) References**
 - Identify *Classification* and *Working Title*, if applicable.
 - References may be any combination of professional, academic, and/or mentor.

Application form can be found online at <https://per.lacity.org/Application.pdf> This opportunity will close on **October 28, 2022** or until a sufficient number of applications has been received.

CONTACT INFORMATION

Confidential inquiries are encouraged and should be directed to: Todd Hawkins at 213-300-9342, todd@thehawkinscompany.com; Yonnine at Yonnine@thehawkinscompany.com, 323-252-1655; or Tisa Jones at 213-309-7984, tisa@thehawkinscompany.com.



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