

Summary of Duties: The Executive Officer, City Ethics Commission directs and participates in the development and implementation of policies, decisions and orders of the City Ethics Commission; assists the Commission in the investigation of alleged violations of government ethics, conflicts of interest, campaign finance, lobbyist registration laws, and to levy fines for violations; supervises employees involved in support services to the Commission office; and does related work.

Distinguishing Features: The Executive Officer, City Ethics Commission reports directly to the City Ethics Commission, provides staff services for the Commission, and supervises the activities of the Commission office. The Executive Officer is responsible for developing and administering programs established by the Commission relating to campaign finance, conflicts of interest and governmental ethics.

The Executive Officer may act on behalf of the Commission between meetings of the Commission, except that policies, rules, regulations and adjudicatory decisions can only be acted upon by the Commission.

Based on Article 36, Section 600 of the City Charter, the Executive Officer shall not serve the Commission for more than ten years and is exempt from the Civil Service Provisions of the City Charter.

Examples of Duties: The Executive Officer

- o Plans, coordinates, and provides staff support for all meetings of the City Ethics Commission as well as its committees and sub-committees, public hearings, conferences, and other Commission activities.
- o Shall appoint and has authority to discharge Commission staff members and prescribe their duties.
- o Represents the City Ethics Commission in dealings with the Mayor's Office, City Council, City Administrative Officer, City Clerk's Office, and other City departments as necessary.
- o Represents the City Ethics Commission in its dealings with the media.
- o Prepares or directs preparation of reports, studies and educational materials regarding campaign finance, conflicts of interest and governmental ethics.
- o Directs the preparation and publication of manuals and instructions setting forth methods of bookkeeping,

preservation of records to facilitate compliance with and enforcement of ethics laws, and explaining applicable duties of persons and committees.

- o Recommends legislation and other measures to the Commission for presentation to the City Council.
- o Acts as liaison for the Commission between the City, County, State, Federal and private agencies to provide cooperative action.
- o May confer with individuals working within the City on problems related to campaign finance, conflicts of interest and governmental ethics.
- o Directs the preparation of the City Ethics Commission budget and annual report.
- o Directs the audit of campaign statements and other relevant documents.
- o Directs the investigation of alleged violations of state law, City Charter and City ordinances relating to limitations on campaign contributions and expenditures, governmental ethics and conflicts of interest and to report the findings to the Commission.
- o Makes recommendations to the Commission concerning campaign finance reform, governmental ethics and conflicts of interest.
- o Maintains a whistle-blower hot line.
- o Annually studies the limitation and disclosure thresholds required by City law to reflect any increases or decreases in the Consumer Price Index.
- o Assists departments in developing their conflict of interest codes as required by state law.
- o Recommends to Commission forms for reports, statements, notices and other documents required by Charter, by ordinances, or by other laws, relating to campaign financing, conflicts of interest and governmental ethics.

Desired Qualifications: Two years of full-time paid experience directing a staff

- a. involved in oversight, review, adjudicatory, or audit activities for financial, administrative, legislative or legal systems; or

- b. which provides staff support services for a legislative, adjudicatory, or policy setting board or commission.

License: A valid California driver's license and a good driving record is required.

Physical Requirements: Strength to perform average lifting of less than five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of the position in this classification. Such determinations must be made on an individual basis in light of the person's limitations, the requirements of the position and the appointing authority's ability to effect reasonable accommodation to the person's limitations.