

**Summary of Duties:** An Ethics Officer, under the direction of the Executive Officer, City Ethics commission, plans, organizes and directs the work of subordinate personnel engaged in the development and implementation of policies, decisions and orders of the City Ethics Commission; assists the Executive Officer and Commission in the investigation of alleged violations of government ethics, conflicts of interest, campaign finance and lobbyist registration laws, and levies fines for violations; supervises employees involved in support services to the Executive Officer and Commission office; and does related work.

**Distinguishing Features:** An employee of this class reports directly to the Executive Officer, City Ethics Commission, provides staff services for the Executive Officer, and supervises the activities of a division engaged in one or more of the following: lobbyist registration, conflict of interest or campaign finance and disclosure, education and training or investigation and adjudication. Assignments normally are given verbally and in writing and results are evaluated by the Executive Officer, City Ethics Commission.

Incumbents in the class of Ethics Officer, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time-off requests.

**Examples of Duties:** An Ethics Officer may supervise and/or perform the following:

- \* Audits campaign statements and other relevant documents and investigates alleged violations of State law, City Charter, and City ordinances relating to limits on campaign contributions and expenditures, governmental ethics, and conflicts of interest.
- \* Reports findings of investigations to the City Attorney and other appropriate enforcement authorities.
- \* Conducts audits of the financial records of every candidate receiving public matching funds.
- \* Conducts audits of the financial records of the other candidates and committees involved in City elections.
- \* Provides assistance to agencies and public officials in administering the provisions of the City Charter and other laws relating to campaign finance, conflicts of interest and governmental ethics.
- \* Makes recommendations to the Executive Officer, City Ethics Commission concerning campaign finance reform, governmental ethics, and conflicts of interest.
- \* Maintains a whistle-blower hot line and investigates incidents reported to the hotline.
- \* Annually adjusts the limitation and disclosure thresholds required by City law to reflect any increases or decreases in the Consumer Price Index.
- \* Assists departments in developing their conflict of interest codes as required by state law.

- \* Prescribes forms for reports, statements, notices and other documents required by City Charter, ordinances, or other laws, relating to campaign financing, conflicts of interest, and governmental ethics.
- \* Prepares and publishes manuals and instructions setting forth methods of bookkeeping, preservation of records to facilitate compliance with and enforcement of the laws, and explaining applicable duties of persons and committees.
- \* Develops an educational program consisting of seminars and manuals to explain ethics laws and reporting requirements applicable to City officers and employees and provides information regarding sources of assistance in resolving questions.
- \* Issues written opinions with respect to the provisions of the City Charter or any ordinance relating to campaign finance, conflicts of interest or governmental ethics.
- \* Conducts investigations of alleged violations of City Charter and City ordinances relating to campaign financing and lobbying.
- \* Conducts investigations of alleged violations of the Charter and City ordinances relating to conflicts of interest and governmental ethics by the Mayor, City Attorney, Controller, members of the City Council or members of the City boards and commissions.
- \* Communicates equal employment/affirmative action information to employees.
- \* Applies job-related criteria in orienting, assigning, training, counseling, evaluating and disciplining subordinates.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A good knowledge of:**

- \* Supervisory principles and practices including: planning, delegating, and controlling the work of subordinates.
- \* Techniques of training, instructing and evaluating subordinate work performance.
- \* Techniques for counseling, disciplining, and motivating subordinate personnel.
- \* Procedures for grievance handling.
- \* Supervisory responsibility for EEO/AA.
- \* Effective safety principles and practices.
- \* Campaign financing practices and regulations.
- \* Policies, rules and laws for financial, administrative, legislative or legal system.
- \* State law, City Charter, and City ordinances relating to limits on campaign contributions and expenditures, governmental ethics and conflict of interest.

**A working knowledge of:**

- \* Procedures to audit campaign statements and other relevant documents.
- \* Methods of bookkeeping and preservation of records to facilitate compliance with and enforcement of the laws.

**The ability to:**

- \* Establish and maintain a work environment to enhance both employee

morale and productivity.

- \* Apply sound supervisory principles and techniques.
- \* Fulfill supervisory affirmative action responsibilities.
- \* Advise the Executive Officer on campaign finance reform, governmental ethics and conflicts of interest.
- \* Audit campaign finance reports, and direct the preparation of manuals and instructions setting forth methods of bookkeeping, and preservation of records to facilitate compliance with and enforcement of ethics laws.
- \* Prepare or direct the preparation of reports, studies and educational materials regarding issues related to campaign finance, conflicts of interest and governmental ethics.
- \* Conduct 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.
- \* Represent the Executive Officer and City Ethics Commission in dealings with the Mayor's Office, City Council, City Administrative Officer, City Clerk's Office, City Departments, the media, and the public.

**Desired Requirements:** The following qualifications are desired, but not required:

Four-year degree from a recognized college or university in any major; a law degree; experience in public service; experience in and knowledge of campaign financing practices and regulations; high-level paid professional experience in review, investigatory, adjudicatory and/or audit activities involving policies, rules and laws for financial, administrative, legislative or legal systems; paid supervisory experience with an executive, legislative, adjudicatory, or policy setting body.

**License:** A valid California driver's license and 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.

Those with medical limitations may be able to perform the duties of some position in this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**