

**CLASS SPECIFICATION****10/27/2011 EXECUTIVE DIRECTOR – OFFICE OF PUBLIC ACCOUNTABILITY, 0748**

Summary of Duties: Directs the operation and management of the Office of Public Accountability (OPA) within the Department of Water and Power (DWP); issues periodic public reports; expends OPA funds and awards contracts, in accordance with appropriated funding; maintains OPA reporting requirements, schedules, consumer protection, and complaint procedures; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

Distinguishing Features: The Office of Public Accountability provides independent analysis of Department of Water and Power actions as they relate to water and electricity rates. The Executive Director – Office of Public Accountability has considerable responsibility for administering and coordinating the activities of the OPA, maintaining professional standards, and formulating overall policies and procedures.

The Executive Director – Office of Public Accountability is responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

The Executive Director – Office of Public Accountability has been designated exempt from Civil Service in accordance with City Charter Section 1001.

Example of Duties:

- Plans, directs, and coordinates the Office of Public Accountability;
- Directs and supervises OPA staff;
- Submits an annual budget to the Chief Administrative Officer;
- Expends OPA funds and awards contracts, in accordance with appropriated funding;
- Maintains OPA reporting requirements and schedules and consumer protection and complaint procedures, as developed by the City Council;
- Accesses DWP information to fulfill OPA responsibilities;
- Maintains a Ratepayer Advocate employee position and additional staff to fulfill the responsibilities of the OPA;
- Issues periodic public reports;
- Reports to the Board of Water and Power Commissioners;
- Communicates equal employment opportunity information to employees;

Example of Duties (continued):

- Fulfills supervisory responsibilities as set forth in the City's Equal Employment Opportunity Program; and
- Performs other related duties as may be prescribed by ordinance.

As provided in Civil Service Commission Rule 2.6 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.