



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ASSISTANT ETHICS OFFICER

<b>Group-Section:</b> Office of Ethics	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 63 <b>Job Code #:</b> YC62
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### JOB SUMMARY

Under general direction of the Ethics Officer, assists in planning, organizing and coordinating ethics activities; managing staff; and assisting in the administration of the Ethics Department. Assists in establishing appropriate metrics, objectives and working standards for the department and assesses adequacy of day-to-day operations to ensure compliance with these goals. Assists the Ethics Officer in ensuring consistency, quality, and approach of the Department's policy, advice, education, and investigation functions. Assesses the adequacy of internal ethics rules, policies, and procedures; ensures that Metropolitan's ethics program conforms to the spirit and intent of its enabling legislation and in accordance with Metropolitan's Mission Statement, and provides ongoing advice and oversight to Ethics staff to ensure that Ethics Office work product such as advice and investigative reports reflect and accurately incorporate internal rules and Ethics Office scope of authority.

### OVERSIGHT

**Supervision Received:** Receives direction from the Ethics Officer.

**Supervision Given:** Acts as a lead. Directs, coordinates and reviews work assignments of other professional and administrative Ethics Office personnel.. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

1. Assist in the planning, organizing, and management of the department's activities including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and technical integrity, and in compliance with applicable laws, regulations, policies, and procedures.
2. Coordinates activities of staff or consultants conducting investigations, providing advice, and developing educational materials to ensure internal consistency with Ethics Officer's policy directives.
3. Represent Metropolitan's Ethics Office on complex and sensitive matters involving alleged government misconduct, investigations, and interfacing with Directors and executive staff.
4. Conduct complex policy and legal analysis and prepares memoranda and other documents for the Ethics Officer's consideration in making critical decisions about program direction, implementation, and investigatory approach, which in many cases are matters of first impression within the district.
5. Undertake diplomatic and mutually beneficial consultation and collaboration with Office of the General Counsel staff involving in related areas.

6. Direct the preparation of or prepare materials, documents, and plans related to Metropolitan's ethics policies, provisions, and procedures, including Administrative Code, due process protections, and investigation guidelines. Ensure that the presentation of its policies and objectives is complete, accurate, and in accordance with the Ethics Office's statutory mandate.
7. Assists the Ethics Officer in preparing its comprehensive annual Business Plan and budget.
8. Develops, implements, and monitors high-level standards of independent professional judgment in all facets of the administration of Metropolitan's ethics programs.
9. Provides input to management on ethics and compliance-related matters with respect to any of Metropolitan's operational areas or functions, and acts in an advisory capacity to Metropolitan management and board members on ethics-related requirements to help assure that organizational goals are met within the bounds of its ethics and compliance goals.
10. Represents the Ethics Officer with directors, other Metropolitan managers, staff, public and private agencies, and the general public.
11. Direct review of proposals and selection of outside service providers and prepare contracts and related documents in compliance with internal guidelines and applicable laws and regulations.
12. Serves as Acting Ethics Officer in his or her absence.
13. Performs other related duties as required.

## **EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduate degree in law, public administration, public policy, or related discipline; and 8 years of progressively responsible directly related professional experience in government policy or administration, legislation, law enforcement (administrative, civil, or criminal), administrative law, public law, conflicts of interest, ethics and compliance, or related fields.

**Required Knowledge of:** Management/supervisory concepts and techniques; budgetary concepts and procedures; principles, policies, and procedures related to government ethics, administrative investigations, due process, and privacy rights; local, state and federal laws, rules and regulations related to governmental ethics and conflicts of interest; California Political Reform Act of 1974, and related rule-making and enforcement by the Fair Political Practices Commission; laws, policies, and procedures related to public agency governance, public rights, and transparency in governmental decision-making; relationships and governance between and among Metropolitan, its member agencies, and related jurisdictions; familiarity with Metropolitan's history, functions, and practices; dispute resolution; computers and automated matter management, reporting, and record-keeping systems.

**Required Skills and Abilities to:** Assist Ethics Officer in leading and incentivizing professional and paraprofessional work force; manage complex projects or assignments; research, analyze, and resolve complex problems; understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and other institutional controls; analyze situations, identify problems, and recommend solutions; exercise judgment and creativity in developing alternatives and proposals; utilize matter

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management reporting, and record-keeping systems; prepare and deliver clear, concise, and well-organized presentations to a wide variety of audiences including management, the Board of Directors, and external and member agencies; establish and maintain collaborative working relationships with Metropolitan management and staff, board members, regulatory or member agency staff, and contractors; and maintain and exhibit discretion and integrity when handling sensitive information.

**Certificates, Licenses and Registrations Requirements:**

- Valid California Class C Driver License that allows you to drive in the course of your employment.

**DESIRABLE QUALIFICATIONS**

- JD and license to practice law in California preferred.

**PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.