



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

DEPUTY ETHICS OFFICER (Advice, Compliance and Policy)

Group-Section: Office of Ethics	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 60 Job Code #: YC61
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JOB SUMMARY

Serves as an advanced-level ethics and compliance expert and professional within and on behalf of the Office of Ethics. Core responsibilities of this job include preparing responses to requests for advice from Metropolitan directors, officers, or employees concerning compliance with Metropolitan's internal ethics provisions; researching and preparing initial drafts of articles and reports for monthly ethics bulletins; and monthly, quarterly, or annual reports; conducting research and written memoranda on emerging issues and developments in government ethics and compliance, including those involving the California Fair Political Practices Commission, Los Angeles City Ethics Commission, or Los Angeles County Metropolitan Transportation Authority; preparing materials and programs for educating Metropolitan directors, officers, employees, and other stakeholders about Metropolitan's ethics rules and related regulations, and providing supporting research and assistance with investigative matters and preparing draft final reports for the Ethics Officer's review and final writing.

DISTINGUISHING CHARACTERISTICS

Individuals in this position are fully competent and able to apply sound and independent professional judgment in the analysis, research, and other substantive aspects of modern government ethics and compliance operations. They must be able to undertake substantive ethics work at a very high level and without significant additional background training or supervision; display excellence in analysis, writing, verbal expression, and creative thinking; have the capacity to interact tactfully and appropriately with public officials at all levels; perform duties with highest level of professionalism and integrity; protect and maintain sensitive and confidential information.

OVERSIGHT

Supervision Received: Receives direction from the Ethics Officer and the Assistant Ethics Officer.

Supervision Given: May Act as a lead on assigned projects involving leading and coordinating activities with staff from legal, audit, or other departments.

JOB DUTIES

1. Performs advanced research and complex analysis on a wide range of issues related to government ethics and compliance.
2. Prepares written work product setting forth research findings and advanced analysis of questions or issues presented within particular assignments or projects.
3. Conducts comprehensive review and comparative analysis of Metropolitan's ethics provisions, including its Administrative Code, Operating Policies, conflict of interest code, financial disclosure criteria and categories, and investigation guidelines and procedures.

4. Provides complete and authoritative responses to requests for advice on compliance with ethics provisions that require advanced understanding of subtle distinguishing factors and probing for relevant facts.
5. Prepares written articles, memoranda, policy documents, or resolutions addressing advanced substantive and procedural operational issues in the field of government ethics and compliance.
6. Exercises professional judgment with a high level of reliability, candor, and completeness.
7. Uses available technology, including electronic case management and matter management software to organize, store, and convey official information.
8. Performs other related Deputy Ethics Officer job duties as required.

EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS

Education and Experience: Graduate degree in law, public administration, public policy, or related discipline; and 7 years of progressively responsible directly related professional experience involving analysis and implementation of governmental ethics and compliance programs or initiatives.

Required Knowledge of: Background, history, and substance of public laws and regulations concerning government ethics and related fields; practices and procedures necessary for upholding the due process rights of individuals potentially subject to investigation, protecting the identity of whistleblowers or other sources, safeguarding confidential and sensitive information; principles and methods of data analysis; unique considerations, limitations, purposes, and authorities of governmental ethics and compliance functions; and professional standards for implementing an internal governmental ethics and compliance program with integrity and objectivity.

Required Skills and Abilities to: Think creatively about implications and alternatives for addressing emerging issues in implementing an effective and efficient internal ethics and compliance program; independently and objectively review information and arrive at conclusions based upon reasoned analysis and interpretation of established criteria; review information and arrive at conclusions based only upon objective consideration and analysis of relevant facts; use strong analytic writing skills and ability to present complex subject matter with clarity; to use available Internet resources to locate important comparative data and sources of interpretation and legislative history; use strong interpersonal skills, including ability to interact tactfully and appropriately with public officials at all levels; and to verbally articulate thoughts and participate effectively and appropriately in confidential discussions about confidential or sensitive matters.

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.
- Prior public service within local, state, or federal government at a senior level.

Job Title: Deputy Ethics Officer (Compliance, Policy, and Education)

Job Code: YC61

Adopted: 05/08/16

Revised:

Supersedes:

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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.