



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

DEPUTY ETHICS OFFICER (Investigations, Outreach and Education)

Group-Section: Office of Ethics	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 60 Job Code #: YC60
--	---	--

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 leading, conducting, or overseeing independent Ethics Office investigations of alleged violations of Metropolitan's ethics provisions. This position receives initial investigation assignments from ethics officer or assistant ethics officer; obtains procedural input from ethics officer or assistant ethics officer when necessary in the course of an individual case. Individual must be able to identify, gather, and analyze relevant facts with little or no supervision, in order to protect the integrity of the ethics officer's review of investigation reports. Prepares and presents engaging and effective materials and programs for educating Metropolitan directors, officers, employees, and other interested parties about Metropolitan's ethics programs and policies.

DISTINGUISHING CHARACTERISTICS

Individuals in this position apply sound professional judgment in the planning, performing, and reporting of complex factual investigations of alleged breaches of governmental ethics provisions; including alleged conflicts of interest or unauthorized abuse of governmental authority by public officials at any level. Individual must have demonstrated ability to plan and complete significant, sensitive, and complex administrative investigations involving alleged government ethics violations effectively, efficiently, and consistent with applicable due process and privacy rights.

OVERSIGHT

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

Supervision Given: In most cases, will act as lead investigator following ethics officer's determination to authorize an investigation. In some cases, may lead or coordinate activities with professional staff from outside consulting services and may coordinate activities or analysis of investigation results with staff from legal, audit, or other department.

JOB DUTIES

1. Understands elements of an ethics violation and can quickly identify potential sources of relevant information.
2. Prepares a comprehensive and efficient written investigation plan.
3. Arranges, conducts, and documents interviews of potential witnesses.
4. Identifies, obtains, and reviews documentary evidence.
5. Analyzes relevant evidence and identifies information needed to corroborate or controvert key

facts.

6. Weighs all relevant evidence and presents findings within clear and concise written reports to Ethics Officer.
7. Maintains and organizes evidence and other investigation records in a clear and transparent manner.
8. Uses available technology, including electronic case management software to organize, store, and convey case information.
9. Develops and presents high-quality and engaging educational materials and presentations on a wide range of government ethics and compliance topics.
10. Performs other related Deputy Ethics Officer job duties as required.

EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's or graduate degree in history, political science, pre-law,, public administration, public policy, or related discipline; and 7 years of progressively responsible directly related professional experience involving administrative, criminal, or civil investigations of alleged government ethics violations.

Required Knowledge of: Principles and practices of effective administrative, civil, or criminal investigations into alleged violations of ethics or related rules, regulations, or laws; practices and procedures necessary for upholding the due process rights of individuals potentially subject to investigation, protecting the identity of whistleblowers or other sources, and safeguarding confidential and sensitive information; principles and methods of data analysis; methods and approaches for formal interviewing of witnesses; and professional standards for conducting governmental investigations with integrity and without bias.

Required Skills and Abilities to: Understand essential elements of ethics violations and evidence necessary to substantiate or refute allegations; effectively and efficiently, plan, implement, and document a comprehensive and complex investigation, as described in required knowledge elements above; fairly and without bias to 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; 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

- Graduate degree in law, public administration, public policy, or related discipline
- Prior public service within local, state, or federal government at a senior level.

Job Title: Deputy Ethics Officer (Investigations, Outreach and Education)

Job Code: YC60

Adopted: 05/08/16

Revised:

Supersedes:

Page: 2

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.