



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ASSISTANT ETHICS OFFICER

Group-Section: Office of Ethics	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 71 Job Code #: YC62
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JOB SUMMARY

Under general direction of the Ethics Officer or senior department management, 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 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 the Ethics Office work product such as advice and investigative reports reflect and accurately incorporate internal rules and Ethics Office scope of authority.

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: Receives direction from the Ethics Officer, or senior management.

Supervision Given: Manages and supervises administrative and professional staff.

JOB DUTIES

1. Supervises staff including selection, assignment and monitoring of work, coaching, mentoring, counseling, and performance assessment; determines priorities and aligns workload; reviews work for thoroughness, adherence to applicable standards, constructability, and accuracy; assesses employees' competencies and develops training plans; trains subordinates in applicable techniques and methodologies; and ensures staff compliance with applicable health and safety standards and requirements.
2. Ensures analysis and advice is provided in response to requests for advice from Metropolitan officials (directors, officers, and employees) regarding compliance with Metropolitan's ethics rules, state ethics laws, and in some circumstances may include other relevant policies and laws.
3. Advises the Ethics Officer, senior management, and Metropolitan's Board on complex administrative proceedings, and in respective areas of expertise; performs, and may manage, legal analyses of issues related to ethics area of expertise; assists Ethics Officer and

management with development of viable courses of action to achieve appropriate management decisions and protect Metropolitan's Ethics Office interests.

4. Manages an area of ethics-related legal expertise within the Ethics Office and may manage outside counsel and experts in the preparation of materials, documents, and plans related to legal assignments to ensure that the presentation of Metropolitan's Ethics Office position is complete, accurate, legally sound, and supports near and long-term strategic objectives.
5. Prepares and presents information to the Board, in written form and/or by spoken presentation, on complex legal matters; conducts legal research and prepares written legal opinions on more complex legal issues responding to questions from staff and the Board.
6. Reviews, analyzes, and drafts legislation in ethics-related areas of expertise and prepares responses to legislative and regulatory proposals to promote laws, legal interpretations, and regulations that are in Metropolitan's Ethics Office best interest. May draft resolutions for the Board and amendments to Metropolitan's Administrative Code and reviews contracts, operating policies, standards, and procedures for compliance with internal guidelines and objectives and conformity with applicable laws and regulations.
7. Serves on ad hoc and formal committees and task forces related to ethics areas of expertise. Represents Metropolitan's interests in a collaborative, informed, and timely manner. Provides guidance and ethics-related legal expertise to other employees and external representatives to ensure that actions taken are in compliance with objectives, guidelines, legal requirements, precedents, and policies; assists in the performance of administrative duties related to budget development and administration, approval of Board Letters, and preparation of annual business plans for the Ethics Office to ensure timely and cost-effective accomplishment of administrative activities.
8. Assists 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.
9. Provides direction and guidance to Investigators and reviews and approves reports prepared by staff and administers appropriate resolution.
10. Coordinates activities of staff or consultants conducting investigations. Responsible for logging, tracking, and updating complaint records.
11. Provides advice and/or coordinates activities of staff and consultants that provide advice; lead education training and development, including developing educational materials to ensure internal consistency with Ethics Officer's policy directives. Ensures that Metropolitan employees, managers, and supervisors are informed on a timely basis of legal and policy changes, their impact on the workplace and on personnel administration. Manages all ethics related training.
12. Represents Metropolitan's Ethics Office on complex and sensitive matters involving alleged government misconduct, investigations, and as assigned may interface with Directors and executive staff.

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13. Conducts 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. Leads efforts to evaluate and develop ethics related policies.
14. Undertakes diplomatic and mutually beneficial consultation and collaboration with other departments in related areas.
15. Directs the preparation of or prepares materials, documents, and plans related to Metropolitan's ethics policies, provisions, and procedures, including Administrative Code, due process protections, and investigation procedures. Ensures that the presentation of its policies and objectives is complete, accurate, and in accordance with the Ethics Office's statutory mandate.
16. 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.
17. May represent the Ethics Officer with directors, other Metropolitan managers, staff, public and private agencies, and the public.
18. Directs 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.
19. Performs other related duties as assigned or required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Juris Doctor degree from an accredited law school and 7 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 of which 5 years must have been in a project management, supervisory or lead capacity.

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; dispute resolution; computers and automated matter management, reporting, and record-keeping systems.

Required Skills and Abilities to: Assist 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

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other institutional controls; analyze situations, identify problems, and recommend solutions; exercise judgment and creativity in developing alternatives and proposals; utilize case 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; ; and maintain and exhibit discretion and integrity when handling confidential and sensitive information.

Certificates, Licenses and Registrations Requirements:

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

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.