

ETHICS OFFICER

DEFINITION

The Ethics Officer plans and manages the implementation and execution of the District's ethics policies and programs, the conflict of interest reporting program, and the lobbyist registration compliance program through ethics training, guidance, policy formulation, and legal compliance services to maximize individual and District performance by enhancing trust and commitment within the District and between the District and the community.

TYPICAL DUTIES

- Administers, provides guidance, and assesses metrics and related data on the performance of ethics programs and on revisions made to the District's Code of Ethics and the Conflict of Interest Code.
- Develops and directs the ethics, compliance, and business conduct functions for the District.
- Measures and assesses District's performance in compliance and ethics arenas.
- Provides leadership, oversight, and expert advice to ensure appropriate development, interpretation, and implementation of ethics and compliance strategies, policies and programs.
- Administers and provides training in the District's Statement of Economic Interest reporting program and the District lobbyist registration program.
- Provides leadership in the development of a compliance risk management program to assess, prioritize, and effectively manage legal and regulatory compliance.
- Keeps abreast of current federal and State laws, rules, and regulations as well as and the District rules and policies regarding ethics and conflicts of interest.
- Integrates new regulations into the ethics, compliance, and business practices of the District.
- Makes recommendations to the Board, Superintendent, administrators, and employees concerning ethical issues and conflicts of interest.
- Works with the Office of the General Counsel to keep abreast of current State and federal laws and provide appropriate legal-ethical advice to administrators and employees.
- Conducts general ethics and code of ethics training at various levels appropriate for District employees by developing and tailoring the training for administrative levels as well as new employees.
- Provides advice to District staff and committees concerning the ethical and cultural implications of policy development and information regarding sources of assistance in resolving questions.
- Consults with District administrators and employees regarding ethical issues and considerations.
- Makes recommendations to the Inspector General concerning District ethics and conflicts of interest.
- Works with District administrators and employees to integrate ethical awareness and practices into all aspects of District business.
- Maintains an ethics help line for the Board of Education, teachers, administrators and employees.
- Issues written opinions related to District ethics and conflicts of interest.
- Administers the District's annual or periodic ethics and compliance training, and regular communications around ethics, compliance and business conduct issues.
- Provides comprehensive reports to the Board, Superintendent, Administrators and various committees.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Ethics Officer actively shapes District culture through application of the ethics code, training, policy and advice to enhance District performance by developing trust within the District, and between the District and the community, manages and implements the District's ethics policies and programs, and makes recommendations related to ethics and conflicts of interest.

The Inspector General directs and reviews internal audit activities and special investigations. The Deputy Inspector General assists in the overall direction of the function and acts for the Inspector General during absences and in the exercise of delegated authority.

The General Counsel coordinates the District's legal affairs, conducts litigation for the District, and participates in the trial of matters of major importance to the educational program.

SUPERVISION

The Ethics Officer receives administrative direction from the General Counsel. The Ethics Officer exercises supervision over paralegals, and lower-level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of public administration and management
- Ethical theory and practice
- Applicable local, State, and federal laws, rules, and regulations governing ethics and conflicts of interest
- Standards of conduct including ethical relationships with employees, contractors, vendors, and other stakeholders
- Modern management and organizational theory
- District organization, policies, procedures, rules, regulations, and functions
- Methods and resources for legal research
- Basic legal terminology and concepts
- Training methods and techniques
- Office organization, methods and procedures
- Correct grammar, punctuation, and spelling
- Computer and software applications

Ability to:

- Effectively plan, organize, and administer an ethics program, including code of ethics analysis, interpretation, and implementation
- Locate, identify, and apply applicable legal opinions, court decision, legislation, and commission regulations
- Use legal resources and comprehend legal terminology to keep informed of changes in the Education Code that may require modification to the District's ethics policies and programs, the economic interest reporting program, and the lobbyist registration program
- Interpret and explain applicable laws, regulations, and rules in responding to inquiries from District staff and employees
- Investigative abilities that ensure referrals include factual information sufficient to allow further investigation
- Model and maintain ethical principles and integrity and give sound ethical advice
- Conduct effective training of non-legal staff in the areas of ethics, conflict of interest reporting and lobbyist reporting requirements
- Communicate effectively, both orally and in writing, including the explanation of complex

concepts and formal presentation of recommendations and one-on-one interactions with employees of all levels.
Establish and maintain effective and cooperative working relationships with administrators, employees, and investigations units
Establish trust among colleagues by demonstrating the ability to maintain the confidentiality of privileged information
Be motivated and self-directed to handle a variety of tasks and exercise sound judgment and work without close supervision
Be objective and thoughtful, ability to establish and maintain credibility and trust throughout the District
Quickly assimilate information relating to complex issues
Network on all levels of the District, be politically savvy, demonstrate personal and professional maturity, be rational in tense interpersonal situations
Protect confidential information
Advocate difficult or unpopular positions if necessary
Use computer word processing, spreadsheets and databases

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university. Possession of a graduate degree is preferable. Degrees in leadership, liberal arts, public administration or business administration are preferred.

Experience:

Five years of professional experience in ethics programs within a large organization, which may include public relations, or training.

Special:

A valid California Driver License.
Use of an automobile.
Must clear an extensive background investigation.

SPECIAL NOTE:

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
09/18/18
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