



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ETHICS POLICY ANALYST

<b>Group-Section:</b> Office of Ethics	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 060 <b>Job Code #:</b> YC35
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### JOB SUMMARY

This is a specialized advanced journey position which serves as a policy analyst to the Ethics Officer on programs, studies, and assignments related to strategic planning, policy and program development, and operation of comprehensive internal ethics program consistent with statutory requirements and board mandates. This position is responsible for research and preparation of complex and comprehensive reports, documents, board letters, and other correspondence regarding substantive and procedural issues arising in ethics and compliance program development and operation; and performing programmatic and case-specific analysis of substantive ethics rules and procedural justice factors.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

### OVERSIGHT

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

**Supervision Given:** Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

1. Performs advanced research and complex analysis of ethics and compliance functions within government organizations.
2. Researches national, state, and local governmental trends in development of laws, internal regulations, and procedures for performing high-quality professional ethics and compliance functioning.
3. Performs research and drafting of proposed changes to substantive ethics rules; assists Ethics Officer in preparing related studies, reports, and analyses.
4. Assists Ethics Officer in preparing reports, documents, board letters, and other correspondence concerning functions and operations of the Office of Ethics.

5. On programmatic and case-specific bases, assesses procedural justice factors such as due process protections, confidentiality of information, and protection of sources.
6. Identifies and analyzes critical strategic, project management, and external issues. Assists Ethics Officer in formulating short-and long-range plans to achieve statutory and board mandates.
7. Engages in cross-training and maintains ability to assist with the other functional elements of Ethics Office such as investigations, education, and administration.
8. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Juris Doctor Graduate degree from an accredited law school with focus on administrative law/internal investigations/risk management and ten years of increasingly responsible relevant experience.

**Required Knowledge of:** Public policies, laws, and regulations concerning conflicts of interest, contracts, internal disclosure, lobbying, campaign contributions, and ethics in government; laws and regulations of the Fair Political Practices Commission, Los Angeles City Ethics Commission, and Los Angeles County Metropolitan Transportation Authority; open meetings and public records rules and practices; principles of procedural justice including due process, whistleblower protection, and confidentiality; legal and policy aspects of governmental organization including substantive due process and separation of powers.

**Required Skills and Abilities to:** Perform complex analysis of law and policy; write concisely and clearly, and to articulate complex ideas in a comprehensible manner to lay audiences; verbally communicate to achieve rapport with a wide variety of people; adapt to changing circumstances and respond to challenges and crises as they present themselves; generate and articulate new ideas, solutions, or plans to address complex problems; perceive and articulate common interests and points, helping to close gaps between people; and recognize patterns and form links between different events and processes.

### **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.