



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ETHICS OFFICER

Group-Section: Office of the Ethics Officer	FLSA Status: Exempt Bargaining Unit: Unrepresented	Salary Grade: FR Job #: Z16
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JOB SUMMARY

Under the general administrative direction of Metropolitan's Audit and Ethics Committee, the Ethics Officer is responsible for continuing to foster and maintain strong ethics programs that contribute to the establishment of an enduring ethical culture at Metropolitan, provision of ethics education, and direction of policies, programs and activities related to the administration and enforcement of Metropolitan's ethics and conflicts of interest rules. This position makes independent determination on whether to investigate a complaint and the conclusions of the investigation.

OVERSIGHT

Reports to the Board of Directors and has the ability to fulfill its responsibilities in an unbiased manner that is free of conditions that would threaten its independence or objectivity while still remaining ultimately accountable to the Board of Directors. Manages and supervises a staff of managers, professionals, paraprofessional, and administrative Support.

JOB DUTIES

1. Educates, administers, develops, monitors and directs Metropolitan's ethics program, including policies and procedures, educational and enforcement components.
2. Develops and conducts educational and training programs and materials for Board members, managers, staff and contractors/vendors.
3. Provides advice to Board members, managers, staff, or contractors/vendors on Metropolitan ethical and conflict of interest rules, California Political Reform Act ethics and conflicts of interest rules and Government Code section 1090 conflict of interest laws.
4. Manages Metropolitan's ethics and compliance program; implements initiatives to foster an ethical culture throughout Metropolitan; may propose ethical guidelines for review by the Audit and Ethics Committee and approval by the Board of Directors.
5. Reviews Statements of Economic Interest filed by Metropolitan Board members and managers and ensures compliance with financial disclosure by all Metropolitan personnel and, where applicable, contractors and vendors.
6. Informs the Board of Directors and senior management of risks, incidents, and initiatives driven by the ethics and compliance program, and progress toward program goals in a timely manner.
7. Oversees and participates in investigations of potential ethics violations, by directors, employees and contractors/vendors, of ethical and conflict of interest rules in a timely manner.

8. Develops and implements procedures to protect both complainants and the confidentiality of sources; and maintains a hot line and investigates incidents reported to the hotline.
9. Proposes to the Audit and Ethics Committee a biennial budget and annual business plan for the Ethics Office.
10. Manages the day-to-day administration of the Ethics Office, including supervising ethics and compliance staff.
11. Works in a collaborative manner with the Offices of the General Manager, General Counsel, and General Auditor in developing and implementing the ethics program.
12. Performs other job duties as assigned by the Board of Directors.

EMPLOYMENT STANDARDS

MINIMUM REQUIREMENTS

Education and Experience: A bachelor's degree from an accredited college or university with major course work in ethics, accounting, business administration, law, public administration or a related field and 5 years of increasingly responsible experience in the development, management, or administration of an ethics program in either the private or public sector. Preference is given for an advanced degree, but this is not an absolute requirement. Preference is also given for some formal training in the field of ethics and conflicts of interest rules.

Required Knowledge of:

- The field of ethics in government and business
- Public administration
- Local, state and federal laws, rules and regulations related to governmental ethics and conflicts, of interest
- California Political Reform Act of 1974
- Methods of education in the field of ethics in government and business
- Principles of investigation and protection of due process rights
- Principles and practices of supervision, training, and performance evaluations

Required Skills and Abilities to:

- Oversee the operations of ethics and conflict of interest programs
- Determine strategies to achieve goals
- Establish and implement policies and procedures
- Compile, analyze, and interpret complex data
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Analyze situations, identify problems, and recommend solutions
- Exercise judgment and creativity in making decisions
- Effectively use strong oral and written communication skills
- Represent Metropolitan before the public
- Prepare comprehensive reports and correspondence

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- Interact professionally with various levels of Metropolitan employees and outside representatives
- Supervise subordinate staff
- Resolve conflict
- Effectively use strong interpersonal relationship skills
- Travel to offsite locations within a reasonable timeframe

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

Certificates

- Certified Compliance and Ethics Professional (CCEP) from The Society of Corporate Compliance and Ethics

Licenses

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

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND 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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

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, 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

PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Budget
- Organizational effectiveness and efficiency
- Compliance with applicable Local, State and Federal regulatory agencies

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MWD

Metropolitan Water District of Southern California

- Mutually beneficial working relationships with external regulatory and government agencies
- Research development and anticipation of emerging issues
- Selection and retention of workforce to meet Metropolitan diversity objectives
- Legislative/regulatory impact

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