



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

DEPUTY ETHICS OFFICER

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| Group-Section: | FLSA Status: Exempt | Salary Grade: 66 |
| Office of Ethics | Bargaining Unit: ACE | Job Code #: YC60 |

JOB SUMMARY

Serves as an advanced-level ethics and compliance expert for the Office of Ethics. Responsibilities include leading, conducting, or overseeing independent Ethics Office investigations of alleged violations of Metropolitan's ethics policies as assigned and, in certain circumstances, investigations of alleged violations of Equal Employment Opportunity policies. The Deputy Ethics Officer applies 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.

OVERSIGHT

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

Supervision Given: Acts as the lead investigator following the Ethics Officer's determination to authorize an investigation. 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 another department.

JOB DUTIES

1. Identifies, gathers, and analyzes relevant facts in order to protect the integrity of the Ethics Officer's review of investigation reports.
2. 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.
3. Understands elements of an ethics violation and can quickly identify potential sources of relevant information.
4. Prepares a comprehensive and efficient written investigation plan. Analyzes relevant evidence and identifies information needed to corroborate or controvert key facts. Weighs all relevant evidence and presents findings within clear and concise written reports to the Ethics Officer.
5. Conducts detailed interviews; collects, obtains and analyzes electronic, documentary, and anecdotal evidence; provides follow-up on leads; examines and evaluates records, and prepares and reviews detailed investigative reports. Presents complex case information through written and oral communication to a range of audiences.
6. Maintains and organizes evidence and other investigation records in a clear and transparent manner.

7. Uses available technology, including electronic case management software to organize, store, and convey case information.
8. Develops and presents high-quality and engaging educational materials and presentations on a wide range of government ethics and compliance topics.
9. Provides guidance and direction on policies owned by the Ethics Office.
10. Performs other related Deputy Ethics Officer job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and 8 years of relevant experience; or an advanced degree from an accredited college or university in a related field and 6 years of relevant experience.

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 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 discussions about confidential or sensitive matters.

Certificates, Licenses and Registrations:

Certificates:

None

Licenses

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

Registrations

None

DESIRABLE QUALIFICATIONS

- Prior public service within local, state, or federal government.

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

Job Title: Deputy Ethics Officer

Job Code: YC60

Adopted: 05/08/16

Effective: 06/26/22

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Supersedes: 12/26/21

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MWD

Metropolitan Water District of Southern California

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.