



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
**8/1/23**

**This position is:**

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

**Agency:** Oregon Government Ethics Commission

**Facility:**

- New       Revised

**SECTION 1. POSITION INFORMATION**

<b>a.</b> Classification Title: <u>Agency Head 7</u>	<b>b.</b> Classification No: <u>MEAH Z7587</u>
<b>c.</b> Effective Date: _____	<b>d.</b> Position No: <u>0035001</u>
<b>e.</b> Working Title: <u>Executive Director</u>	<b>f.</b> Agency No: <u>19900</u>
<b>g.</b> Section Title: _____	<b>h.</b> Budget Auth No: <u>65210</u>
<b>i.</b> Employee Name: _____	<b>j.</b> Repr. Code: <u>n/a</u>
<b>k.</b> Work Location (City – County): <u>Salem - Marion</u>	
<b>l.</b> Supervisor Name (Optional): _____	
<b>m.</b> Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
<b>n.</b> FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>o.</b> Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Exempt: <input checked="" type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

**SECTION 2. PROGRAM AND POSITION INFORMATION**

**a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

This position directs the statewide agency that enforces the provisions of ORS Chapter 244 (Government Ethics Law), ORS 171.725 to 171.785 (Lobbying Regulation Law), and ORS 192.610 to 192.690 (Oregon Public Meetings Law). In addition to the public at large, the laws within the agency's jurisdiction affect over 260,000 public officials, lobbyists and clients represented by those lobbyists. The agency's jurisdiction not only covers all three branches of government (Executive, Legislative, and Judicial), but also covers all local governments (Counties, Cities, Universities, School Districts, and Special Districts).

The Oregon Government Ethics Commission (OGEC) will impartially and effectively administer and enforce the laws within its jurisdiction for the benefit of Oregon's citizens. OGEC will emphasize education in achieving its mission. The Commission is made up for 9 volunteer members. Eight members are appointed by the Governor upon recommendation, two each by the Democratic and Republican leaders of the Oregon House and Senate. The Governor selects one member directly. All members must be confirmed by the Senate. No more than three of the members may be from the same political party. OGEC staff consists of 15 FTE.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Direct all activities of OGEC and ensure that it fulfills its mission. The position is appointed by and serves at the pleasure of the members of the Commission. The Commissioners have delegated broad authority to the Executive Director to interpret and apply the statutes within the agency’s jurisdiction, implement approved policies and procedures, administer biennial budgets, approve agency actions pursuant to statute, hire and supervise OGEC staff, and oversee the day-to-day operations of OGEC. OGEC has 15 staff and its biennial budget is over \$5.45 million.

**SECTION 3. DESCRIPTION OF DUTIES**

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.

The Executive Director is responsible for achieving OGEC’s goals through recruitment, selection and retention of protected class individuals; promoting and supporting the value OGEC places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity, Equity, and Inclusion and Working Guidelines through individual actions and interactions with employees, stakeholders, and community partners; and serving as a respectful member of a team, which includes communicating and working effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values and behaviors.

50%	R	E	<p><b>Programs Management</b> The Executive Director facilitates the agency’s mission by overseeing all management functions of the agency. The Executive Director is responsible for the agency’s compliance and education programs.</p> <p><b>Budget and Fiscal Operations</b></p> <ul style="list-style-type: none"> <li>• Directs the development and execution of the agency’s biennial operating budget. Works with DAS budget analysts and LFO to solve agency budget issues. Drafts the agency’s biennial budget, testifies before legislative ways and means committees, and upon passage, administers the legislatively approved budget.</li> <li>• Administers the agency’s assessments to ensure receipt of statutorily required revenues from state agencies and 1700 local government bodies (agency budget is funded by assessments split equally between state agencies and local jurisdictions).</li> <li>• Provides financial administration for all agency assets. Manages special projects created through policy option</li> </ul>
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packages in the agency's biennial budget, including but not limited to IT projects.

- Manages and monitors systems of internal controls.

#### Leadership and Supervision

- Directs and supervises agency staff.
- Exercises exclusive authority over employee recruitment, including hiring, firing, and promotion decisions.
- Provides oversight and management of employees, including schedules, coverage, time management, work assignments, evaluations, and discipline.
- Demonstrates leadership in a complex political climate and works effectively under pressure of public scrutiny.

#### Compliance and Investigations

- Coordinates and oversees the agency's compliance activities, including review and approval of preliminary review and investigative reports.
- Independently negotiates settlements, including monetary and other civil sanctions, with respondents and/or their attorneys.
- Directs the issuance of subpoenas and oversees agency participation in contested case hearings.
- Consults regularly with legal counsel at the Department of Justice concerning the interpretation and application of statutes regulated by OGEC.

#### Education and Training

- Formulates the vision of the agency's educational programs, ensuring the programs address not only the multiple areas of OGEC's jurisdiction (government ethics, lobbying regulations, and public meetings law), but also the needs of the public officials and others in the different branches of state government (executive, judicial, and legislative) as well as in all of the local jurisdictions.
- Provides guidance to the agency's Training and Development Specialist 2 on the development and marketing of the agency's educational programs, evaluation of Public Meetings Law trainings prepared by other groups or associations, and preparing the agency's trainers to implement and present the trainings.
- Participates as needed in training presentations to large statewide public official organizations.
- Responsible for providing written guidance on all areas of OGEC's jurisdiction. This written guidance includes issuing and making available The Guide for Public Officials, the Guide to Lobbying in Oregon, as well as guides for Statement of Economic Interest filers and jurisdictional contacts.
- Provides written advice and opinions, that qualify for the statutory safe harbor provisions, regarding the interpretation and application of Government Ethics Law, Lobby Law, and Public Meetings Law. The agency's advice is issued to legislative, judicial, and executive branch officials and to public officials in local government bodies throughout the state. The

			written advice and opinions include letters of advice under the executive director's signature, staff advisory opinions setting forth the executive director's interpretation of the law and application to specified circumstances, as well as commission advisory opinions that are issued upon a vote of the Commission.
20%	R	E	<b>Policies and Procedures</b> <ul style="list-style-type: none"> <li>• Implements the agency's affirmative action and diversity, equity, and inclusion goals and objectives.</li> <li>• Implements the agency's Continuation of Operations Plan.</li> <li>• Develops and implements agency policies and procedures, biennial goals, and public relations.</li> <li>• Directs and develops implementation of agency policy and procedures.</li> <li>• Establishes, advocates, and implements a statewide-ethics code of conduct in Oregon.</li> </ul>
10%	R	E	<b>Legislation and Rules</b> <ul style="list-style-type: none"> <li>• Responsible for passage of the Commission's legislative agenda, including writing and submitting legislative concepts to the Governor's office, providing testimony to legislative committees, lobbying legislators and legislative staff and providing written information and statistics on bills.</li> <li>• Primary contact on all legislation affecting Ethics Law, Lobby Law, and Public Meeting Law.</li> <li>• Responsible for statutorily required annual review of administrative rules, in addition to writing, interpreting, and administering administrative rules for the agency for all three statutory areas of the commission, which are Ethics Laws, Lobby Laws, and Public Meetings Laws.</li> </ul>
10%	R	E	<b>Commission Liaison</b> <ul style="list-style-type: none"> <li>• Works with OGEC Chairperson to set meeting dates and locations, establish meeting agendas, and provide procedural recommendations to facilitate the conduct of OGEC meetings.</li> <li>• Performs other executive tasks as required or delegated by the commission and/or statute.</li> </ul>
10%	R	E	<b>Communications</b> <ul style="list-style-type: none"> <li>• Responsible for collecting, maintaining, and making available to the public online, through the agency's website and the Electronic Filing System (EFS), quarterly lobbyist expenditure reports, quarterly lobbyist client expenditure reports, and annual Statements of Economic Interest.</li> <li>• Responsible for issuing and making available to the public online and without fees, through the agency's website and the Case Management System (CMS), case disposition reports and the agency's written advice (letters of advice, staff advisory opinions, and commission advisory opinions).</li> </ul>

			<ul style="list-style-type: none"> <li>• Ensures agency information is made available to the public, through CMS/EFS, as well as by posting meeting minutes and recordings on the agency’s website.</li> <li>• Represents the Commission and/or the State of Oregon as the Commission’s primary spokesperson to the public, legislature, other governing bodies, and the media. Serves as the agency representative for numerous media requests for interviews, in writing (newspapers), voice recorded (radio) and on-camera (television). Interviews are published and aired statewide by numerous publications, radio and television stations.</li> <li>• Establishes, develops, and maintains effective working relationships with all branches of state government, including other state agencies, legislative and judicial members, as well as other stakeholders, members of the media, and other public officials.</li> </ul>
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**SECTION 4. WORKING CONDITIONS**

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

General office environment; broad unilateral discretion and authority; actions are highly visible to the media, the public and public officials; long hours, evening, weekends and holidays; moderate travel throughout the state; frequent direct interaction with legislators, state agency heads, and other high-level public officials of state and local government throughout the state; frequent public speaking.

**SECTION 5. GUIDELINES**

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

Oregon Government Ethics Law (ORS Chapter 244), Oregon Lobby Regulation Law (ORS 171.725 to 171.785), Oregon Administrative Procedures Act (OAR Chapter 183), Oregon Public Meetings Law (ORS 192.610 to 192.690), OGEAC Administrative Rules (OAR Chapter 199), OGEAC advisory opinions, Attorney General opinions, previous OGEAC investigations and case dispositions, opinions of the Court of Appeals and the Oregon Supreme Court, and Department of Administrative Services Administrative Rules relating to accounting, personnel, and purchasing.

**b. How are these guidelines used?**

The cited ORS chapters, OGEAC advisory opinions, Attorney General opinions and court opinions are routinely used to assist the Executive Director in interpreting and applying the laws that are regulated by OGEAC. OGEAC Administrative Rules are used to ensure that OGEAC adheres to procedures adopted by OGEAC for various agency activities. Department of Administrative Services Administrative Rules are used by the Executive Director to ensure adherence to state policies and procedures related to administrative activities.

## SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
State Legislators	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Answer questions, render informal opinions and make presentations	Frequently
State Court Justices, Judges, and members of the Judicial Branch	Telephone, video (MS Teams, Zoom, etc.), e-mail, writing, and in person	Answer questions, render informal advice and opinions, and make presentations	Occasionally
Agency heads and upper management of state government	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Answer questions, render informal opinions and make presentations	Frequently
County commissioners, county counsels, city councilors, city attorneys, and other high-level officials of local government	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Answer questions, render informal opinions and make presentations	Frequently
Attorneys	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Answer questions, render informal opinions and make presentations	Frequently
General public	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Answer questions, render informal opinions and make presentations	Frequently
News media	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Answer questions and provide information	Routinely
Members of the Government Ethics Commission	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Receive policy direction, submit recommendations and formal action on cases and provide staff support	Individual members on a regular basis and collectively at periodic OGEC meetings
Department of Justice	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Confer on interpretation and application of statutes and report reviews	Routinely
OGEC Staff	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Provide direction for agency functions	Daily, As needed

## SECTION 7. POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

In accordance with policies and procedures established by the commission:

- \* Statutory requirement to complete statement of facts for the preliminary review phase of complaints alleging violations of statutes regulated by OGEc within the statutory period (60 days for government ethics and public meetings law cases; 135 days for lobby law cases)
- \* Exclusive authority to negotiate early settlement, subject to Commission approval, of all OGEc cases
- \* Authority to purchase agency equipment and supplies
- \* Statutory authority to expend agency funds
- \* Exclusive authority to hire, promote, discipline and approve training of OGEc staff
- \* Authority to develop and implement staff procedures
- \* Authority to direct special projects through Project Management
- \* Exclusive authority to hire outside contractors for special projects

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

The Commissioners of OGEc, led by the Chair, review the performance of the Executive Director. An annual written performance review is conducted by the Commissioners based on mutually agreed upon goals, objectives, and professional strengths and weaknesses. Public officials and members of the public are invited to submit comments and weigh in on the executive director's performance evaluation.

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 14
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                     |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The Executive Director must:

- \* Possess excellent written and oral communication skills
- \* Extensive ability to analyze, understand and interpret the application of all statutory provisions (Chapter 244, Chapter 171.725 to 171.785, and ORS 192.610 to 192.690) regulated by the Ethics Commission
- \* Extensive ability to work effectively under the pressure of scrutiny by the media, Legislature, Judicial Branch, Governor, local government bodies, special interest groups, and the general public
- \* Possess considerable management experience in a governmental organization
- \* Extensive knowledge of the legislative process

- \* Extensive knowledge and familiarity of legal procedures
- \* Extensive knowledge of local and state government structures

**BUDGET AUTHORITY:**

This position recommends and implements entire agency budget of over \$5 million biennially through other funds.

**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

**SECTION 12. SIGNATURES**

Employee Signature	Date	Supervisor Signature	Date
Appointing Authority Signature	Date		

