



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
11/01/2025

Agency: Oregon Government Ethics Commission

Facility:

☐ New ☒ Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Compliance Specialist 2</u>	b. Classification No: <u>UA C5247</u>
c. Effective Date: _____	d. Position No: <u>0035009</u>
e. Working Title: <u>Investigator</u>	f. Agency No: <u>19900</u>
g. Section Title: _____	h. Budget Auth No: <u>1023040</u>
i. Employee Name: _____	j. Repr. Code: <u>n/a</u>
k. Work Location (City – County): <u>Salem OR</u>	
l. Supervisor Name (Optional): <u>Susan V. Myers</u>	

m. 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
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative
o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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. The Oregon Government Ethics Commission (OGE) has jurisdiction to administer and enforce the provisions in Government Ethics Law [ORS 244], Lobbying Regulation Law [ORS 171.725-171.785] and Public Meetings Law [ORS 192.610-192.705]. There are an estimated 260,000 public officials, and 2,000 lobbyists and employers of lobbyists that are subject to these laws. The position of Compliance Specialist 2 provides advice and guidance, conducts investigations, evaluates alleged violations of law, and prepares and presents reports for the Commission.

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:

The primary purpose of this position is to conduct investigations into alleged violations of laws within the jurisdiction of the Oregon Government Ethics Commission. The investigator must obtain and analyze relevant information, interpret the law, and apply it to varied circumstances, draft preliminary review and investigative reports, and draft written opinions and informal guidance.

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
Ongoing	N	E	<ul style="list-style-type: none"> Perform duties in a manner that promotes quality customer service and encourages effective and productive working relationships, including treating everyone fairly, courteously, and respectfully. Recognize and value all individuals regardless of their cultures, identities, and backgrounds, and promote and foster a diverse and qualified work environment that is discrimination and harassment-free, and where individuals feel welcomed, appreciated, and valued for all that they bring to the organization. Contribute to the mission and goals of OGEC by identifying and resolving problems in a constructive manner; improving processes and materials to benefit our customers; being responsive to our customers and co-workers; improving personal skills; and demonstrating openness to constructive feedback and suggestions. Demonstrate regular and consistent attendance, as needed to meet the demands of the position; actively participate in agency meetings; exhibit team skills and team participation through willingness to help and support co-workers; participate in team projects and professional development opportunities.
20		E	<p>Opinions and Advice: Review and analyze requests for informal advice and formal opinions on how the laws within OGEC’s jurisdiction may apply to real or hypothetical circumstances. If needed, request more detail to ensure issues are clear. Prepare a written response as to how the laws and regulations may apply to the questions raised in the advice request. Drafts of advice or opinions are discussed with OGEC’s executive director and often include consultation with legal counsel regarding the legal interpretation and sufficiency of the advice or opinion. Informal advice may be given by letter or electronic communication. Formal advice</p>

			is issued by Staff Advisory Opinions or Commission Advisory Opinions, which are adopted by the Commission itself. Drafting opinions and advice requires knowledge of OGEC's laws and regulations and the ability to apply them to hypothetical and real circumstances by written and verbal means. A working knowledge of OGEC records and resources is needed to respond to and fulfill a wide variety of requests for information.
30		E	<p>Preliminary Reviews: When a complaint is received, a Preliminary Review is opened. This is a confidential phase of inquiry. Investigators must:</p> <ul style="list-style-type: none"> • Prepare a plan for completing the preliminary review within the 60-day statutory time limit (135 days for lobbying complaints) • Obtain information from the complainant and the respondent (public official) • Evaluate information for sufficiency and jurisdiction. • Identify any possible violations, legal issues and sources of evidence • Consult with legal counsel as needed • Prepare correspondence related to the preliminary review • Draft a report for the Commission with recommendation of dismissal or investigate the complaint • If recommending an investigation, the investigator should identify the focus of the investigation • Present the preliminary review findings and conclusions to the Commission during a public meeting.
30		E	<p>Investigations: When the Commission finds cause to investigate a complaint, the investigator should:</p> <ul style="list-style-type: none"> • Prepare a plan for completing the investigation within the 180-day statutory time limit • Identify principals and witnesses to be interviewed and records, information, or other evidence to be obtained and reviewed • Organize, analyze and compile records and data that may include complex financial transactions, in a logical manner • Prepare all correspondence related to the investigation • Prepare and serve subpoenas • Prepare for and participate in interviews and depositions • Consult with legal counsel and experts from technical fields to evaluate evidence • Ensure that information regarding the respondent, both favorable and unfavorable, is pursued and presented objectively in reports that are prepared • Evaluate any new information and determine if it is outside the scope of the authorized investigation. If so, request that the Commission move to expand the

			<p>investigation and extend the statutory investigative time limit</p> <ul style="list-style-type: none"> • Prepare a report on the completed investigation for the review and deliberation of the Commission. The investigative report must include the conclusions of the investigator and present recommendations for the Commission to make preliminary findings of violation or dismiss the case. • The investigative report must be sufficient to be used in any subsequent administrative hearing, lawsuit or hearing in appellate courts. • The investigator must present their findings to the Commission, in administrative hearing or court proceeding.
10		E	<p>Final Orders: If the Commission makes a preliminary finding of violation, the investigator:</p> <ul style="list-style-type: none"> • Reviews the case with the Executive Director • Drafts required notices of contested case rights and related documentation, and drafts the proposed stipulated final order used to reach a negotiated settlement with the respondent • Negotiates with respondents and their counsel, in consultation with the agency's legal counsel and Executive Director, to come to a settlement that satisfies all parties • Prepare the final order, which includes citations to the relevant statutes and stated facts of violation • Makes a recommendation as to the terms and conditions that should be included in any final order, whether it is a default final order or a stipulated final order • Consult with legal counsel and the Executive Director regarding the content, terms and conditions of the final order.
10		E	<p>Miscellaneous: The investigator will work on various assignments from the Executive Director, the Compliance & Enforcement Coordinator, and other staff related to OGEC's programs. Assignments may include:</p> <ul style="list-style-type: none"> • Drafting administrative rules • Updating training products • Assisting with filing statutorily required reports • Inspecting reports filed with the agency for compliance • Compiling information in support of an administrative hearing • Auditing completed investigations for effectiveness and reporting results

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.

The size of OGEC staff is such that the investigator must give assistance in all aspects of the office operation. The number of customer service requests can at times be high and are often varied. This contributes to a hectic and stressful atmosphere with frequent interruptions and distractions. Most of the investigator's work is subject to statutory deadlines. Some cases gain traction in the media which may lead to an investigator's work and name being referenced. There are also times when the investigator must deal with hostile and frustrated people. Travel is occasionally necessary. Must have a valid driver's license and an acceptable driving record or be able to provide an alternate method of transportation.

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 Regulations Law (ORS Chapter 171.725-171.785) and Oregon Public Meetings Law (ORS 192.610-192.705) provide the laws enforced by the Commission. There are also Government Ethics Commission Administrative Rules (OAR Chapter 199), the Oregon Administrative Procedures Act (ORS Chapter 183), various Attorney General's Opinions and administrative rules, and the Department of Administrative Services (DAS) Administrative Rules and Policies relating to budgeting, accounting, personnel, and purchasing.

- b. How are these guidelines used?**

The ORS chapters cited provide the jurisdictions within which investigations are conducted, violations are found and under which sanctions can be imposed. The ORS and OAR chapters and Attorney General's documents provide the guidelines and framework within which the investigations into alleged violations are undertaken and concluded. The DAS administrative rules and policies impact the administrative handling of case files, availability of resources, travel and expenses allowed during an investigation.

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?
General public	In person, telephone, e-mail and mail	Answer questions regarding procedures, jurisdiction and violations. Provide information, handouts and copies of public records.	Daily
Public officials and organizations representing public officials	In person, telephone, e-mail and mail	Answer questions regarding procedures, jurisdiction and violations. Provide information,	Daily

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

		handouts and copies of public records.	
Lobbyists and organizations representing lobbyists	In person, telephone, e-mail and mail	Answer questions regarding procedures, jurisdiction and violations. Provide information, handouts and copies of public records.	Frequent
Respondents, complainants and representing attorneys	In person, telephone, e-mail and mail	Answer questions regarding procedures, jurisdiction and violations. Provide information (general and case related). Conduct fact finding and coordinate investigative activity.	Frequent
Representatives of criminal and regulatory agencies	In person, telephone, e-mail and mail	Answer questions regarding procedures, jurisdiction and violations. Provide information (general and case related), handouts and copies of public records. Exchange case related information and coordinate investigations of mutual interest.	Occasionally
General Counsel, Oregon Department of Justice	In person, telephone, e-mail and mail	Discuss legal issues related to investigations, opinion requests and procedures.	Frequent

SECTION 7. POSITION RELATED DECISION MAKING

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

The investigator is responsible for all decisions related to planning and completing preliminary reviews and investigations within the statutory time limits, including:

- Evaluating evidence and decides on what conclusions to draw and what action to recommend to the Executive Director and Commission
- Evaluating information from inquiries and provides an informal recommendation on whether or not a specific action by a public official may be prohibited or allowed under laws enforced by the Commission
- Deciding on how to best meet a customer service request in an efficient and timely manner
- Making recommendations to the Executive Director regarding methods that may increase the efficiency or effectiveness of the staff or office practices and policies.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
----------------------	-----------------	-----	-----------	-------------------

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

Agency Head 7	35001	Staff meetings, conversations and consultations regarding investigations, reports and correspondence.	Daily	Ensure inquiries, correspondence and investigations are handled timely, accurately and in compliance with established procedures. Resolve any problems that arise.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input 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:

- Strong analytical skills and investigative skills
- Ability to analyze information and data from multiple sources, draft reports, and make recommendations
- Exceptional communication skills (verbal and written) with proven ability to present information clearly, logically, and persuasively
- Ability to quickly absorb new information and adjust work accordingly
- Demonstrated ability to exercise discretion and independent judgment while maintaining objectivity and confidentiality
- Excellent organizational and time management skills
- Demonstrated ability to approach duties with and equitable and inclusive lens

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
----------------	------------------------------	-----------

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

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