



Agenda

December 13, 2012 – 3:00 pm
Governmental Center,
301 North Olive Avenue, 6th Floor
Commissioners Chambers

Palm Beach County

Commission on Ethics

2633 Vista Parkway
West Palm Beach, FL 33411

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- I. Call to Order
- II. Roll Call
- III. Introductory Remarks
- IV. Workshop – Selection process for Executive Director
- V. Public Comments
- VI. Adjournment

Commissioners

Manuel Farach, Chair

Robin N. Fiore, Vice Chair

Ronald E. Harbison

Daniel T. Galo

Patricia L. Archer

Executive Director

Alan S. Johnson

Executive Assistant

Gina A. Levesque

Staff Counsel

Megan C. Rogers

Senior Investigator

Mark E. Bannon

Investigator

James A. Poag

PHYSICAL ACTIVITY**FREQUENCY/
DURATION****CRITICALITY****(FUNDAMENTAL JOB DUTIES)**

Fingering - to type, operate a computer and manipulate a computer mouse.	4/ 1
Handling - reports, paper and office supplies	2/ 1
Hearing - to communicate with clientele and staff	4/ 1
Reaching - while at work station/desk	4/ 3
Repetitive Motions - to type on computer, manipulate computer mouse and dial phones.	3/ 3
Standing - for extended periods of time while giving presentations	2/ 1
Talking - to communicate with clientele and staff, to give presentations to the community	3/ 1
Twisting - while at work station/desk	4/ 3

E. Physical Requirements :

Sedentary work

F. Working Conditions :

Work is performed in an air conditioned office setting.

G. Terms & Conditions :

This is an At-Will position.

H. Weight Lifting Requirements :

Items lifted : 20 pounds

Weight : 20.00

I. Driver's License Requirement :

License Class : E (For CDL specify vehicle type and gross vehicle weight)

Vehicle Description :

Endorsements :

J. Supervisory Responsibilities :

Supervisor Indicator : Y

Leadership Indicator : N

This position supervises following employees

Employee Name	Position #	Job Title
BANNON, MARK EDWIN	8421	COMMISSION ON ETHICS INVESTIGATOR II
LEVESQUE, GINA ANN	8418	COMMISSION ON ETHICS EXECUTIVE ASSISTANT
ROGERS, MEGAN CROSS	8425	COMMISSION ON ETHICS ATTORNEY I

K. Emergency or Pre-Disaster/Disaster Requirement :

May be required to work before, during and/or after a natural or man-made disaster or hurricane.

L. Minimum Entrance Requirements : (Include necessary certificates, licenses, registrations, etc.)**M. Necessary Special Requirements :****N. Preferred Qualifications :**

Preference for previous experience working with a Federal, State or Local governmental agency. Attorney in good standing with the Florida Bar.

Prepared by : _____ Date : _____

Dept. Head Approval : _____ Date : _____

Human Resources Dept Approval : _____ Date : _____

Incumbent's Signature : _____ Date : _____

DRAFT