



Agenda

December 19, 2012 – 5:00 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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ethics@palmbeachcountyethics.com

- 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

ISSUED: xx/xx/2013

CLOSE: xx/xx/2013

Position: **EXECUTIVE DIRECTOR, COMMISSION ON ETHICS, PALM BEACH COUNTY**
Salary: Negotiable Depending on Qualifications Range of \$110,000 to \$130,000 Annually
Department: Commission on Ethics
Location: West Palm Beach, Florida
Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday
Other: Valid Florida Driver's License and PBC Risk Management Department approval prior to appointment.

This is an AT WILL position.

Palm Beach County (PBC), Florida, is soliciting applicants for the position of Executive Director, for the PBC Commission on Ethics. In this role, you will lead an independent agency that provides advisory and quasi-judicial services, dedicated to strengthening public trust in local government. This is highly responsible administrative and supervisory work planning, organizing, promoting and implementing the requirements of the Palm Beach County Code of Ethics, the Palm Beach County Lobbyist Registration Ordinance and the Palm Beach County Post-Employment Ordinance. The candidate oversees the daily operations of the Palm Beach County Commission on Ethics (COE). Responsible for designing and implementing training and education programs for public officials and employees, county and municipal vendors, lobbyists and principals and other entities that may come under the jurisdiction of the COE by contract or ordinance. Develops policies, programs and strategies to deal with all ethics related matters. In addition, will prepare and edit legal documents including advisory opinions, investigative documents, memoranda of understanding with other governmental entities, bylaws, rules of procedure and policy and procedure manuals. In addition to interpretation of applicable state and local code provisions, the candidate makes all legal sufficiency findings relevant to complaints, ascribed and anonymous tips, investigations and inquiries of investigative staff. Supervises COE personnel including Staff Counsel, COE Advocates, Investigators, Clerical, Intake Management, and Interns/Volunteers. On behalf of the Palm Beach County Commission on Ethics, will plan, organize, promote, and implement the requirements of the Palm Beach County Code of Ethics, the Palm Beach County Lobbyist Registration Ordinance, and the Palm Beach County Post-

Employment Ordinance. Candidate will review applicable codes and ordinances and recommend changes to the COE based upon the ongoing application of these laws. Other local governmental agencies will be able to employ the services of and be subject to the COE by contract. Candidate will work with the County Attorney to create and process memoranda of understanding with these outside agencies. Plans, directs and establishes administrative policy to effectively allow the department to carry out its mission. Prepares and submits subpoenas, audits, and investigations including all facts and persons materially related to a complaint at issue. Reviews ethics inquiries and investigations, files self-initiated complaints, determines legal sufficiency of complaints, writes, reviews, edits and otherwise works with the COE Advocate and/or Staff Counsel to create memoranda of probable cause, proposed negotiated settlements and all public orders submitted to the COE for approval. Reviews legal matters and related local/state legislation and responds to requests for advisory opinions, court appearances where COE decisions are contested. Informs the public and private sectors regarding Ethics laws and seeks strict compliance with those laws. Presents to business, government, professional and community-based organizations on the subject of ethics in government. Publishes periodic reports for the governing boards under the jurisdiction of the COE and to the community at large on matters relative to the official activities, public findings and economic impact of the COE's activities. Collaborates with the PBC Finance Department to prepare and present annual budgets to the COE and BCC for approval. Refers cases, with the advice and consent of the COE, for criminal prosecution and other dispositions to appropriate agencies.

The focus of this position is on providing advice, public education, community outreach, giving legal advice to persons and entities subject to the applicable codes, and making legal decisions as required under the Commission on Ethics Ordinance. The COE is empowered to subpoena, audit, and investigate all facts and persons materially related to a complaint at issue. The COE is charged with enforcement duties as set forth in the PBC Code of Ethics.

The ideal candidate should possess a strong background in community relations, oral and written communication ability, highly developed analytical aptitude, public service motivation, a proven track record in executive administration, an understanding of training/educational technology, and demonstrated leadership in criminal and civil justice matters. S/he should also have managed complex investigations involving allegations of fraud, theft, deception, conspiracy or ethics violations or the prevention of same; and have demonstrated the ability to work with their Local, State and Federal law enforcement agencies and the Judiciary. Candidate will have the skills necessary to manage the performance of others and to remain focused on completing priority projects on budget and within tight time limits. The Ethics Commission shall provide broad policy and directional goals which the successful candidate will be responsible for carrying out with minimal supervision or interference.

The qualified candidate will not become actively involved in political activities, will not attempt to utilize the position for personal gain and will avoid all appearances of potential conflict that might be perceived to impair the independence of the office.

Minimum Requirements: Bachelor's and Juris Doctor Degrees from accredited institutions; Minimum of five (5) years of experience in any one or a combination of the following fields: as a Federal, State, or Local law enforcement officer/official/prosecutor; as a Federal or State court judge or judicial clerk; as a Federal, State, or Local government attorney with expertise in investigating fraud, mismanagement, corruption and/or advising public officials on their ethical obligations; as an Ethics Officer, Inspector General, Certified Public Accountant, or Internal Auditor; as a person with progressive supervisory and management experience in an investigative public agency similar to an Ethics Office; as an ethics officer; one (1) year of related supervision; Current membership in good standing in the Florida Bar.

Preferred Qualifications include participation in business, government, professional and community-based organizations, , prior legal related work in an ethics office, certification or other experience relating to white collar crime or official corruption prosecution or

equivalent civil action, teaching or directing college, university or law school level classes or programs involving public administration or ethics in government and/or publication in the field of government or corporate ethics. Demonstrated experience in legal pleadings, community speaking and outreach. Attorney with experience in ethics regulation, research, legal writing, law enforcement or civil code enforcement, municipal or local government law. Related advanced degrees may substitute for education and/or experience. ***Applicants must clearly describe in their application materials their relevant experience/credentials with any/all job requirements and preferred activities described above. We recommend applicants emphasize: Level of responsibilities, scope and complexity of programs managed, program accomplishments/results achieved with regard to major investigative functions. Candidates must state in their application materials their minimum salary requirement.***

Selection Process: Applicants must complete a Palm Beach County Board of County Commissioners Employment Application (apply at www.pbcgov.com/jobs), or resume, and any Veteran's Preference/related materials, that must be received by 5:00 p.m. on XX/XX/2013, by the Palm Beach County Human Resources Department, 100 Australian Avenue, Suite 300, West Palm Beach, FL 33406. ***The Commission on Ethics, composed of a former law enforcement official with experience investigating white collar crime or public corruption, an attorney with experience in ethics regulation, an ethics educator, a certified public accountant and a former elected official, will be solely responsible for selecting the Executive Director.***

Employment Application review, background investigations, and personal and professional referrals will be conducted. Following formal interview by the COE, the Commission on Ethics will set the Executive Director's salary, subject to ultimate approval by the Board of County Commissioners. PBC Human Resources Department: Info 561-616-6888 Fax 561-616-6893 (No e-mail applications/resumes accepted). Applications/resumes must include Job ID number, and will be accepted no later than 5:00 p.m. on XX/XX/2013.

Benefits: The Palm Beach County Board of County Commissioners provides an excellent benefits package, including a salary competitive for the South Florida marketplace, travel reimbursement for interviews, relocation reimbursement assistance per PBC County-Wide Policy CW-F-012, medical, dental and life insurance, as well as vacation and sick leave, tuition reimbursement and participation in the Florida Retirement System.

Visit www.palmbeachcountyethics.com for detailed information on the Commission on Ethics, Palm Beach County, Florida.

EO/AA M/F/D/V, Drug Free Work Place

2012 SALARY SURVEY EXECUTIVE DIRECTOR ETHICS COMMISSION

LOCATION	SALARY	# OF STAFF	DATE OF HIRE	Comments
Palm Beach County	\$129,821	5	05/2010	Al Johnson
Atlanta, GA	\$92,000		09/2011	Holly LaBerge
Austin, TX	\$90,000	2	03/2008	Sabine Romero (4 add'l staff will be in 2013)
Chicago, IL	\$125,800	8	09/1993	Steve Berlin
Columbia, SC	\$72,736	8 FT, 2 PT	11/1984	Herbert Hayden, Jr.
Jacksonville, FL	\$75,000	0		Carla Miller (E.D. is part time; no other staff)
Miami-Dade County	\$190,000	15	09/2011	Joseph Centorino
New Orleans, LA	\$70,409	1	08/2011	Felicia Brown
Philadelphia, PA	\$124,800	9	07/2007	Shane Creamer
San Diego, CA	\$116,000		12/2003	Stacey Fulhort
San Francisco, CA	\$143,678	18	08/2004	John St. Croix
State of Florida	\$122,328	22	11/2003	Virlinida Doss
State of Hawaii	\$108,972	9	01/2011	Les Kondo
State of Missouri	Pending	Pending	Pending	Julie Allen
*Los Angeles, CA	Pending	Pending	Pending	Heather Holt
New York City, NY	Pending	Pending	Pending	Ellen Biben

- *5 Step Executive salary program
1. \$133,130.88 (new hire)
 2. \$140,564.16
 3. \$148,394.16
 4. \$156,662.64
 5. \$165,390.48

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REV. 12/18/2012