

Agenda

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

Palm Beach County

Commission on Ethics

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West Palm Beach, FL 33411

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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

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



PALM BEACH COUNTY POSITION DESCRIPTION

Non Bargaining Unit POSITION # 8416 SPEC # 10000 GRADE E08

DEPARTMENT/DIVISION: Commission On Ethics / Commission On Ethics

POSITION TITLE: EXECUTIVE DIRECTOR COMMISSION ON ETHICS

LOCATION: Vista Center

A. Overall Job Function (Summary of the Position):

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 incumbent will also oversee the daily operations of the Palm Beach County Commission on Ethics (COE). An employee in a position allocated to this class is 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. Work involves developing policies, programs and strategies to deal with all ethics related matters. In addition, the incumbant will be required to 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. Duties and responsibilities involve the supervision of COE personnel including Staff Counsel, COE Advocate(s), Investigators, Clerical, Intake Management, and Intern(s)/Volunteer(s). An attorney in good standing with the Florida Bar required/preferred.

B. Specific Job Function/Duties:

ESSENTIAL FUNCTIONS (FUNDAMENTAL JOB DUTIES)	CRITICALITY	FREQUENCY/ DURATION
Plans, directs and establishes administrative policy to effectively allow the department to carry out its mission.	4	4/ 3
Prepares and submits subpoenas, audits, and investigations including all facts and persons materially related to a complaint at issue.	4	4/ 2
Reviews ethics inquiries and investigations, files complaints, determines legal sufficiency of complaints, reviews memoranda of probable cause, proposed negotiated settlements and all public orders submitted to the COE for approval.	4	4/ 3
Reviews legal matters and related local/state legislation and responds to requests for advisory opinions, court appearances where COE decisions are contested.	4	4/ 2
Informs the public and private sectors regarding Ethics laws and seeks strict compliance with those laws.	3	4/ 3
Operates a computer.	3	4/ 3
Presents to business, government, professional and community based organizations on the subject of ethics in government.	3	4/ 3
Publishes periodic reports for the governing board(s) 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.	3	4/ 2
Refers cases for criminal prosecution and other dispositions to appropriate agencies.	3	4/ 1
MARGINAL FUNCTIONS	CRITICALITY	FREQUENCY/
(FUNDAMENTAL JOB DUTIES)		DURATION
Copies documents	2	2/ 2
Faxes documents	2	2/ 2
Performs minor clerical functions.	2	2/ 2
Scans documents	2	2/ 2

C. List any machines, tools, equipment, electronic devices, and software Used :

Computer; computer software: Microsoft - Word, Excel, Outlook, PowerPoint; Phone, Fax, Copier, Scanner and County vehicle.

D. Physical Activity:

PHYSICAL ACTIVITY		FREQUENCY/	CRITICALITY
(FUNDAMENTAL JOB DUTIES)		DURATION	
Fingering - to type, operate a computer and manipu	late a	4/ 1	
computer mouse. 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, manipulat mouse and dial phones.	e computer	3/3	
Standing - for extended periods of time while giving	presentations	2/ 1	
Talking - to communicate with clientele and staff, to presentations to the community	give	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.			
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H. Weight Lifting Requirements :			
Items lifted: 20 pounds			
Weight : 20.00			
I. Driver's License Requirement :			
License Class : E (For CD	OL 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 # J	ob Title	
BANNON, MARK EDWIN		COMMISSION ON ETHICS INVE	
LEVESQUE, GINA ANN		COMMISSION ON ETHICS EXEC	
ROGERS, MEGAN CROSS		COMMISSION ON ETHICS ATTO	DRNEY I
K. Emergency or Pre-Disaster/Disaster Requirement :			
May be required to work before, during and/or after a n			
L. Minimum Entrance Requirements : (Include neces	ssary certificates, licans	es, registrations, etc.)	
M. Necessary Special Requirements :			
N. Preferred Qualifications :			
Preference for previous experience working with a Fede	eral, State or Local gove	nmental agency. Attorney in good	d standing with the Florida
Prepared by :			Date :
Dept. Head Approval :			Date:

Juman Recourses Don't Annyough	Doto :
duman Resources Dept Approval : ncumbent's Signature :	Date :