

DISTINGUISHING FEATURES OF THE CLASS

Under the direction of the Suffolk County Board of Ethics, an employee in this class is responsible for carrying out and implementing the policies of the Board. The incumbent acts in the name of the Board between meetings and is expected to exercise a considerable amount of independent judgment and initiative. Responsibilities include administration, research, report writing for tasks associated with the review of ethics complaints, investigations, review of financial disclosure statements, and the development and conduct of training programs. Duties require absolute discretion and confidentiality. Work is reviewed through conferences, written reports and the achievement of desired objectives. Does related work as required.

TYPICAL WORK ACTIVITIES

- Reports directly to and is responsible for carrying out the policies of the Board of Ethics;
- Responsible for daily management of the office, including procurement and payment, maintenance of confidential records, receipt of all materials received by the Board, preparation of correspondence and reports and dealing with other administrative units of county government;
- Reviews all financial disclosure statements, assesses completeness, and satisfies statutory deadlines for notifications and compliance with county laws;
- Develops and delivers ethics training to elected officials, department heads, county board members and employees of the County;
- Receives, interviews, investigates and analyzes complaints of ethics violations, and presents recommendations to the Board to resolve ethics violations;
- Handles requests for ethics opinions from elected officials, department heads, county board members and employees of the County, which involves receiving, investigating, researching, reporting, tracking, and making recommendations to the Board;
- Investigates complaints alleging any violations of pertinent laws as directed by the Board;
- Drafts rules and regulations, policies, procedures, motions and other legal documents as directed by the Board;
- Works with Board, to draft recommended budget and annual reports to the Legislature and County Executive;
- Assists the Board in conducting meetings and hearings; prepares meeting agendas, legal notices and media advisories, minutes and transcripts, and records and files Board decisions;
- Attends all meetings and hearings of the Board;
- As required or directed by the Board, communicates with the media and the public;
- Oversees and administers access to the records of the Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Knowledge of the functions and operations of County and local governments and the interrelationships between the various levels of government; knowledge of ethics procedures and laws, and familiarity with municipal laws; knowledge of the principles, practices and procedures of public administration; ability to establish and maintain effective working relationships with official of other departments and jurisdictions, legislators and representatives of agencies at the different levels of government; ability to communicate and deal effectively with others; ability to perform fact-finding investigations, including interviews, statement writing, document collection, and research; ability to prepare comprehensive reports and analyses; ability to draft legal opinions; ability to balance varied workloads, unexpected assignments, and competing deadlines; ability to express oneself clearly and concisely, both orally and in writing; initiative; tact; judgment; leadership; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Possession of a license to practice law before the Bar of the State of New York and four (4) years of experience in the practice of law, at least two (2) years of which must have been in the field of ethics, conflicts of interest, prosecution, regulatory compliance, professional discipline or a related field, and include experience in adult education or training.

6/28/12

SUFFOLK COUNTY

Pending (NON-COMPETITIVE)

Civil Service Law: Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction, and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. (L. 1958, c790 S 1; amended L.1978, c99, S 1.)

SUFFOLK COUNTY
DEPARTMENT OF CIVIL SERVICE

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this department.

1. DEPARTMENT Board of Ethics	MUNICIPALITY Suffolk County
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2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT OF WORK TIME	Executive Director of the Suffolk County Board of Ethics
1. 15%	1. Reports directly to and is responsible for carrying out the policy directives of the Board of Ethics.
2. 10%	2. Responsible for day-to-day management of the office, including procurement and payment, maintenance of confidential records, receipt of all materials received by the Board, preparation of correspondence and report and dealing with other administrative units of county government. Responsible for maintaining confidentiality in all aspects of the job function.
3. 15%	3. Responsible for completing the staff review of all Financial Disclosure Statements, making assessments of completeness, and satisfying statutory deadlines for notifications and compliance with county laws.
4. 10%	4. Responsible for developing and delivering ethics training to elected officials, department heads, county board members and employees of the County.
5. 10%	5. Responsible for intake, interview, investigation and analysis of complaints of ethics violations, presentation to the Board of practical and reasonable recommendations regarding resolution of ethics violations.
6. 15%	6. Responsible for intake, follow up investigation, initial legal research, reporting and recommendation to the Board of requests for ethics opinions from elected officials, department heads, county board members and employees of the County. Consults with the Board's independent counsel on matters referred by the Board.
7. 10%	7. Drafts rules and regulations, policies, procedures, motions and other legal documents as directed by the Board.
8. 5%	8. In consultation with the Board, drafts recommended budget and annual reports to the Legislature and County Executive.
9. 5%	9. Assists the Board in the conduct of all meetings and hearings. Tasks are conducted with assistance from consultant staff, if applicable (e.g., stenographic services). Tasks include but are not limited to the preparation of meeting agendas, legal notices and media advisories, minutes and transcripts, recording and filing of Board decisions. Attends all meetings and hearings of the Board.
10. 5%	10. As required or directed by the Board, communicates with the media and the public. Oversees and administers access to the records of the Board.

PLEASE KEEP THIS COPY FOR YOUR RECORDS

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
NAME	TITLE	TYPE OF SUPERVISION
Board of Ethics		Direct
4. Names and titles of Persons Supervised by Employees in this position.		
NAME	TITLE	TYPE OF SUPERVISION
5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.		
NAME	TITLE	LOCATION OF POSITION
	Director of Human Rights	Suffolk County
	Deputy Bureau Chief	Suffolk County

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ years,
College 4 _____ years, with specialization in _____
Other 3 _____ years, with specialization in Law _____

Experience:

At least four (4) years experience practicing law is required, at least two (2) of which are in the field of ethics, conflicts of interest, prosecution, regulatory compliance, professional discipline or similar fields. Experience in dealing with public sector ethics laws and the operation of an ethics agency is desired.

Demonstrated, significant, broad-based experience in the development and delivery of formal training for adult learners, which may include classroom, CLE, staff development, professional career training.

Essential knowledge, skills and abilities:

Knowledge of ethics procedures and laws and familiarity with municipal laws.

Experience and ability to perform fact-finding investigations, including interviews, statement writing, document collection, report writing, research into relevant laws and development of well researched and practical recommendations.

Experience in legal research and drafting of legal opinions, preferably including acting as counsel to boards or other municipal organizations.

Ability to express ideas effectively both verbally and in writing to a variety of audiences, including confidential witnesses, training audiences, public officials, legislature, media representatives, and members of the public.

Computer proficiency (e.g., Word, Excel, PowerPoint).

Ability to balance varied workloads, unexpected assignments and competing deadlines. Scheduling flexibility to respond to time-sensitive assignments and shifting priorities.

Type of license or certificate required: License to practice law in New York State

7. The above statements are accurate and complete.

Date: 9/12/12 Title: Vice-Chair Signature: Robin Long

CERTIFICATE OF CIVIL SERVICE DEPARTMENT

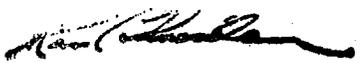
8. In accordance with the provisions of Civil Service Law, Section 22, the SUFFOLK COUNTY CIVIL SERVICE DEPARTMENT certifies that the appropriate civil service title for the position described is: _____
(see next page)

SPEC. NO. EXECUTIVE DIRECTOR OF THE SUFFOLK COUNTY BOARD OF ETHICS

9309 Pending (NC)

NO. OF POSITIONS: 1

Date: September 28, 2012


Signature

SP

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position:

Approved

Disapproved

PC# 01-1120-0100-0011
RESOLUTION NUMBER: 561-2012

Grade or Salary

Date:

Signature

RETURN ONE COMPLETED COPY TO SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE