

Statements of Economic Interests

Role Definitions

Effectively implementing state and City laws that require the filing of Statements of Economic Interests (SEI) is a Citywide effort. The success of this program requires different levels of involvement, from directing the filing of 50+ departments by the City Ethics Commission to coordinating with individual filers, ranging from a dozen to several hundreds, by departmental Ethics Liaisons. We have designed different types of communications, resources, and assistance to ensure a smooth and synchronized coordination of these processes. Among these resources, we have designed this manual so that those who share in this work will have the information and tools they need to understand their role and responsibilities in assuring a seamless and effective system of public disclosure.

Groups	Major Roles
Ethics Liaisons	<p><u>Administrative Oversight and Coordination</u></p> <ul style="list-style-type: none"> Oversee the annual, semi-annual, assuming office and leaving office SEI filing process (including disseminating and processing statements) Ensure departmental compliance of SEI filing by all designated employees Upon adoption of revised Conflict of Interest Codes, direct the filing of assuming office SEIs by all staff added to Schedule A and employees whose disclosure categories have changed
City Ethics Commission	<p><u>Project Management and Technical Assistance</u></p> <ul style="list-style-type: none"> Provide Ethics Liaisons with guidance on the SEI filing process On an as needed basis, provide Ethics Liaisons and designated filers with information on City and state laws regarding conflicts of interest and public disclosure On an as needed basis, provide designated filers with advice regarding the proper completion of SEIs Act as the City's enforcement authority for the assessment of late and non-filing penalties
Fair Political Practices Commission	<p><u>Secondary Source for Technical Assistance</u></p> <ul style="list-style-type: none"> On an as needed basis, provide designated filers with information on state laws regarding conflicts of interest and public disclosure Act as the State's enforcement authority for the assessment of late and non-filing penalties
Office of the City Attorney	<p><u>Legal Advice</u></p> <p>On an as needed basis, provide legal advice regarding City and state laws related to public disclosure and conflicts of interest</p>