



Los Angeles City Ethics Commission

ETHICS PROGRAM ANALYST

*This position is exempt from civil service.**

Description

The Los Angeles City Ethics Commission is responsible for administering and enforcing state and City laws relating to governmental ethics, campaign financing, and lobbying. The Ethics Commission seeks an impartial and knowledgeable professional to serve as a Management Analyst on its Governmental Ethics team. The team administers laws that affect all City employees, including elected officials, department heads, and board and commission members. The laws regulate issues such as conflicts of interests, gifts, travel, political activities, revolving door, misuse of position, and outside employment. Under the supervision of the Program Manager, this position plays a lead role in interpreting laws, providing advice, analyzing data, drafting reports, conducting trainings, developing educational materials, developing departmental conflict of interests codes, processing statements of economic interests, handling commissioner recusals, and making presentations to the members of the Ethics Commission and City Council committees.

Qualifications

The position demands a highly organized, analytical, and self-motivated individual, who demonstrates the following qualifications:

- Exceptional written and verbal communication skills.
- Exceptional interpersonal skills.
- Exceptional judgment and discretion.
- Exceptional attention to detail.
- Ability to understand, interpret, analyze, and effectively communicate complex laws.
- Ability to conduct research and analysis, using a variety of analytic methodologies.
- Ability to use a variety of software programs and electronic technology.
- Flexibility and an ability to successfully juggle competing priorities.
- Ability to work well under pressure and in a politically sensitive environment.
- Ability to work well both independently and as a member of a diverse team.

The successful candidate must be willing to forego personal involvement in campaigns.

Training and Experience

A degree from an accredited university with a major emphasis in law, public administration, public policy, or a related field is required. A legal degree or advanced policy degree is highly desirable. Significant professional experience may be substituted for the education requirement.

Salary

The current salary range is \$70,157—\$102,563, with annual increases. The starting salary is \$70,157.

Application Process

Email cover letter, résumé, and a recent writing sample that is no more than five pages long to ethics.careers@lacity.org. Applications must be received by May 31, 2018, but the application window may close at any time. For additional information, contact Deputy Executive Director David Tristan at (213) 978-1960.

*This position is an exempt, at-will position. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed by the hiring authority without any finding of cause.