

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Ethics Officer	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Office of the Superintendent	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	028
ISSUED:	July 11, 2006		

BASIC FUNCTION:

Develop and manage the implementation of the district's ethics policies and programs; develop educational and informational resources; organize training for employees concerning relevant ethics-related laws, regulations, policies, and procedures; and provide oral and written guidance on ethics issues.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Develop and implement ethics policies and programs. *E*

Develop training materials, conduct training, and provide guidance on ethics issues. *E*

Facilitate dialogue; analyze and provide oral and written responses to ethical situations. *E*

Manage the Economic Interests Reporting Program. *E*

Maintain current knowledge of applicable provisions of applicable federal, state and District laws, rules and regulations. *E*

Analyze changes in the law and district procedures and adapt ethical guidelines as appropriate. *E*

Consult with General Counsel on ethics policies and guidance. *E*

Advise the Superintendent and members of the Board of Education on ethics issues. *E*

Communicate with administrators, staff, and members of the public to coordinate activities, resolve issues, and exchange information. *E*

Work with other public agencies, including school districts, and the Fair Political Practices Commission. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a degree in public administration, business, law, communications, or related field and a minimum of three years of directly related supervisory or management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable sections of State Education Code and other applicable codes, laws, rules, and regulations related to assigned activities.
Presentation, communication, and facilitation techniques.
Principles and practices of administration, supervision, and training.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills.

ABILITY TO:

Develop and implement policies and programs.
Develop and deliver training materials.
Understand the district's organizational structure and its ethical culture.
Interpret, apply, write, design, and explain district policies, procedures, rules, and regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Maintain current knowledge of applicable provisions of applicable federal, state and District laws, rules and regulations.
Maintain records and prepare reports.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Train, supervise, and evaluate personnel.
Work independently with little direction.
Plan and organize work and meet timelines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.