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Chair

STATE OF NEVADA

Tracy L. Chase, Esq.  
Acting Executive Director

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### Commission on Ethics

## UNCLASSIFIED JOB ANNOUNCEMENT

Posted – September 28, 2021

# EXECUTIVE DIRECTOR, ETHICS (ED)

### RECRUITMENT OPEN TO:

This is an unclassified, exempt position and is an open competitive recruitment, open to all qualified applicants. The position is an at-will position, which is appointed by and serves at the pleasure of the Nevada Commission on Ethics.

### AGENCY RESPONSIBILITIES:

The Nevada Commission on Ethics provides confidential advisory opinions to public officers and employees and responds to complaints from the public alleging violations of the Ethics in Government Law (NRS Chapter 281A) by public officers and public employees. The Commission also engages in outreach and education to the entire State, providing its services to all State entities as well as counties, cities, and other political subdivisions throughout Nevada.

### APPROXIMATE ANNUAL SALARY AND BENEFITS:

**Up to \$120,344 plus benefits.** *(Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary at \$104,761.)*

### POSITION LOCATION:

The position is located in Carson City, Nevada. Travel is required. A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continued employment.

### POSITION DESCRIPTION:

The Executive Director serves as the Commission's Administrator, training officer and public information officer. The Executive Director is responsible for Commission operations and personnel matters including overseeing and managing staff that are direct reports, developing and implementing the Commission's budget, policies, and procedures, facilitating Commission meetings including drafting agendas, and representing the Commission in matters related to the media, State executive branch, and the Legislature.

The Executive Director receives ethics complaints and gathers information for jurisdictional determinations and conducts investigations. Upon completion of the initial investigation, the Executive Director prepares review panel recommendations. If the ethics complaint is referred to the Commission, the position has significant

duties related to the preparation and presentation of ethics complaints pursuant to Chapter 281A of the Nevada Revised Statutes and NAC Chapter 281A. These duties include directly participating in investigations, drafting legal documents and presentations, hearing preparation, and managing the assigned team of Commission staff. Separately, the Executive Director has duties, in coordination with Commission Counsel, to receive requests for advisory opinions and associated duties in preparing and processing advisory opinions pursuant to Chapter 281A of the Nevada Revised Statutes and NAC Chapter 281A.

The Executive Director conducts training for public officers, public employees, and the general public regarding the requirements of NRS Chapter 281A and the rules and regulations adopted by the Commission.

**EDUCATION AND EXPERIENCE REQUIRED:**

Graduation from an ABA accredited law school and active membership in the Nevada State Bar Association is preferred. Must have experience with legal research, investigations, legal analysis and memorandums, evidentiary standards, and litigation. See NRS. 281A.230.

- A bachelor's degree or higher education degree
- Five years of management experience which includes supervision
- Five years of experience in legal, law enforcement, or investigations
- Experience in legal analysis and preparation of legal memorandums, documents, including related presentations

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Strong verbal and written communication skills; experience with conducting investigations; administrative and supervisory experience; knowledge of the Nevada legislative process; and government budgeting experience.

Superior legal research skills, flexible, well-organized, and capable of working independently with minimal supervision or support staff. Ability to investigate facts, analyze applicable laws and prepare related legal memorandums.

- Teambuilder
- Ability to manage priorities, deadlines and set goals
- Must be self-motivated and have superb problem-solving skills
- Planning and organizational skills
- Exceptional analytical skills required to understand and interpret Nevada's Ethics in Government Law
- Strong written and verbal skills including public speaking
- Technology skills – ability to use Office software products, virtual meeting software, cloud document solutions, and social media platforms, i.e., Linked-in and Twitter
- Knowledge of the Nevada Legislative and Regulatory processes
- Understanding budgets (familiarity with governmental budgets preferred)

- High-level of professionalism and communication skills (the Executive Director is the “face of” and represents the Commission in many matters)

For further details please see specific job duties below.

**TO APPLY:**

Submit the following via email to Kari Pedroza at **k.pedroza@ethics.nv.gov**

- 1) LETTER OF INTEREST
- 2) RESUME
- 3) ANY LETTERS OF RECOMMENDATION; and
- 4) THREE PROFESSIONAL REFERENCES, including their names and daytime telephone numbers, and a brief description of your relationship.

\*In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

**NOTE:** This position is appointed by and serves at the pleasure of the Nevada Commission on Ethics. In accordance with the requirements of the Nevada Open Meeting Law set forth in NRS Chapter 241, selected applicants will be interviewed in an open, public meeting and their names will be identified on a public agenda. Submittals will become public records and confidential information will be redacted in accordance with NAC Chapter 284.

Recruitment is open until filled.

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*

## **SPECIFIC JOB DUTIES:**

### **ETHICS COMPLAINTS:**

1. Jurisdictional Determinations:
  1. Review all filed complaints and available evidence in coordination with Commission Counsel to determine the Commission's jurisdiction. This may include preparing documents and evidence for the Commission to determine jurisdiction by its own motion pursuant to applicable law.
  2. Prepare Orders on Jurisdiction and/or investigation for each case. Must analyze, draft, and provide to the Commission the written recommendation, supporting materials, proposed order, and proposed disposition if applicable.
  3. Maintain record of the direction received from Commissioners on jurisdictional matters and determine whether there is a quorum.
  4. Prepare and serve notifications on subjects and requesters concerning ethics complaints, including the allegations and/or implicated statutes, jurisdiction, applicable waivers, and scheduling in accordance with applicable law.
2. Investigations:
  - a. Conduct and process investigations as directed by the Commission, including actively participating in investigations, and managing, and supervising investigatory staff on ethics complaint matters.
  - b. Evaluate the results of each investigation prepare drafts and provide written recommendations to review panels providing an analysis of evidence, applicable law, and Commission precedent regarding the review panel's determination of just and sufficient cause for the Commission to hold a hearing and render an opinion.
  - c. Conduct any other review panel proceedings and provide a proposed review panel determination consistent with the recommendation.
3. Commission Review Panel Hearings:
  - a. Present recommendation, evidence, and analysis at the review panel hearing.
  - b. If directed by the review panel, develop a deferral agreement to be presented to the review panel for consideration.
  - c. Provide subject written notice of the review panel determination including proper notice that the ethics complaint has been referred to the Commission for further proceedings.
4. Adjudicatory Hearings Before the Commission:
  - a. Review investigation results and determine what course of action to recommend to Commission. Develop, prepare, and draft legal positions and presentations of ethics complaints and associated legal motions and arguments, witness testimony and evidentiary documents in proceedings before the Commission, including directing supervised Commission staff.
  - b. Conduct discovery, draft responses to discovery requests and direct supervised Commission staff.
  - c. Serve as party representative in adjudicatory proceedings before the Commission including appearing, directing, and participating in all

settlement conferences, hearings, and negotiating and drafting documents in resolution of the ethics complaint, which duties entail directing supervised Commission staff.

5. Monitor compliance on ethics cases that are resolved by approved deferral agreements, stipulations, and other orders of the Commission and/or Commission panel and notify noncompliance issues and pursue collections of fines and penalties in the process established by the State of Nevada for collections.

#### **ADMINISTRATION AND SUPERVISION:**

1. Communicate regularly and work closely with Commission Chair and Vice Chair to attain agency goals and objectives.
2. Ensure agency operations are conducted in accordance with appropriate state laws, regulations, and internal policies.
3. For each fiscal year, develop and implement specific agency goals and objectives as approved by the Commission.
4. Organize, perform, and direct agency operations and workflow to ensure policies, goals and objectives are met.
5. Prepare agency budget request for Commission and advocate for its approval with the Executive Branch agencies and the Nevada Legislature.
6. Monitor budget and approve agency expenditures to ensure compliance with appropriations.
7. Except as restricted, in coordination with Commission Counsel and staff, prepare and coordinate Commission and review panel meetings, including agendas, scheduling and meeting materials, and provide briefings of agency status and operations during Commission meetings.
8. Review and update internal controls, policy manuals, standardized forms and procedures and periodic reports.
9. Effectively hire, train, and supervise Commission staff and conduct annual employment evaluations of staff who are direct reports.
10. Hold regular staff meetings and maintain communication with staff.
11. Maintain employee work schedules, review leave requests and process staff time sheets.
12. Ensure staff compliance with all required State training.
13. Be available to the staff to ensure timely direction is provided, and duties are cohesively performed in a coordinated manner.
14. Attend cabinet, public information officer and information and security officer meetings, as necessary.
15. Participate in required, State-sponsored management training programs.
16. Other duties as assigned by the Commission or its Chair.

#### **EDUCATION:**

1. Train public officials, public employees, and the general public regarding the requirements of NRS Ch. 281A and the rules and regulations adopted by the Commission including maintaining a schedule of all trainings.
2. Prepare and maintain the Commission's "Nevada Ethics in Government Law" Training Manual, other training materials and educational materials including

video and slide presentations and handouts for virtual, in-person, or other presentation formats, which duties include updating training presentations and materials located on Commission's website.

3. Prepare and present the Commission's Annual Report and preparation of related educational materials and hand-outs.
4. Respond to, and when possible accommodate, requests for presentations to non-governmental groups.
5. Maintain and update updated training materials on Commission's website.

**PUBLIC INFORMATION:**

1. Review and update public forms and periodic reports, including the agency's Annual Report which is issued in accordance with NAC 281A.180(2).
2. Respond to Public Records Requests pursuant to NRS Chapter 239.
3. Represent the Commission at the Nevada Legislature, government meetings, and other meetings/ events as necessary.
4. Act as Commission spokesperson and press contact for all media inquiries.
5. Issue Press Releases as needed.
6. Manage Social Media accounts including maintaining updated information and outreach efforts.
7. Manage the Commission websites and other public information tools including maintaining updated information.
8. Attend PIO meetings as needed.
9. Respond to inquiries from the public, public officials, and public employees.

**LEGISLATION AND REGULATIONS:**

1. Recommend, review and draft proposed administrative regulations and legislation.
2. Make recommendations to the Commission including responding to comments made by Commissioners at hearings regarding potential administrative and legislative reform.
3. Consider regulations and legislation from other jurisdictions of relevance to Commission's Mission.
4. Work with the Commission to develop agency legislative positions, coordinate lobbying efforts and recommend substantive legislative changes as approved by the Commission.
5. Represent Commission before regulatory and legislative bodies regarding proposed regulations and legislation.
6. Promote understanding of Commission's mission and statutory mandates through interaction with legislators.

**CUSTOMER SERVICE:**

1. Implement and maintain a customer service policy for the agency and ensure that it is followed by staff.
2. Ensure that all contacts with members of the public, public officers, and public employees are professional and respectful.
3. Promptly respond to emails, correspondence, and phone messages.

**RESTRICTIONS:**

1. In accordance with NRS 281A.230(4), the Executive Director may not participate in any other employment.
2. Executive Director may not be actively involved in the work of any political campaign or political party or lobby any State or local government legislative body other than on behalf of the Commission.