

**Deputy Director (Enforcement Chief),  
Public Ethics Commission  
City of Oakland  
Application Deadline: January 2, 2019  
Salary: \$100,887 - \$123,867 Annually**

The City of Oakland is currently recruiting to fill one Deputy Director (Enforcement Chief), Public Ethics Commission vacancy. The ideal candidate will have experience investigating or prosecuting administrative or criminal law violations, particularly in the area of government ethics, lobbyist registration, transparency and campaign finance laws.

Under the general administrative direction of the Executive Director, Public Ethics Commission, the Deputy Director (Enforcement Chief) leads the Public Ethics Commission's enforcement program; supervises investigative staff; serves as chief analyst in reviewing investigative reports, drafting case summaries, and making recommendations regarding cases within the jurisdiction of the Public Ethics Commission; and performs other duties as assigned.

To learn more about the Oakland Public Ethics Commission's work, visit its website at: [www.oaklandnet.com/pec](http://www.oaklandnet.com/pec)

Duties may include, but are not limited to, the following:

- Managing and administering the PEC's enforcement program which includes investigations, audits and administrative enforcement of activities governed by the PEC's laws such as the following: Oakland Campaign Finance Reform Act, Limited Public Financing Act, Government Ethics Act, Sunshine Ordinance and Lobbyist Registration Act
- Establishing enforcement and investigative policies and procedures, creating uniform standards for investigations and audits, and ensuring that investigations comply with the PEC's Complaint Procedures and relevant administrative procedures
- Reviewing preliminary information regarding complaints or suspicious activity to determine the appropriate course of action, leading/coordinating with investigative staff throughout a case investigation, drafting legal analyses for cases, finalizing case reports for review by the Executive Director, negotiating stipulated agreements and settlements with respondents, and presenting recommendations to the Commission for case resolution
- Conducting legal and policy research and analysis, as needed
- Providing assistance to City staff, candidates and members of the public with questions about the laws within the PEC's jurisdiction
- Preparing or reviewing reports for the City Administrator, City Council or other departments or commissions; working closely with Council and other public and private groups to explain or coordinate plans for proposed projects and respond to their concerns
- Establishing and maintaining positive working relationships with individuals, vendors, public and private agencies and others contacted in the performance of assigned duties
- Serving as Acting Executive Director in the absence of the Executive Director, as needed

Minimum requirements include a Bachelor's degree from an accredited college or university in criminal law, public policy, sociology, political science, communications, journalism, finance, economics, accounting, computer science or a related field. Possession of a J.D. or Master's degree is highly desirable. Must have three or more years of progressively responsible experience in legal analysis, policy development, investigation, auditing or public administration, including one year of supervisory or lead experience. Experience with campaign finance, lobbyist, transparency or ethics laws and regulations is highly desirable.

**To apply, please visit the City of Oakland's career page: <https://www.governmentjobs.com/careers/oaklandca>.**

The City of Oakland is an EEO/ADA Employer.