



Office of Human Resources  
Executive Director Board of Ethics – OL3383  
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### General Statement of Duties

The Executive Director provides full-performance advisory counsel to city officials and employees and Receives complaints from city personnel as well as from the general public. The Executive Director also provides education concerning the ethics laws impacting officers, officials, and employees of the city.

### Distinguishing Characteristics

This is a single incumbent classification that reports to a five member volunteer board appointed by the Mayor and by City Council.

### Essential Duties

Receives inquiries, analyzes the law, and makes recommendations concerning the application of the Denver Code of Ethics to the conduct of city officers, officials, and employees. Serves as the primary liaison between the Board of Ethics and all other City Departments/Agencies.

With respect to formal and informal requests for advisory opinion, facts are gathered, investigations are conducted when necessary, precedential decision are reviewed, and the conduct is analyzed by applying the Denver Code of Ethics and any other relevant sections of the Denver Revised Municipal Code.

Prepares reports for each formal request for advisory opinion and complaint, documenting information and making recommendations to the members of the Board of Ethics prior to each Board meeting. Following the meeting and discussion on the request, the Executive Director drafts the advisory opinion or decision for the Board's review and approval.

Provides recommendations and leadership on best practices to the Board and the City. All advice provided to the requesters of informal opinions is documented via email and logged.

Complaints or inquiries concerning the conduct of a city officer, official, or employee that are filed with the Board's Office are logged, investigated, analyzed. Recommendations are made via a written report to the Board members prior to each meeting. A public hearing may be necessary to resolve a complaint, or, if this right is waived, resolution can be reached through Board deliberation on the evidence submitted.

Drafts written decisions providing detailed analysis and information for each complaint, unless the complaint is made anonymously and is not accepted by the Board.

Continuously reviews and evaluates the provisions of the Denver Code of Ethics, and the Board's Rules of Procedure, and drafts and circulates proposed amendments to each. The Executive Director interfaces with the Mayor's Office, the Denver City Council members, the City Attorney's Office, and the Office of Human Resources to facilitate collaboration and effectuate necessary changes.

Responsible for overseeing the content of the on-line Ethics and Accountability Course, and the Ethics Refresher Course.

Develops citywide ethics training for all city employees and leadership teams. Provides in-person training by request and gives ethics refresher trainings to upper level management, to the members of many boards and commissions, and to all mayoral appointees. Provides one-on-one training upon request that is tailored to the audience.

Completes all administrative and management duties to establish, implement, and evaluate the Board's goals.

Oversees the Agency's Budget and works to develop and submit all budgetary requests.

Serves on all city work groups that require an agency representative.

Responsible for updating the Agency's website.

Facilitates recruitment when there are vacancies on the Board by receiving applications, arranging interviews, and communicating with the candidates as well as with the Mayor's Office and City Council.

The Executive Director ensures that the Board's Office is equipped and appropriate to support all of the activities above.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Influencing/Negotiating** – Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement, mediates to find mutually acceptable solutions.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, concern, develops and maintains relationships; often deals with people who are difficult, hostile, and/or distressed; relates well to people from varied backgrounds, and is sensitive to individual differences.

**Problem Solving** – Identifies problems, determines the accuracy and relevance of the information, uses sound judgment to generate and evaluate solutions, and makes recommendations.

**Oral Communication** – Expresses information to individuals or groups effectively taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, and attends to nonverbal cues.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** – Recognizes or uses correct English grammar, punctuation and spelling communicates information in a succinct and organized manner; produces written information which may include technical material that is appropriate for the intended audience.

## Knowledge & Skills

Ability to review and interpret ethics laws, precedential decisions, media stories, and trends to provide accurate and helpful advice.

Ability to maintain relationships nationwide with similar entities and organizations to remain apprised of trends and best practices.

Ability to interface with the public and is the visible point of contact for the Denver Board of Ethics.

Ability to work with the webmaster to keep the Agency website updated.

Ability to provide quick advice and answers to queries.

Knowledge of laws, legal codes, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, prior decisions from the Board of Ethics.

Knowledge of analysis and research techniques sufficient to be able to gather information, secure and analyze desired information, and formulate logical recommendations.

Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented or problematic situations.

Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy-making bodies, legislative bodies, and the public.

#### **Level of Supervision Exercised**

None

#### **Education Requirement**

Doctor of Jurisprudence degree.

#### **Experience Requirement**

Three (3) years of experience as an attorney at law.

#### **Education & Experience Equivalency**

No substitution of experience for education is permitted.

#### **Licensure & Certification**

Possession of a license to practice law in Colorado from the Colorado Supreme Court at the time of application or possession of license from U.S. states that have a reciprocity agreement with the state of Colorado, excluding the following states: California, Delaware, Florida, Louisiana, Maryland, Nevada, Rhode Island, and South Carolina. The preceding list of non-reciprocal admission jurisdictions is intended to be used only as a guide, as rules and regulations of every jurisdiction are subject to change at any time. Positions with the Denver City Attorney's Office are dependent upon the rules and regulations in place at the time of application and subsequent hiring.

Licenses and certifications must be kept current as a condition of employment.

#### **Working Environment**

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to long, irregular hours.

#### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Walking: Ability to move or traverse from one location to another.

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

Licensure/Certification Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** EX-18

**FLSA Code:** Y

**Established Date:** 8/7/2022

**Established By:** GT

**Revised Date:**

**Revised By:**

**Class History:** New Classification