

ETHICS ADVISOR

DEFINITION

Assists the Ethics Officer in the planning, development, and implementation of the strategies necessary to establish a successful ethics initiative at the District. Ensures execution of the District's Employee Code of Ethics, Conflict of Interest Code, Lobbying Disclosure Code, and the Contractors Code of Conduct, and other ethics policies while fostering high ethical standards and partnering with other District stakeholders to make measurably significant progress in developing an effective ethics infrastructure, providing employee support and enabling integrity assurance.

TYPICAL DUTIES

Provides guidance and direction and serves as a resource to District leadership and personnel concerning identification, investigation, and resolution of ethics and public integrity issues.

Plans, organizes, and administers resolutions to problems in accordance with LAUSD's ethics-related policies and programs, including oversight for the code of ethics, contractors code, lobbying code, and the State-mandated conflict of interest code with its accompanying Statement of Economic Interest filings.

Responds to the *Ask Ethics* helpline inquiries and requests for advice and information concerning LAUSD's work place ethics practices and public integrity programs and provides written advisories as needed.

Develops compelling content to support District-wide ethics awareness, communication, and training efforts.

Gathers data for use in the preparation of supporting documentation for reports on ethics-related programs and issues.

Prepares various resource documents for use by District staff in making ethical decisions.

Maintains and updates web-based ethics resources and ethics data management systems.

Assists in the on-going review and refinement of the District's ethics policies, programs, and procedures.

Assists in conducting ethics-related presentations, briefings, and training to District administrators, staff and others.

May represents the Ethics Officer at meetings involving matters related to ethics policies, programs, or efforts as directed.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Ethics Advisor assists the Ethics Officer in the planning, development, and implementation of the strategies necessary for execution of the District's ethics, conflict of interest, and lobbyist registration policies and programs.

The Ethics Officer actively shapes District culture through application of the ethics code, training, policy, and advice to enhance District performance by developing trust within the District and between the District and the community, manages and implements the District's ethics policies and programs, and makes recommendations related to ethics and conflicts of interest.

SUPERVISION

General direction is received from the Ethics Officer. Supervision is provided to subordinate ethics staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of public administration, policy development, and personnel management
- Ethical theory and best practices
- Provisions of the Education Code, Government Code, and other local, state, and federal laws, rules, and regulations related to the activities of the Ethics Office
- Trends and developments in governmental ethics, good governance, and transparency
- District organizational structure, hierarchy, and functions
- District policies, procedures, and practices
- Research and survey methods and techniques
- Investigative methods and techniques
- Training methods and techniques
- Desktop publishing and multimedia presentation

Ability to:

- Model and maintain high standards of personal and professional ethics to cultivate credibility and trust throughout the District
- Give objective and thoughtful advice on work place ethics issues and facilitate effective corrective actions as necessary
- Plan, organize, administer, and resolve problems for ethics-related programs
- Interact and communicate effectively with all District stakeholders
- Demonstrate exceptional interpersonal and communication skills, both verbally and in writing
- Exemplify initiative and creative thinking
- Comprehend, analyze, and evaluate complex facts and trends for their implications for ethics policies and programs
- Multitask and manage significant workload with efficiency and attention to detail
- Demonstrate mastery of Microsoft Office applications, including Word, Excel, PowerPoint, Access, Publisher, OneNote, Outlook, and SharePoint
- Apply discretion and maintain confidentiality in the exchange of information

ENTRANCE QUALIFICATIONS

Education:

A baccalaureate degree from a recognized college or university, preferably in public administration, business administration, communications/public relations, education, law, ethics/philosophy or related field. An advanced degree in one of these fields is preferred.

Experience:

At least four years of professional experience in a position(s) related to ethics, public relations, human resources, or training, within a large organization, or in position(s) involved with change management. Supervisory experience is desirable. An advanced degree in public administration, business administration, communications/public relations, education, law,

ethics/philosophy or related field from a recognized university may be substituted for the required experience on a year for year basis.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE:

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or to change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
11-15-18
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Updated
11-05-25
Transportation
Language Only