



Approve The Job Description And The Hiring Process For The Ethics Officer

Audit and Ethics Committee
Item 8-5
September 10, 2018

Job Description Approval

- Specifies reporting to the Board of Directors.
- Clarifies role of:
 - Fostering an ethical culture throughout Metropolitan
 - Providing advice to Board, managers, staff on ethical and conflict of interest rules
 - Reviewing Statements of Economic Interest filed by Board and managers to ensure compliance
 - Informing Board and senior management of risks, incidents and initiatives, and progress toward program goals
- Includes Performance Categories/Expectations

Recommended Hiring Process

- Hire a professional recruitment firm to assist HR with recruitment process
 - Not uncommon with positions at this level
- Establish a Search Committee of five Board members including:
 - Chair of Audit and Ethics Committee
 - Executive Committee member
 - Three other members of the Board
- Committee will review applications, conduct initial interviews and recommend finalists
- Board will interview finalists and approve hire

Board Options

- Option 1 – Adopt CEQA determination and approve the job description for the Ethics Officer and approve the hiring process
- Option 2 – Do not approve

Staff Recommendation

- Option 1

Questions?

