CITY & COUNTY OF HONOLULU
OFFICE OF THE HONOLULU ETHICS COMMISSION

Position:

Ethics Administrative Specialist III

Organizational Description:

The Honolulu Ethics Commission promotes integrity, accountability, and public trust in City government by administering and enforcing the City's ethics laws. The Commission provides guidance to City officials, employees, and the public on ethical standards, investigates and enforces violations of the City's ethics code, and educates City personnel to ensure ethical decision-making and compliance with applicable laws.

Position Description:

Under the general direction of the Executive Director and Legal Counsel (EDLC) and Assistant EDLC (collectively leadership), and while coordinating with the Department of the Corporation Counsel (COR) Administrative Services Officer (ASO), the incumbent performs the most complex administrative, regulatory, and operational functions; oversees and administers key components of the Ethics Commission's (EC) administrative services, budget and fiscal, and lobbyist programs; provides administrative management counsel to leadership; and exercises independent judgment on matters of significant scope and impact in such areas.

Note: There is the possibility of either partial-remote work, or alternate work schedule (4 days a week, 10 hours a day).

Responsibilities:

- Oversees Personnel, Operations, and Facilities Management; plans, directs, and administers personnel, operations, procurement, and facilities management functions. Develops and implements personnel policies and procedures; oversees recruitment, onboarding, employee transactions, records management, and workforce planning; administers procurement activities and purchasing; and maintains operational policies, equipment, facilities, inventories, and administrative systems.
- Oversees Budget, Fiscal, and Administrative Management; plans, develops, administers, and monitors the Ethics Commission's budget and fiscal program. Conducts financial analysis, budget planning, research, reporting, and audits; develops fiscal policies and administrative procedures; prepares budget and organizational recommendations; and advises leadership on fiscal, operational, and organizational matters.
- Provides Administrative Leadership and Program Coordination**;** serving as an administrative advisor to leadership on personnel, operations, budget, fiscal, and organizational matters. Coordinates activities with City departments, agencies, and external organizations, and represents the Ethics Commission in meetings and collaborative initiatives.

- Leads Special Projects and Organizational Improvement Initiatives**;** leads and participates in special projects, conducts administrative and operational studies, and develops and implements recommendations to improve organizational effectiveness, efficiency, and program performance.
- Administers the City's Lobbyist Program; oversees the administration of the City's lobbyist registration and reporting program, monitors compliance, analyzes program data, recommends process improvements, and supports enforcement activities in collaboration with Ethics attorneys and staff.
- Performs other related duties as assigned to support the City's administration.

Qualifications:

- **Training and Experience**: A combination of education and experience substantially equivalent to graduation from an accredited four-year college or university with a bachelor's degree in business or public administration or a related field and four years of professional work experience in budget administration, personnel management, or management analysis.
- **Knowledge of:** Candidates should possess knowledge of the principles and practices of public administration and management, including personnel, budget and fiscal administration, program planning, organizational analysis, and operations management; municipal government organization and functions; public employment laws and contractual provisions; research, analytical, and statistical methods; problem-solving and program evaluation techniques; and report and business correspondence preparation.
- **Ability to:** Analyze and evaluate administrative, operational, fiscal, and program issues; gather, compile, interpret, and present operational, statistical, and financial data; interpret and apply applicable laws, rules, regulations, policies, and procedures; exercise sound judgment and develop practical recommendations to improve operations; prepare clear, concise reports; establish and maintain effective working relationships; communicate effectively both orally and in writing; serve in a liaison and coordination role; and operate standard office and remote meeting technology while working effectively in both in-office and remote environments.
- **Equipment or Tools Used:** Computer, webcams, scanner, laser printer, paper shredder, copier and facsimile machine, telephone, audio-recording equipment, postage meter, date and time stamp machine, computer software (MS Office Suite, Outlook, Excel, Word, PowerPoint, Access, Adobe Acrobat, Adobe Acrobat Pro, Dropbox), Internet Explorer, various social media platforms (Twitter, Facebook), remote meeting applications (WebEx). Familiarity with database programs helpful. Knowledge of city enterprise-wide applications, including financial, budgeting, human resources, and training, among others.
- **Special Work Requirement:** Ability to work in the office and remotely, launch remote meetings applications to host Ethics Commission meetings, interviews, staff and other internal and external meetings.
- **Physical Requirement:** Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.
- **License Requirement**: Valid and appropriate issued driver's license required.

Compensation:

Salary is BU13 SR 24: $74,652 to $106,260 annually

Application Instructions:

To apply for the position, please send a resume and cover letter to EthicsPersonnel@honolulu.gov.