



OKLAHOMA ETHICS COMMISSION

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ABOUT THE OKLAHOMA ETHICS COMMISSION

The **Oklahoma Ethics Commission** (“OEC”) is a constitutionally based Commission established in 1990 through an initiative petition and State Question 627 which added article 29 to Oklahoma’s Constitution. The Commission is comprised of 5 Commissioners representing each of Oklahoma’s congressional districts who are appointed to staggered five-year terms by the Chief Justice, Governor, Attorney General, Speaker of the House of Representatives, and President Pro Tempore of the Senate. The Commission may have no more than 3 Commissioners with the same political registration. The Commission employs an Executive Director and other staff to fulfill its mission. The Executive Director oversees a current staff of 5 including a General Counsel, 3 compliance officers, and an administrative assistant.

The **OEC** is required to *enact* Ethics Rules, including civil penalties for violations of the Rules. These Rules are not administrative Rules but the equivalent of statutes and published in the Oklahoma statutes. The **OEC** may issue advisory opinions interpreting its own Rules.

The **OEC** enacts Rules regarding:

- Ethical conduct of state officers and state employees
 - This includes state officers and employees and those who interact with state officers and employees to influence state policy or contracts such as lobbyists and vendors.
- Ethical conduct of campaigns for elective state office, initiatives, and referenda
 - This includes state level candidate committees, political action committees, political party committees, and others engaged in state level Oklahoma campaign activities such as corporations, associations, and may include out-of-state or federal political entities.
- Other ethics laws prescribed by law
 - This currently includes campaigns for elected offices in certain political subdivisions.

The **OEC** is required to *investigate* alleged violations of its Rules, has subpoena power for that purpose, and may prosecute civil lawsuits in District Court.

Typically, there are between 800 - 1,100 political committees, 600-700 lobbyists, 1,100 lobbyist principals, and approximately 35,000 state officers and employees; and for political subdivisions there are campaigns for the elected offices of 77 counties, 40 municipalities, around 400 independent school districts and 29 technology center districts.

RESPONSIBILITIES

The **Executive Director** is the Chief Executive Officer for the Commission and is responsible for the overall administration of the **OEC**. Duties involve communicating and coordinating with the Commission; providing leadership to Commission personnel in planning, developing and implementing short and long-term strategies for accomplishing the **OEC** mission, goals, and objectives. The **Executive Director** also represents **OEC** in meetings with state of Oklahoma officers and employees, candidates and others involved in state level campaigns as well as lobbyists, media, and other interested parties.

ESSENTIAL DUTIES OF POSITION

Administrative Operations

- Plan, organize, direct, and evaluate the overall operations of the Commission while reinforcing the Commission's constitutional mission and structure. Ability to evaluate and develop processes and procedures for a variety of operations being mindful of the need for consistency in application.
- Responsible for finances of the Commission ensuring compliance with state and federal laws while reinforcing the Commission's constitutional mission and structure. The Director serves as the Commission's financial officer and develops the Commission's budget request and budget work programs, establishes purchasing policies and approves purchases in accordance with state purchasing requirements.
- Ensure the appropriate management, administration, and disposition of all Commission's property and records in accordance with relevant state law and mindful of historical value.
- Accomplish short and long-term strategies of the **OEC**. The goal is to provide excellent service to the citizens of Oklahoma and the regulated community with accuracy, consistency and reliability.
- Provide leadership, vision, creativity and develop a professional, customer service-oriented workforce that carries out its activities in compliance with relevant laws and policies. The goal is to accomplish the Commission's mission, goals and objectives with a staff that embodies integrity, accountability, professionalism and respect.

Compliance and Enforcement

- Enforcement. The Director oversees enforcement efforts through a formal complaints and investigations process which includes preliminary verification of a complaint, independent subpoena power, notices of allegations with a chance to respond and may result in prosecution of civil lawsuits at the District Court.
- Compliance. The Commission utilizes an administrative compliance program. This program includes reviewing filed campaign and lobbyist reports and providing feedback to filers to assist in improving quality and accuracy of reporting. This program also may result in the issuance of Compliance Orders that may direct payment of a fee up to \$1,000, direct a specific action, or both payment of a fee and a specific action. Compliance Orders may be contested and taken to a hearing before an administrative law judge.

Commission Meetings

- Arrange and attend meetings of the **Ethics Commission**
- Ensure meetings comply with Open Meeting Act and other relevant laws and policies
- Draft Agendas in consultation with the Chair,
- Furnish reports and information as necessary, make recommendations on policy changes, and provide feedback to the Commission from the regulated community, media, or citizens.

- Ensure the **Commission** is kept aware of relevant trends, anticipated media coverage and material external or internal changes, particularly changes in the assumptions upon which any policy has previously been established.

Legislation and Rulemaking

- Understand and facilitate the respective roles and process of the Commission and Legislature in the development of ethics policy in Oklahoma
- For Ethics Rulemaking, assist the Commission in following the constitutional process for promulgating Ethics Rules, and the internal procedures to enact new Rules or change existing Rules. This includes identifying all existing Rules that may be affected, drafting proposed Rule changes to avoid conflicts with other Rules, facilitating feedback from stakeholders affected directly or indirectly by the change, at the direction of Commissioners drafting amendments to proposals for consideration; facilitating public hearings, and providing policy history to the Commissioners on how Rules developed to assist their decision-making process.
- For legislation: Serve as principal legislative liaison by monitoring legislation, meeting with legislative committees, individual legislators, Governor's staff and other interested parties regarding pending legislation and policies
- Work with the Commission's vendors and stakeholders on the impact of legislative changes including identifying associated funding impacts.

I.T. and I.T. Systems

- Monitor Commission's online reporting systems and interface with vendors to ensure systems are working as intended
- Anticipate necessary changes in the Commission's systems and coordinate changes to systems as needed including articulation of necessary changes or needed functionality of system
- Develop testing protocols for Commission staff to thoroughly test changes before implementation to live system
- Develop and monitor the Commission's website and social media accounts including overseeing and updating content as needed

Public Relations

- Ensure positive public relations by conducting member seminars and producing newsletters and other relevant publications.

WORKING RELATIONSHIPS

The **Executive Director** maintains working relationships and represents **OEC** with various stakeholders: state officers and employees in the executive, legislative, and judicial branches; candidates, campaign consultants, political party representatives, PAC representatives, lobbyists, businesses, other groups, citizens, media, vendors, and out of state and federal officials involved with government ethics.

EDUCATION AND EXPERIENCE

- Juris Doctor **REQUIRED**
- Active Oklahoma bar license in good standing; or, current license in another state and will apply to become licensed in Oklahoma within 6 months **REQUIRED**
- Extensive knowledge (ideally ten or more years experience) in one or more or a combination of the following areas. Legal: experience in discovery, motion practice, litigation and appellate work and successfully negotiating settlements; Compliance Auditing: experience in developing audit protocols, conducting an audit, developing the audit report; and Investigations: developing an investigation plan including document review and witness interviews, analyzing the investigative results with relevant law, and creating investigative reports. **PREFERRED**
- Demonstrated success leading/developing/staff with diverse competences (finance, technology, compliance strategies, education, legal).
- Significant leadership experience (ideally five or more years) of demonstrated success leading a complex organization
- Extensive positive experience working closely with a governing body and external stakeholders, to include legislative bodies, members of the regulated community, the media and the general public.
- Direct knowledge of the legal and regulatory requirements of administering campaign finance regulations
- Solid understanding of contracting processes and contract administration.
- Strong understanding of the principles and theory of public administration including general administration, human resource management, and fiscal management.
- Demonstrated success in serving as the public “face” to legislators, members, the media and general public is highly desirable.
- The ability to travel in and out of state to participate in informal and formal meetings, and national conferences.

PERSONAL CHARACTERISTICS

- Unassailable personal character, values and integrity.
- Integrity and backbone; will do what’s right for the Commission and Oklahoma citizens
- Comfortable in meeting and engaging in discussion with those with diverse and strong viewpoints which are often in opposition to one another while maintaining the position of the Commission and a commitment to dealing fairly with all
- Projects confidence but with humility; a servant leader.
- Ability to develop and communicate a vision, combined with strong strategic skills.
- Open and welcoming; approachable and empathetic, with strong emotional intelligence.

**Oklahoma Ethics Commission
Executive Director Search**

- A creative and thoughtful decision-maker who values both people and process; willing to get input in the decision-making process; makes the decision and is willing to admit mistakes in adverse situations if necessary.
- Outstanding interpersonal skills; possesses both the desire and ability to relate to many kinds of people and groups.
- Excellent communication skills, including outstanding oral and written presentation skills and strong active listening skills.
- Gravitas to testify before legislative committees and present to stakeholder groups.
- High energy level and strong work ethic.

COMPENSATION

Compensation will be commensurate with qualifications and experience. The total compensation package includes a statutory benefit allowance to select from several different health plans offered through the Employees Group Insurance Division of the Office of Management & Enterprise Services. The statutory benefit varies by marital and dependent determinants. The **Executive Director** and all Commission employees are members of Oklahoma Public Employees Retirement System (OPERS) and receive generous paid time off that accrues monthly as well as paid time off for 11 state holidays. Relocation assistance is not provided.

APPLICATION PROCESS

Applications should be submitted by 4:30 p.m. **September 15, 2023**. Applicants should provide a cover letter, resume, and at least 3 references, one of which may be a personal reference. Writing samples will be requested from those selected as finalists for the position. Applications may be emailed to ethics@ethics.ok.gov with the subject line “**Attn: OEC Director Search Committee**” or may be mailed or delivered to the Ethics Commission at 2300 N. Lincoln Blvd., Room G-27, Oklahoma City, OK 73105.

The Commission will utilize a search committee comprised of current and former Commissioners and the Executive Director, Ashley Kemp to conduct initial interviews. The search committee will make recommendations to the full Commission who will conduct final interview(s) and selection. All calls and inquiries should be directed to the Commission’s Executive Director, Ashley Kemp. Referrals and applications will be held in confidence.

NON-DISCRIMINATION

The **Commission** firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.