

Select Committee on Legislative Ethics Committee Meeting Packet Index

Meeting date: July 14, 2023, at 10:00 a.m.

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Alaska State Legislature

Select Committee on Legislative Ethics

1500 West Benson Blvd, Suite 220, Anchorage, AK 99503
Phone: (907) 269-0150
FAX: (907) 269-0152
Email: ethics.committee@akleg.gov

Mailing Address:
P.O Box 90251
Anchorage, AK 99509-0251
<http://ethics.akleg.gov/>

Ethics Committee Meeting FRIDAY, JULY 14 AT 10:00 AM Anchorage LIO Denali Room/Telephonic

(Meeting will be teleconferenced
Anchorage Only: 907-563-9085
Juneau Only: 907-586-9085
Outside Anchorage or Juneau: 1-844-586-9085)

Open Session (+) indicates background material in packet.

1. CALL THE MEETING TO ORDER
2. APPROVAL OF AGENDA (+)
3. PUBLIC COMMENT
4. HIRING PROCESS FOR ETHICS COMMITTEE ADMINISTRATOR POSITION
5. PLAN OF ACTION PENDING HIRE OF COMMITTEE ADMINISTRATOR
6. PUBLIC SESSION
7. OTHER BUSINESS
8. ADJOURN

ETHICS COMMITTEE ADMINISTRATOR

Job Location:	Anchorage
Class Title:	Ethics Committee Administrator
Class Code:	
Exempt or Non-Exempt:	Fully Exempt job class under AS 39.25.110(3)
Class Range:	22 DOE
Salary:	\$3,169 to \$3,380 semi-monthly

Distinguishing Characteristics:

The Administrator serves at the pleasure of the Select Committee on Legislative Ethics, a nine member committee; five public members appointed by the Chief Justice of the Alaska Supreme Court, two legislators appointed by the Senate President, and two legislators appointed by the Speaker of the House. All members are confirmed by the full House and full Senate.

The Ethics Committee Administrator performs professional-level work in multiple administrative functional areas; budget, accounting, public relations, personnel management, purchasing and supply, planning, supervision of staff, policy/procedure review and development, and overall management of the office.

Work is performed independently within established guidelines. The Administrator consults with and receives general direction from the chair of the Ethics Committee, who serves as a public member of the committee. A new chair is appointed each year at the start of the legislative session. The Ethics Committee meets as needed; approximately seven to nine times a year. During the legislative session, the committee meets in Juneau; and during the interim, the committee meets in Anchorage.

The ethics component of the job requires analysis and judgment to examine multiple variables related to a fact-specific scenario, application of a substantial body of knowledge of statutes, rules of procedure and at times other procedures in the area of law and legal principals, interpretation of conflicting statutes, review of previous advice and opinions, evaluation of various potential courses of action, and finally selecting a course of action based on the above review. The complexity of the work is characterized by frequently dealing with issues that lack clearly applicable precedent, are not adequately addressed in established procedures, and often involve conflicting state laws.

The administrator may not be a registered lobbyist. The administrator may not participate in: the political management or in a political campaign for a candidate for election to a federal, state, or local office, regardless if the campaign is partisan or nonpartisan, or for passage or defeat of a ballot measure of any type; a fund-raising event held on behalf of a political party or attend a political party fund-raising event; and the campaign of, or attend campaign fund-raising event for, or make a financial contribution to a candidate for the legislature, an

incumbent legislator who is a candidate for another public office or to a person running for another office against an incumbent legislator.

The administrator routinely interacts with the media. Attending a public relations/media class would be recommended if the successful applicant has no prior experience in this field. The administrator also routinely conducts investigations. Attending a nationally recognized investigator training class would be recommend if the successful applicant has no prior experience in this field.

Example of Duties:

General

Supervise one permanent part-time staff person and contractual service providers such as investigators, process servers, and others depending on the workload.

Work closely with the chair of the ethics committee, sometimes on a daily basis but most often weekly. Work with the committee's outside legal counsel on issues relating to the committee's operation, complaints, advisory opinions and other issues on an as needed basis.

Maintain current information on an ethics website with Legislative Affairs Agency Media Services staff updating the data and prepare a yearly Standards of Conduct Handbook for legislators and legislative staff.

Serve as lead person communicating with the legislature, public, the media, other elected officials, government agencies, lobbyists, and the Alaska Public Office Commission. Testify before legislative committees regarding pending legislation. Monitor, recommend, and draft ethics legislation. Prepare and issue media releases when the committee issues a complaint decision or advisory opinion. Interact with media representatives frequently.

Attend and/or speak at national organizations in the area of ethics. Participate in various other speaking engagements as requested.

Conduct historical research on Alaska ethics legislation, research other states for applicable ethics laws, and other research as may be applicable.

Prepare and monitor the fiscal year committee budget. Make recommendations for changes as dictated by the workload for resolving differences between appropriated funds and current needs.

Plan and coordinate committee meetings as needed and recommended by the chair of the committee. Oversee the research and preparation of background materials for agenda items.

Work with the Legislative Affairs Agency legal department on advisory opinion requests and draft legislation.

Functional Areas:

Interpret the Legislative Ethics Act and provide oral and written informal advice to legislators, legislative staff, and the public pursuant to AS 24.60.158. Maintain an internal “Management Activity Log” for reference purposes and consistency of informal advice given.

Prepare for and conduct mandatory ethics training classes for 60 legislators and approximately 500 employees pursuant to AS 24.60.155. Training is tailored to the audience and updated yearly based on changes to ethics statutes and current events. Training is conducted in Anchorage and Juneau and via training videos at the beginning of the legislative session; as many as 15 classes may be scheduled annually.

Review all ethics disclosures for completeness, request additional information if needed, work with the Senate Secretary and House Clerk on publication requirements, and work with the Alaska Public Offices Commission on certain gift disclosures.

Prepare bi-monthly newsletters and “Action Alerts” focusing on current events and recent ethics questions thereby updating the legislature on what is permitted and prohibited activity.

Conduct ethics complaint investigations; i.e., prepare questions and interview persons of interest, research issues, review and analyze investigative materials, prepare reports for the committee, advise and make recommendations to the committee regarding the complaint.

Knowledge, Skills and Abilities:

Ability to work effectively in high-stress situations, analyze complex issues accurately, and take timely appropriate action.

Working knowledge and ability to interpret statutes, policies, rules, regulations, and other reference materials; law related background and knowledge of legal principles and procedures would be a plus.

Skill in researching and analyzing problems and issues and identifying the best course of action.

Ability to visualize constructive change within the department’s operation and services, and take appropriate action to maximize the committee’s proactive role.

Ability to determine the need for revision to policies and procedures, recommend changes, and oversee implementation.

Skill in prioritizing multiple conflicting responsibilities, needs, projects, and demands; and appropriately delegating responsibilities and authority if needed.

Excellent skills in organizing, evaluating and presenting information, orally and in writing, to a broad variety of individuals under sometimes adverse or stressful conditions, and tailor the communication to its intended audience.

Strong public speaking ability to effectively conduct training classes, testify before legislative committees, and present information before the Committee to promote positive public relations.

Excellent interpersonal skills to establish cooperative relationships and work effectively with a committee, elected officials and their staff, the public, the press, other government agencies, organizations, and others.

Ability to adhere to strict confidentiality required by statute and the Committee's rules of procedure.

Ability to interpret and enforce rules and regulations with firmness, tact, and impartially.

Ability to be accessible, interact and work effectively with elected officials, the media, the public, and other government agencies and organizations.

Working knowledge of the requirements and limitations of computer systems and software used for business administration activities such as Word, Excel, Publisher, Powerpoint, and Outlook.

Minimum Qualifications:

Bachelor's degree required; preferably in a business related discipline. Minimum of three years of professional work experience providing administrative support to a government agency/commission/committee, an organization, business, or individual. The successful applicant must be able to travel within the State by plane to attend meetings, conduct training classes, and attend the legislative session in Juneau as needed.

Additional Information:

Cover Letter: The cover letter must explicitly summarize the applicant's knowledge, skills, abilities, experience, and strengths as they directly apply to the position of Ethics Committee Administrator as described above. The applicant must provide three current work-related references and three writing samples, preferably one of which analyzes facts or law and recommends a course of action.

The applicant package must be submitted by 5 p.m. on _____

Contact Information:

Jacqueline Yeagle, Administrator
907-269-8179
jacqui.yeagle@akleg.gov

2023 Suggested Hiring Process for Ethics Committee Administrator

1. Full Committee reviews “draft” Ethics Committee Administrator job description (included in your packet of materials).
 - Minimum Requirements.
 - Alaskan Resident;
 - Cover Letter, Resume, Reference List, three Writing Samples;
 - Bachelor’s Degree;
 - Three years of professional work experience providing administrative support to a government agency/committee/commission, an organization or individual; and
 - Ability to travel by plane.
 - Class Range 22, Step A. (Note: Per LAA Human Resources, hiring an individual who works for another branch of state government has no status in determining the Range and Step for a legislative employee.)
2. Full Committee sets the time period for the job notice. LAA Human Resources suggests a minimum of 10 days and a maximum of 4 weeks.
 - Place ads in the Anchorage, Juneau, Fairbanks and Kenai papers.
 - Notice the job opening on Workplace Alaska and other sites as recommended by LAA Human Resources.
 - Announcement in the ethics newsletter, *The Advisor*. Add language to forward to anyone interested in the job and to other organizations as well.
3. Administrator Hiring Subcommittee
 - Full Committee appoints a three-member Administrator Hiring Subcommittee. (Note: During the hiring process in 2014, the three-member committee was comprised of two public members and the current administrator.) Suggest three public members be appointed with Jacqui Yeagle providing assistance to the subcommittee as needed.
 - Subcommittee will review all pertinent information from the 2014 hiring process; i.e, phone interview questions, in-person interview questions, writing test, reference check questions, rating of candidates’ criteria, etc. Subcommittee will update and revise as appropriate.
 - Subcommittee will submit the name of the recommended candidate to the Full Committee for consideration.
4. Full Committee
 - Approve the recommended candidate or ask the subcommittee to review the candidates again.
 - Determine probationary period. (Note: In 2014 the Full Committee determined a nine-month probationary period was appropriate since the time period would cover both the interim and the legislative session.)

Historical Facts – 2014 Hiring of Ethics Committee Administrator

29 Applicants; 15 accepted; 14 rejected for incomplete minimum requirements.