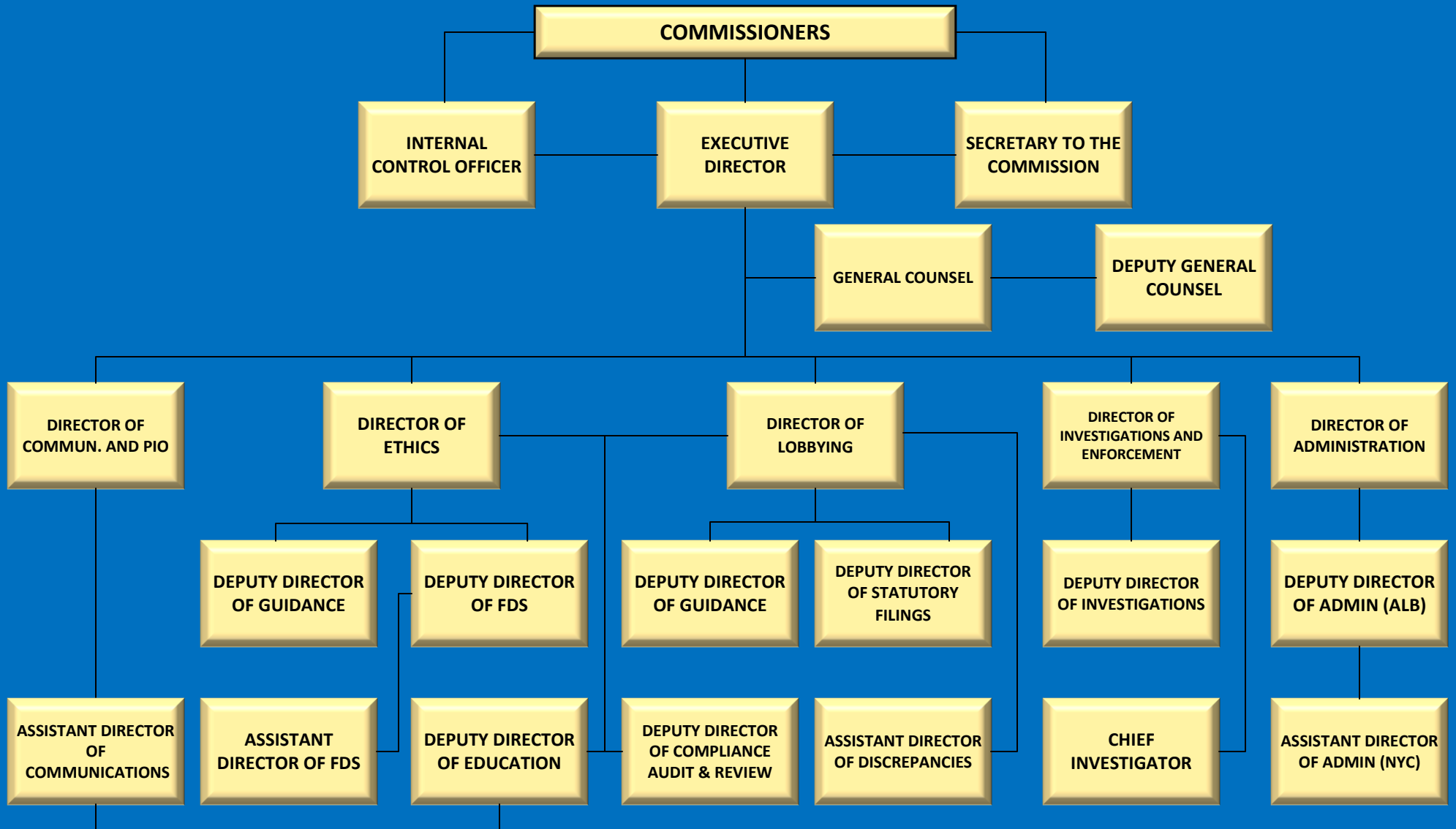


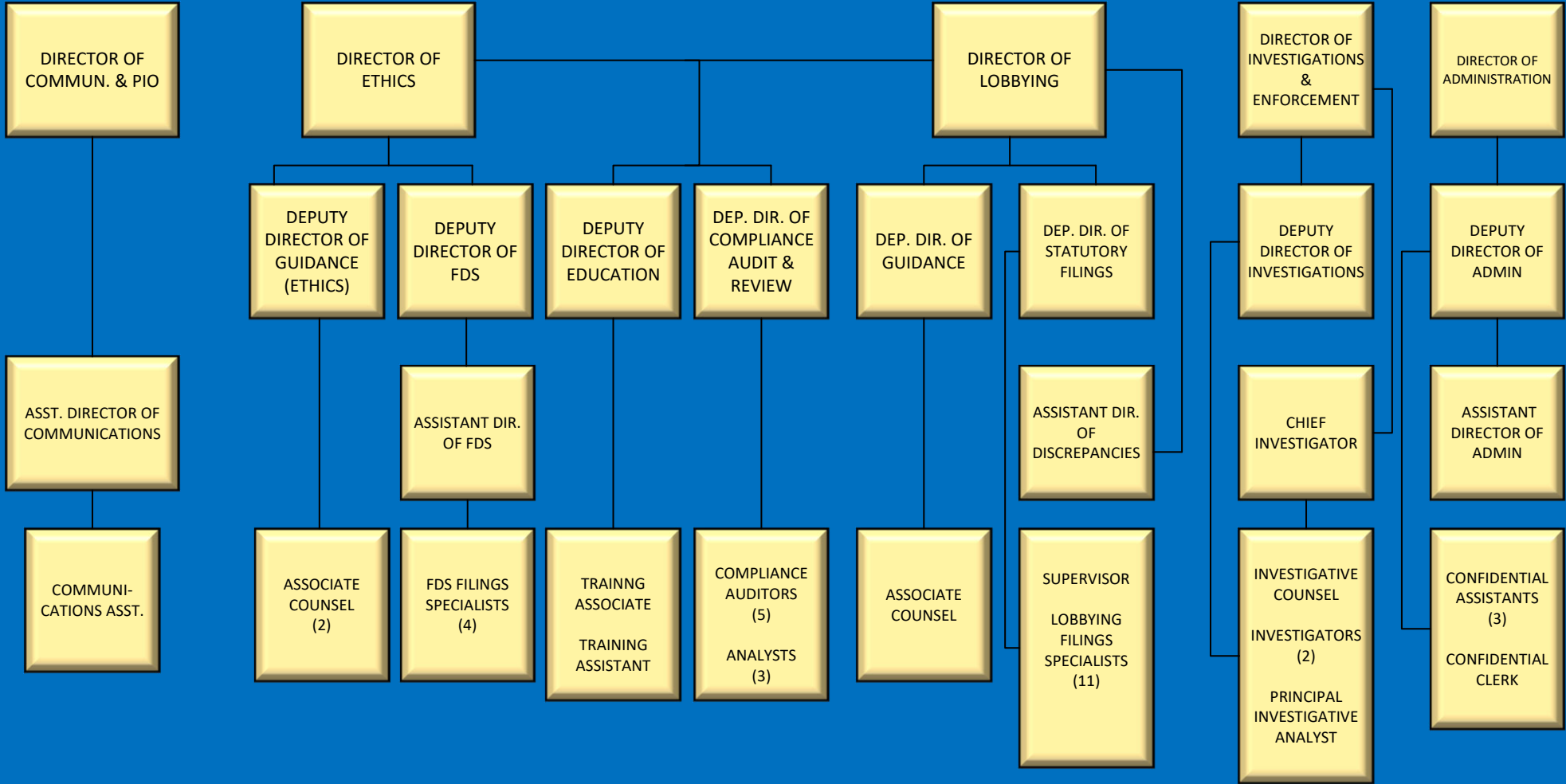
ATTACHMENT A

**NEW YORK STATE
COMMISSION ON ETHICS AND LOBBYING IN GOVERNMENT
PROPOSED MANAGEMENT STRUCTURE**



**NEW YORK STATE
COMMISSION ON ETHICS AND LOBBYING IN GOVERNMENT
PROPOSED OPERATIONAL STAFF ORGANIZATION**

COMMISSIONERS



PROPOSED INTERIM STAFFING PLAN
September 9, 2022

Category	Title Duties	Duties	Qualifications	Positions
MANAGEMENT				
	Executive Director			1
	General Counsel	Chief legal officer of the Commission, advise Executive Director on legal issues, investigations, guidance, policy and administration and operations	Admitted to state bar, in good standing, and minimum of 10 years experience, preferably some experience representing government agency	1
	Deputy General Counsel	Assist General Counsel with all responsibilities	Admitted to state bar, in good standing, and minimum of 10 years experience, 5 years in a supervisory/managerial role	1
	Secretary to the Commission	Provide administrative support to Commissioners, the Executive Director, General Counsel, Deputy General Counsel	10+ years of experience	1
COMMUNICATIONS				
	Director of Communications and Public Information	Serves as communications director, develops policies and procedures to ensure agency transparency and public access to agency information, including website	College degree minimum of 10 years in media or public relations, government experience preferred, strong writing skills required	1
	Assistant Director of Communications	Assist Director with all communications, publications, website, and training programs	College degree, minimum of 5 years in communications area, strong writing and technical skills required	1

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Category	Title Duties	Duties	Qualifications	Positions
	Press Aide	Assist Director with media communications and access to public records	College degree and some experience in media, communications, or public relations	1
INVESTIGATIONS and ENFORCEMENT				
	Director of Investigations and Enforcement	Supervise and conduct investigations and reports, represent the commission at hearings, and assist with final dispositions; oversees intake system to review and analyze allegations of ethics and lobbying law violations	Admitted to state bar, in good standing, and minimum of 10 years experience, 5 years in a supervisory/managerial role, 5 years experience in law enforcement, fraud, or public integrity investigations; knowledge of NYS criminal, ethics, and lobbying laws and state government experience preferred	1
	Deputy Director of Investigations and Enforcement	Assist Director in managing the division. Supervise investigative counsel on investigations, conduct investigations, conduct legal research, assist in preparation of report and hearings; consult on and assist with ethics and lobbying opinions; assists with intake system to review and analyze allegations of ethics and lobbying law violations	Admitted to state bar, in good standing, and minimum of 10 years experience, experience in law enforcement, fraud or public integrity investigations, knowledge of NYS criminal, ethics and lobbying laws and state government experience preferred	1

PROPOSED INTERIM STAFFING PLAN
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Category	Title Duties	Duties	Qualifications	Positions
	Investigative Counsel	Conduct investigations, conduct legal research, assist in preparation of report and hearings; consult on and assist with ethics and lobbying opinions; assist with intake system to review and analyze allegations of ethics and lobbying law violations	Admitted to state bar, in good standing, and minimum of 5 years experience; some experience in law enforcement, fraud, or public integrity investigations; knowledge of NYS criminal, ethics and lobbying laws and state government experience preferred	1
	Chief Investigator	Oversee and direct investigations; manage intake system to review and analyze allegations of ethics and lobbying law violations	More than 15 years law enforcement experience, at least 5 in complex fraud/public integrity investigations, bachelor's degree preferred, but not required, knowledge of NYS criminal, ethics and lobbying laws and state government experience preferred; ability to travel required	1

PROPOSED INTERIM STAFFING PLAN
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Category	Title Duties	Duties	Qualifications	Positions
Senior Investigator	Oversee and direct investigations; assist with intake system to review and analyze allegations of ethics and lobbying law violations	More than 15 years law enforcement experience, at least 5 in fraud/public integrity investigations, bachelor's degree preferred, but not required, knowledge of NYS criminal, ethics and lobbying laws and state government experience preferred; ability to travel required	1	
Investigator	Assist Chief Investigator in conducting investigations; assist with intake system to review and analyze allegations of ethics and lobbying law violations	More than 5 years of law enforcement or other investigative experience, knowledge of NYS criminal, ethics and lobbying laws and state government experience preferred; ability to travel required	2	
Investigative Analyst	Assist attorney and investigators with ethics and lobbying investigations and provide investigative and legal support to the executive staff	Associate's degree in public or business administration or a related field and 5 years of related experience	1	

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Category	Title Duties	Duties	Qualifications	Positions
ETHICS				
	Director of Ethics	Oversees ethics policy for the agency, including guidance and outreach, ethics training, and financial disclosure filings	Admitted to state bar, in good standing, and minimum of 10 years experience, at least 5 years supervisory/managerial experience and government experience, strong writing skills required, knowledge of NYS criminal, ethics and lobbying laws preferred	
<i>GUIDANCE</i>	Deputy Director of Guidance	Assist Director with ethics policy issues, supervise the guidance and outreach program and general duties of associate counsel	Admitted to state bar, in good standing, and minimum of XX years experience, strong writing skills required; government experience and knowledge of NYS criminal, ethics laws preferred	1
	Associate Counsel	Advise on ethics issues; conduct research, prepare, and draft advisory opinions, assist with legislative proposals, guidelines and regulations, and assist with training program	Admitted to state bar, in good standing, and minimum of 5 years experience, government experience preferred, strong writing skills required, knowledge of NYS criminal, ethics and lobbying laws preferred	2

PROPOSED INTERIM STAFFING PLAN
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Category	Title Duties	Duties	Qualifications	Positions
<i>FDS UNIT</i>	Deputy Director of FDS	Assist Director with managing FDS program, developing policy and guidance re FDS; and general duties of associate counsel	Admitted to state bar, in good standing, and minimum of XX years experience, strong writing skills required; government experience and knowledge of NYS criminal, ethics and lobbying laws preferred	1
	Supervising Filings Specialist (FDS)	Assists with managing the financial disclosure filings program, update database, handle mailings, assist filers, track filings	More than 3 years technology/database experience recommended and supervisory experience	1
	Filings Specialist (FDS)	Assists with the financial disclosure filings program, update database, handle mailings, assist filers, track filings, random and targeted reviews, and compliance	More than 3 years technology/database or related experience recommended	4*
	Assistant Filings Specialist (FDS)	Provide support to filings program	1-3 years of experience in administrative and/or technical support, including strong computer skills	TBD

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Category	Title Duties	Duties	Qualifications	Positions
LOBBYING				
	Director of Lobbying	Manage the operations of the lobbying program, develop policies, guidance and training program, supervise the filings specialists and compliance auditors	Minimum 10 years experience, bachelor's degree required, law degree required, law degree or professional certification preferred, supervisory/managerial audit experience and knowledge of NYS lobbying laws preferred	1
	Deputy Director of Guidance	Assist Director with lobbying policy, guidance and training; and general duties of associate counsel	Admitted to state bar, in good standing, and minimum of XX years experience, strong writing skills required; government experience and knowledge of NYS criminal, ethics laws preferred	1
<i>STATUTORY FILINGS PROGRAM</i>	Deputy Director of Lobbying Filings	Assist with managing the lobbying disclosure filings programs, process filings, update database, assist filers, track filings	More than 3 years of technology/database experience recommended and supervisory experience	1
	Assistant Director of Discrepancy Programs and Research	Conducts reviews of lobbying filings to identify discrepancies and errors in reporting as well as entities that have failed to file reports	More than 3 years of technology/database or related experience recommended	1
	Filings Specialist (Lobbying)	Assist with the lobbying disclosure filings programs, update database, handle mailings, assist filers, track filings	More than 3 years of technology/database or related experience recommended	12*

PROPOSED INTERIM STAFFING PLAN
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Category	Title Duties	Duties	Qualifications	Positions
	Assistant Filings Specialist (Lobbying)	Provide support to filings program	1-3 years of experience in administrative and/or technical support, including strong computer skills	TBD
SHARED UNITS				
<i>EDUCATION</i>	Deputy Director of Education	Oversee development and administration of state-wide training program on ethics and lobbying compliance and general duties of associate counsel	Admitted to state bar, in good standing, and familiarity with ethics and lobbying laws preferred; 5 years experience in training, preferably with government; knowledge of web-based training programs recommended, ability to travel required	1
	Training Associate	Assist with training program	5 years experience in training, preferably with government; knowledge of web-based training programs recommended, ability to travel required	2
<i>COMPLIANCE AUDIT & REVIEW</i>	Deputy Director of Compliance Audit and Review	Under supervision of Director, conduct random audit of lobbying disclosure filings and reviews of FDS filings	Bachelor's degree with 12 credits in accounting or auditing or 3 years audit experience, ability to travel required	1

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Category	Title Duties	Duties	Qualifications	Positions
	Compliance Auditor	Under supervision of Director and Chief Auditor, conduct random audit of lobbying and financial disclosure filings	Bachelor's degree with 12 credits in accounting or auditing or 3 years audit experience, ability to travel required	5
	Compliance Analyst	Under supervision of Deputy Director, assists with random audits of lobbying filings and reviews of financial disclosure filings	Bachelor's degree required	3
ADMINISTRATION				
	Director of Administration	Coordinates budgeting, expenditures, financial administration of office and supervises administrative staff	Bachelor's degree and 10 years experience, including 3 years experience in financial budget, or human resources	1
	Deputy Director of Administration	Assists in administrative and financial management of office, provide administrative support to the executive staff	10+ years of experience	1
	Assistant Director of Administration (NYC)	Office manager for NYC, assist in administrative and financial management of office, provide administrative support to NYC staff	10+ years of experience	1
	Confidential Assistant (& Receptionist)	Administrative assistant for business administration and provide administrative support to executive staff	3 years of experience	4