



City and County of San Francisco
Ethics Commission



BERKELEY SEARCH
CONSULTANTS



**Executive
Director**



City and County of San Francisco

San Francisco is one of the most dynamic cities in the world, enriched by diverse communities, cultural attractions and natural beauty etched by the Pacific Ocean, San Francisco Bay, and hilly terrain. It is a city that is at once steeped in history and open to new ideas – a city of innovation and hope. With 875,000 residents and a daytime population that swells north of 1 million, San Francisco long has been a formidable economic hub, with tourism, tech, life sciences and global business contributing to the local economy. At the same time, thousands of small and locally owned businesses, from restaurants to independent bookstores, are critical to the City's economic vitality. Like communities big and small across the country and the globe, businesses are learning how to successfully navigate the post-pandemic environment. San Francisco's proven history of creativity and innovation is driving the City's comeback. San Francisco is city rich with diverse neighborhoods.

San Francisco Ethics Commission

Established by San Francisco voters with the passage of Proposition K in November 1993, the Ethics Commission has responsibility for the impartial administration and enforcement of San Francisco laws relating to the provisions of the Charter, statutes, and ordinances concerning campaign finance, lobbying, and governmental ethics.

The Ethics Commission serves the citizens of San Francisco, candidates for City office, and City employees, elected and appointed officials through education and compliance guidance by independently enforcing the laws and by serving as a repository for public disclosures to support transparency and accountability in City elections and local government decision making.

This department is supported by thirty-four (34) staff positions and a current annual operating budget of \$7 million. For information regarding the Commission's budget, please click [HERE](#). The Executive Director also oversees a \$7 million Election Campaign Fund that supports a system of partial public financing for eligible Supervisorial and Mayoral candidates.



How They Work

The Ethics Commission has an active and robust agenda of responsibilities. The Commission provides information, guidance, and training to city officers and employees, candidates for public office, lobbyists, and others to help them understand and comply with their responsibilities under the law. To fulfill its oversight mandate, the Commission is charged with ensuring fair, thorough, and timely investigations and case outcomes that serve as an effective deterrent and promote accountability in government. It also conducts audits of campaign committees and lobbyists to determine whether they have materially complied with applicable requirements of State and local laws. The Commission is also responsible for raising public awareness of relevant laws, analyzing how well current laws are achieving their intended purposes, and formulating new regulatory and legislative approaches to ensure the City's political reform laws are strong, workable, and enforceable. Over the past few years, federal investigations exposed multiple cases of corruption involving top City officials. In response, the Commission has taken charge to strengthen ethics laws and educate the City's workforce to prevent corrupt practices from taking root in the future.

The Commission also administers a Public Campaign Financing Program which provides partial public financing for candidates for Mayor and the Board of Supervisors who meet established eligibility criteria. With a sworn responsibility to the public trust, members of the Ethics Commission are pledged to a high standard of excellence in government accountability. Together with staff, the Commission works to effectively implement the laws and programs within its jurisdiction.



Meet the Commissioners



Chair
Yvonne Lee



Vice Chair
Theis Finlev



Commissioner
Argemira
Flórez Feng



Commissioner
Yaman Salahi

Click [HERE](#) for more information on the Commissioners.



Minimum Qualifications

- Bachelor's Degree
- At least four (4) years of managerial experience with increasing responsibilities in government, administration or public policy organization (all of which must include supervisory experience).



Preferred Qualifications

We are looking for a highly motivated candidate who is committed to advancing public trust and can strengthen the Commission's work in ensuring an accountable and transparent City government.

- Strong background in campaign finance laws, governmental ethics, conflict of interest, lobbying laws, public information, and public meetings.
- Strong political acumen with a thorough understanding of California Political Reform Act and other State and local ethics laws would be a plus.
- Strong leader, able to balance the need for collaboration while holding individuals accountable.
- Ability to push the Commission forward while building community trust.
- Unwavering integrity, be a fearless advocate for the communities of San Francisco, and be able to bring multiple parties with competing interests to an agreement.
- Ability to effectively communicate complex ideas to different audiences, be respectful of diverse thought and opinions, build meaningful relationships with City constituents, and help broaden the Commission's outreach to underserved populations.
- Familiarity with government budgetary processes.

Job Duties

The Executive Director is appointed by and reports to a five-member independent Commission. The Executive Director shall be the department's chief executive and shall have all the duties and powers set forth in the Charter of the City and County of San Francisco and shall serve as the administrator and parliamentarian to the Commission. Typical duties and responsibilities of the position include (but are not limited to):

- Administration and direction of policies, programs, and activities related to the administration and enforcement of ethics-related laws and regulations, including Campaign Finance Reform Ordinance and related campaign laws, Campaign Consultant Ordinance, Lobbyist Ordinance, Government Ethics Ordinance, San Francisco Sunshine Ordinance, and Whistleblower Ordinance;
- Functions as the Department Head and is responsible for the management and administration of the Commission staff;
- Develops and implements policies, programs, and procedures to fulfill the Commission's mandates;
- Leads the department's diversity, equity, and inclusion initiatives;
- Oversees recruitment, hiring, training, and professional development of staff;
- Develops best practices for department's programs and operations;
- Determines the department's budget needs and works with staff to propose and manage its annual budget;
- Develops recommendations and advises Commission members regarding laws, policies, and activities;
- Oversees the filing of disclosure statements required under laws regulating campaign finance, conflict of interest, campaign consultants, and lobbyists; preparation of advice and opinions regarding laws within the Commission's jurisdiction; audits for compliance with those laws; investigations and enforcement of those laws; and development of educational programs and materials;
- Responds to inquiries from the media, public officials, other government agencies, and the general public;
- Prepares press releases and presents reports and testimony to the Board of Supervisors;
- Represents Commission at conferences, hearings, inter-departmental committees, and task forces; and
- Performs related duties as assigned.

Compensation Package



Other Benefits:

- Flexible Spending Accounts: Healthcare FSA, Dependent Care Assistance FSA
- Chubb Lifetime Benefit Term Insurance with Accelerated Death Benefit for Long-Term Care
- Auto and Home Insurance
- MetLife: Critical Illness and Accident Insurance
- LegalShield Legal Insurance
- Pets Best Pet Insurance

Salary Range: \$155,715– 198,692 Annually
(Extended salary range is available dependent upon experience and qualifications and is subject to approval.)

Health and Wellness:

- Medical insurance: Options of Health Net CanopyCare HMO, Blue Shield of CA Trio HMO, Access+ HMO, and PPO, and Kaiser Permanente HMO with employer contribution to the employee and dependent premiums.
- Vision: VSP Vision Care Benefits
- Dental: Delta Dental PPO, DeltaCare USA DHMO, UnitedHealthcare Dental DHMO with employer contribution to the employee and dependent premiums.
- Well-Being Programs: Group Exercise, Health Education Workshops and Seminars, EAP, and more
- Flex Credit Spending.

Paid Leave

- Ten (10) days of vacation accrued per year upon one year of service, twelve (12) legal holidays per year, five (5) floating holidays, and five (5) days of management leave.
- Sick: Thirteen (13) days accrued per year

Retirement:

The City and County of San Francisco participate in SFERS, San Francisco Employees' Retirement System. The retirement formula for this pension is 2.3% @ 65, with full coverage for the retiree and half of one dependent upon 20 years of service.

For a complete benefit overview, click [HERE](#).

A vertical photograph of a city street at night. The street is filled with light trails from cars, creating streaks of white, red, and blue. Tall buildings line both sides of the street, with many windows illuminated. The sky is dark. The image is partially obscured by a blue diagonal graphic element on the right side.

Application and Selection

The hiring of Executive Director of the San Francisco Ethics Commission is a confidential process and will be handled accordingly throughout the various stages of recruitment. References will not be contacted until mutual interest has been established.

This position will be considered “open” until final selection is made. Candidates must apply by **October 20th, 2023**, for first consideration. Electronic submittals to SFEC@berkeleysearch.com should include the following:

- Comprehensive Resume
- Cover Letter



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BERKELEY SEARCH
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Confidential inquiries and questions regarding this career opportunity should be directed to Berkeley Search Consultants:

- Julia Morse
jmorse@berkeleysearch.com
- Laura Ayers
layers@berkeleysearch.com