

JOB ANNOUNCEMENT

Position: Enforcement Officer*

Description

The Los Angeles City Ethics Commission is responsible for administering and enforcing state and City laws relating to governmental ethics, campaign financing, and lobbying. The Ethics Commission seeks an impartial and knowledgeable professional to serve as an Enforcement Officer in its enforcement division. The position works closely with the Director of Enforcement, other members of leadership, and investigators to oversee enforcement matters from initiation to conclusion. Key duties include assessing the merits of allegations; establishing investigative strategies; conducting legal and factual research; guiding and overseeing the work of investigators; drafting subpoenas, stipulated settlements, probable cause reports, accusations, and other documents related to enforcement matters; interacting with witnesses, respondents, attorneys, and other government and law enforcement agencies; analyzing evidence; making recommendations regarding cases, policies, and procedures; and conducting or assisting with probable cause conferences, administrative hearings, and presentations at commission meetings.

Qualifications

The position demands a highly organized, analytical, and self-motivated individual, who demonstrates the following qualifications:

- Exceptional written and verbal communication skills.
- Exceptional judgment and discretion.
- Exceptional interpersonal skills.
- Ability to understand, interpret, and effectively communicate complex laws.
- Ability to successfully guide and oversee the work of investigators.
- Ability to conduct legal and factual research and apply laws to facts.
- Ability to use a variety of software programs and electronic technology.
- Flexibility and an ability to successfully juggle competing priorities.
- Ability to work well under pressure and in a politically sensitive environment.
- Ability to work well both independently and as a member of a team.
- Ability to maintain strict confidentiality.

The successful candidate must forego personal involvement in any political or partisan activity.

Training and Experience

A law degree from an accredited law school, admission in good standing with the California bar, and at least three years of experience as a prosecutor, litigator, or public agency advisor are required.

Compensation

The salary range is currently \$110,517 – \$161,569; the starting salary depends on experience, skills, and salary history. Cost-of-living increases totaling 11 percent will occur by mid-2027. In addition, the City offers a highly competitive benefits package, including flexible work schedules, health and disability insurance, vacation and sick leave, a retirement system with a pension partially funded by the City, and an optional deferred compensation plan.

Application Process

Email cover letter, résumé, and a recent writing sample that is no more than five pages long to ethics.careers@lacity.org. Applications must be submitted by October 31, 2024, but the application window may close at any time. For additional information, contact Deputy Executive Director Heather Holt at (213) 978-1960.

**This position is an exempt, at-will position. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed by the hiring authority without any finding of cause.*