

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Ethics Coordinator</b>	<b>Class Code:</b>	<b>20080</b>
<b>Application:</b>	<b>Single Incumbent</b>	<b>Pay Grade:</b>	<b>I</b>
<b>Supplemental/ Code:</b>	<b>Administrative/ 1</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Safety Sensitive:</b>	<b>No</b>	<b>Established:</b>	<b>10/1/2017</b>
<b>CDL:</b>	<b>No</b>	<b>Revised:</b>	

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**Position Purpose**

Responsible for supporting the Chief Ethics and Compliance Officer with day to day oversight of ethics and compliance activities that includes investigations and trainings in accordance with the City of Dallas's Code of Conduct and the City's Ethics Program.

**Essential Functions**

1. Receives and/ or retrieves, records, evaluates, examines, addresses, documents, and may assist in the resolution of compliance and ethical concerns/ complaints reported to the City of Dallas.
2. Creates appropriate documentation to identify and close concerns in accordance to Ethics and Compliance Standards.
3. Tracks and trends issues arising from reported employee complaints and Code of Conduct concerns for submission to the Chief Ethics and Compliance Officer.
4. Evaluates and audits potential areas through assessments that identify high, moderate, and low risk impact at the City of Dallas.
5. Maintains and updates the internet and intranet pages with tips, forms, and policies and procedural information.
6. Prepares and revise training material and specifications of vender selection for ethics training videos.
7. Create announcements, posters, and activities to promote communication and awareness of policies and services for all City employees.
8. Assists with annual report by the City's Ethic Officer to the Ethics Advisory Commission (EAC) that includes documentation of ethics related activities, compliance reporting, and an assessment of ethical climate, among other items.
9. Manages and maintains a database to ensure time responses and resolution of inquiries.
10. Creates, updates, edits, and revises policies, procedures, and online training modules as needed.
11. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work**

Ability to establish project and time management skills while balancing multiple priorities and deadlines.

Ability to demonstrate sound judgment, discretion and ability to handle sensitive information appropriately.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to effectively communicate both orally and in writing and negotiate with technical staff, consultants, contractors, governmental agencies, city management, and citizens.

**Certification, Registration, or Licensure**

May be required to be certified, registered, or licensed in a specialty area.

**Working Conditions and Hazards:**

Work performed under normal office conditions.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily and exhaustive list of all responsibilities, duties and skills required.