



Community and Workplace Culture Committee

Amend Metropolitan Administrative Code to Create a Principal Assistant Position to the Ethics Officer

Item 7-1

July 7, 2025

Item # 7-1

Principal Assistant to the Ethics Officer

Subject

Amend Metropolitan Administrative Code Division VI (Personnel Matters) to create a Principal Assistant position to the Ethics Officer

Purpose

Support objectives of MWD Act Section 126.7 with respect to Ethics Office

Amendments to Division VI

Personnel Matters

Proposed Code Changes

- Amend Section 6400(b) adding (b)(4) to create Principal Assistant Ethics Officer
- Amend Salary Grade 81 at Section 6500 to add the Principal Assistant Ethics Officer
- Create Section 6473 describing the duties of the new Principal Assistant Ethics Officer
 - Perform duties assigned by Ethics Officer
 - Act in the absence of the Ethics Officer

Summary of Action

Fiscal Impact

Funded by existing vacant position

There will be a difference of \$15,000 that will be in the Ethics Office current fiscal year 25/26 budget

Board Options

Option #1

Amend Metropolitan Administrative Code Division VI (Personnel Matters) to create a Principal Assistant position to the Ethics Officer.

Option #2

Do not amend Metropolitan Administrative Code Division VI (Personnel Matters) to create a Principal Assistant position to the Ethics Officer.

Staff Recommendation

Option #1

Amend Metropolitan Administrative Code Division VI (Personnel Matters) to create a Principal Assistant position to the Ethics Officer

