

## **Staffing | Organizational Structure San Francisco Ethics Commission**

August 1, 2016

The **Education & Compliance Division** is the point of primary contact for all public disclosure, filing assistance, compliance guidance and training and education for the full range of programs administered by the Ethics Commission. The day-to-day operations of the division are supervised by **two Education and Compliance Officers**, working jointly with a team of four other program staff. The division assists the public, city officers and employees, lobbyists, permit consultants, major developers, and others with their responsibilities under the law to promote understanding and support compliance with the City's ethics, campaign finance, and lobbying laws and disclosure requirements.

The **Policy Division** specializes in providing guidance on more complex policy and compliance questions, including the agency's written informal and formal advice. It also focuses on policy analysis and research, and in the development and evaluation of issues and policies within the Commission's jurisdiction. As a new unit to the agency, the Executive Director will have primary management responsibility in FY17 for the operations of the policy staff, which includes a Senior Policy Analyst and a Policy Analyst.

The **Operations & Audits Division** leads the agency's cross-functional work to enhance performance and transparency across a range of operations and programs, with responsibility to conduct operational and program reviews, implement a staff development and training program, oversee all management analyses and reports, budget, and accounting, including qualification of eligible candidates to receive public financing. It also houses the Commission's Audit program, which conducts campaign and lobbying audits, as required by City law. Management of this division is the responsibility of the **Assistant Deputy Director**, who works with a team of four Auditors. The Assistant Deputy Director also serves as primary staff liaison for media contacts.

The **Enforcement & Legal Affairs Division** has a broad range of responsibilities that promote accountability to the City's ethics, campaign finance, lobbying, and sunshine laws. Its primary role is to ensure impartial, thorough and timely investigations into alleged violations of the laws administered and enforced by the Commission, and to pursue administrative prosecution of cases before the Commission when the facts and the law warrant it. Management of this division is the responsibility of the Commission's **Deputy Director**, whose responsibilities also include supporting agency-wide legal research and analysis, ensuring agency compliance with disclosure requirements of the Public Records Act and Sunshine Ordinance, and assisting the Executive Director with office-wide policy and personnel matters. The division also consists of four Investigators, a Post-Filing Compliance officer, and the Commission's Office Manager.

The **Electronic Disclosure & Data Analysis Division** serves filers, Commission staff, and the public by providing integrated technology solutions for compliance, agency operations, and access to electronic disclosure records and data. This includes the ongoing development and support of the Commission's electronic disclosure services, information management systems, agency technology support, public web site, open data resources, and data visualizations and analysis. The division is also responsible for the Commission's contracting with external technology service providers and project management. Management of this division is the responsibility of the **Electronic Disclosure & Data Analysis Manager**, who works with one support staff. The Manager serves as the Commission's liaison for technology contractual services, open data coordinator, and webmaster. The division staff also produce the Commission's data visualizations and analysis.