## Department Inventory Tool: FY 21-22 Budget ORE Version: Dec 31, 2021, with updates Feb 9, 2022

About this worksheet									
Department name	Date last updated	Notes							
ETHICS COMMISSION	5/2/2022	Initial inventory submitted as part of department progress report, per guidance from Office of Racial Equity. Will be further refined during development of Phase Two Racial Equity Action Plans							

A. Department priority issue areas for improving racial equity or closing racial equity gaps, especially within its existing services											
issue area	Brief description	Notes or examples									
1. Recruit, Ives, and retain a diverse, collaborative, and high performing staff of indeklauls.	The Ethics Commission is committed to recruiting, hiring, and retaining a diverse, collaborative, and high performing staff of individuals whose individual experimences, innovikedge, and talents help support the commission's unique ance in promoting broad, fair, and equal participation in city government.	<sup>1</sup> Continues to expand nextiliment outreach. Formulae hitting related resources for hitting managers. <sup>1</sup> Conduct an employee survey to gather staff feedback on department's diversity, equity. <sup>1</sup> Continues to engage diverse panelists to <sup>1</sup> Continues to engage diverse panelists to <sup>2</sup> Continues to engage diverse panelists to <sup>2</sup> Assess hitting actiones to bittently improvements to the recruitment process.									
<ol> <li>Offer racial equity centered training opportunities for senior leadership and staff.</li> </ol>	Identify and fund training opportunities to expand collective knowledge regarding diversiby, equity, and inclusion.	Identify City-provided and/or external trainings to promote a wider understanding of facial equity among senior leadership and staff. Facilitate discussions and information- sharing among staff to help foster a cuture that values diversity. equity, and inclusion.									
<ol> <li>Gather and analyze workforce and operational data related to racial equity.</li> </ol>	Regularly assess workforce and operational data related to racial equity to inform organizational priorities and decision- making.	Gather and analyze; * workforce demographic data. * operational data that provides insights on the status of racial equily in the department and in its programs. * staff feeback from employee survey.									
4. Public engagement in policy development and implementation.	Support and promote public participation in Commission's policy development and implementation.	"Identify additional ways to establish effective community feedback and engagement methods.									

B. Item name and description			C. Overall resources				D. Racial equity alignment		E, Racial equity-watered activity information Complete only for line items that are aligned with a department priority equity issue area (0) If data is not collected within department, enter "not available" If any of this information extra for a sequence report or document, prices alon include the line in the coll						
Name of activity, function, program, service, or initiative Suggest 10 works or less	Brief description of purpose Suggest 50 words or less. Note any intended demographics or communities	Activity/service type 1 - Public-facing activity or service 2 - For other City departments 3 - Within department only	Estimated FTEs and/or budget amount	Funding type Note whether funding is City general fund, reatricted government source, or other	Estimated number of contracted service providers or consultants for this activity/service, if any	Names of 5 largest contracted service providers or consultants for this activity/service, if any By total contract amount	Department priority equity issue areas List any priority equity issue areas from (A) that are relevant to this activity If rone, leave blank.	Locations Note neighborhood(s) in which activity/service facility is located. See lis on next tab for examples	Open to general public or application/referral required 1 - General public 2 - Application or referra required	Estimated number of people served	Estimated racial/ethnic demographics of people served		Community input and decision- making opportunities Suggest 30 words or less. See list on next tab for examples. If none, leave blank	Estimated FTEs and/or budget specifically for racial equity improvements	Names of contracted providers or consultants for racial equity improvements, if any include as attachment if foo many to list in cell
Provide access to public records regarding Commission's activities and programs.	Provide public disclosure information and other materials through the Commission's website and upon public's request.	1 - Public-facing activity or service	The function is appointed towards by staff in molifies devices such as the Engineement & Compliance Devices (EAC) to provide general information (EAC) to provide general information betworks: Disclosure and Duar Analysis Division (EDDA) to maintain public disclosure and Duar analysis Division (EDDA) to maintain public disclosure and Duar engend to records requests. A we do not track personage of staff allocation by this specific function recount.	, Ceneral fund	None	None									
Provise information and guidance to City afficans and employees on City's affica laws and regularements.	Provide Information, filing guidence, and advice to City officient and employees. Act as the filing officer for a wide range of public disclosure statements.	2 - For other City departments	This function is a part of the site- member EAC diskards responsibilities with additional support provided by two-member Policy diskins. As we do not taxk percentage of staff alboards by this specific function, we cannot provide an exact FTE court.	General fund	None	Nome	Public engagement in policy development and implementation.	Services provided chywide both online and via physical office at Civic Center.	1 - General public	Department-wide information in out available. The Engagement & Compliance Division response that in FY21 responded to over 1300 regassite for support from various hypes of filters (CIV separtments and external) that the Commission serves. This regressents only a portion of the Commission's interactions with the public as other divisions do not track this information.	Not available	Not available		None	None
Provide information and guidance to candidates, lobbyists, and other filers on Cby's laws and requirements.	Provide information, filing guidance, and advice to candidates, campaign cormitizes, lobbyists, and other filers. Act as the filing officer for a wide range of public disclosure statements, and conduct outreach and training.	1 - Public-facing activity or service	This function is a part of the six- member E&C division's responsibilities with additional support provided by two-member Policy division. As we do not track percentage of staff allocation by this specific function, we cannot provide an exact FTE count.	General fund	None	None	Public engagement in policy development and implementation.	Services provided citywide both online and via physical office at Civic Center.	1 - General public	This is addressed in the response above.	Not available	Not available		None	None
Provide training and outreach to City staff and departments on City's ethics laws.	Produce compliance materials, conduct outreach, and provide trainings for City officers and employees.	2 - For other City departments	This function will be supported by four dedicated staff members to be recruited in the Ethics@Work program division. This function is also partly supported by the E&C division	General fund	None	None	Public engagement in policy development and implementation.	Services provided obywide both online and via physical office at Civic Center.	1 - General public	Not available	Not available	Not available		None	None
Faciliate Commission meetings and promote public participation.	Coordinate necessary activities to prepare and publish Commission meeting agenda materials. Facilitate Commission meetings to ensure that members of the public can participate in person and online.	1 - Public-facing activity or service	This function is supported by the Executive leadership and staff members from EDDA, E&C, and Policy divisions. As we do not track percentage of staff allocation by this specific function, we cannot provide an exact FTE court.	General fund	None	None	Public engagement in policy development and implementation.	Services provided citywide both online and at onsite meetings held in City Hall.	1 - General public	Not available	Not available	Not available	Public can provide input on items appearing or not appearing on the agenda in connection with monthly Commission meetings.	None	None
Orboard Commissioners and provide ongoing support.	Provide onboarding assistance to new Commissioners and orgoing support to all Commissioners as needed.	3 - Within department only	This function is supported by the Executive Director, DHC consultant (through a general work order with DHR), Payrol Clerk, and staff from E&C and EDLA, in coordination with other staff as needed. As we do not track percentage of staff allocation by this specific function, we cannot provide an exact FTE count.	General fund	None	None									
Administer public matching campaign funds qualification and disbursement neviews for City candidates.	Administer the public financing funds matching process for campaign finance during election pariod. Approve and process funds for publicly financed candidates, in coordination with the controller's office.	1 - Public-facing activity or service	This function is supported during the election cycle typically by two staff members in the AuSt during the AuSt & Compliance Review Manager and Executive Director: Staffing needed depends on the level of participation in the program.	General fund	None	None	Public engagement in policy development and implementation. Gather and analyze workforce and operational data related to racial equity.	Services provided clywide both online and via physical office at Civic Center.	2 - Application or referral required	This depends on the number of seats on the ballot and the compatiblemess of the election Historically, the Commission has had 2-3 candidates per MYR/BOS seat.	Not available	Not available	Review processes and otheria for determining candidate qualification are driven by statutory requirements, any appealed deterministion reviewed by the her-member Commission would include opportunities for public input. Public input also shapes pology analysis of program and any statutory or regulatory changes to 8.	None	None
Conduct policy analysis and legislative development.	Analyze how well current laws and programs are achieving their intended purposes and formulate new regulatory and legislative approaches to ensure the City's political reform laws are strong, workable, and enforceable.	1 - Public-facing activity or service	This function is supported by the Policy division which has two staff members, along with support from other staff as needed to assess implementation needed and operational impact.	General fund	None	None	Public engagement in policy development and implementation. Gather and analyze workforce and operational data related to racial equity.	Services provided citywide both online and via physical office at Civic Center.	1 - General public	Not available	Not available	Not available	Commission publicly notices proposed regulation changes before they are made, to inite public feedback. Public can also provide feedback on policy issues at Interested Persons meetings and in connection with Commission meetings.	None	None
Receive, investigate, and resolve investigations of alleged violations under Commission's jurisdiction.	Ensure fair, thorough, and timely investigations and case outcomes that serve as an effective deterrent and promote accountability in government. Identify, investigate, and remedy unlawful conduct within the scope of the Commission's artistication.	1 - Public-facing activity or service	This function is supported by the Enforcement division which has seven Investigators, with oversight provided by the Director of Enforcement and Executive Director.	General fund	None	None									
Constant audits of nampaigns and köleyiata, and perform posi- compliance reviews.	Conduct campaign addls pursuant to the Commission's Charter authority and mandate under Chy law to datermine whether commissions have machine completed with applicable requirements of State and local laws. Conduct audits required under Chy law related to the lobylast registration and reporting and conduct post-Siling compliance reviews of other disclosures.	1 - Public-facing activity or service	This function is supported by the Audit dhision which has three Auditors, with oversight provided by the Audit & Compliance Baview Manager and Executive Director.	General fund	None	None									

Assess and collect registration fees, late fees, and penalties.	Assess and collect registration fees, late fees, and penalise from individuals who have a payment obligation with the Commission.	1 - Public-facing activity or service	This function is a part of E&C and Erforcement divisions' responsibilities. The Descube leadership beam and Payroll Clark leadership beam and Payroll Clark do not track percentage of staff allocation by this specific function, we cannot provide an exact FTE coart.	General fund	None	None									
Develop and maritain Commission's public disclosure systems and enterprise applications.	Provide integrated and effective technology solutions for compliance, agency operations, and access to electronic disclosure records and data.	3 - Wilbin department only	This function is supported by four- member EDDA division in coordination which other staff to assess technology needs for Commission's programs and operations.	General fund	The Commission has a contract with NetFile to sum maintain its public disclosure systems. The Commission also procures software and tachnology tools through Dity's IT requisition process and through colywide contracts managed and serviced by the Department of Technology.	NetFile - Total contract amount									
Administer department's recruitment and hiring processes.	Perform recruitment functions such as job posing, necruitment outreach, candidate interviews, hing, and ortbaarding, in ocordination with staff and DHR consultant.	1 - Public-facing activity or service	This function is supported by senior leadership, DHR consultant (through a general work order with DHR), Payroll Clerk, and other staff as needed. As we do not track percentage of staff allocation by this specific function, we cannot provide an exact FTE count.	General fund	None	None	Recruit, here, and retain a diverse, collaborative, and high performing staff of individuals. Offer racial equity centered training opportunities for senior leadership and staff. Gather and analyze workforce and operational data related to neal equity.	Services provided obywide both online and via physical office at Civic Canter.	1 - General public	Not available	Department's workforce demographic information has been included in its Racial Equity Action Plan. Job applicants' demographic information is currently unavailable to the department. Department has requested this information from DHR.	Department's workforce demographic information has been included in its Reacial Equity Action Plan. Job applicants' demographic information is currently unavailable to the department Department has requested this information from DHR.	Job applicantiscan provide input during the PCS hiring process par recruitment policies established by DHR.	None	Nana
Develop and submit the Commission's annual budget proposel.	Identify Commission's funding needs based on its organizational priorities, develop budget proposal with input from the public, and submit the budget proposal to the Mayor's office. Follow-up on the budget approval status and provide additional information as needed.	1 - Public-facing activity or service	This function is supported by senior leadership. As we do not track percentage of staff allocation by this specific function, we earnot provide an exact FTE count.	Ceneral fund	None	None	Recruit, hire, and retain a diverse, collaborative, and high performing staff of individuals. Gather and analyze workforce and operational data related to racial equity. Public engagement in policy development and implementation.	Services provided clywide both online and via physical office at Civic Center.	1 - General public	Not available	Not available	Not available	Public can provide input in connection with Commission meetings when the budget discussions are agendized. As part of a City Ordinance that took effect in 2020, departments are required to hold at least two public meetings concerning department budget priorities and proposal.	None	Nana
Procure services to support Commission's operations.	Coordinate with staff, City departments, and suppliers to timely procure services to enable Commission's operations.	3 - Wilhin department only	This function is supported by Executive leadership, and staff from EDDA, EBC, and Payroll, due to the need for seggregation of duties. This work is also supported by the Controllar's Office through a work order. As we do not track percentage of staff allocation by this specific function, we cannot provide an exect FTE count.	General fund	None	None									
Ensure financial accountability of Commission's operations.	Follow City's procedures and documentation requirements to review and approve Commission's expenditures. Track operanes closely against allocated budget to ensure that the Commission spends within its approved budget.	3 - Wilhin department only	This function is supported by Executive leadership, and staff from EDDA, E&C, and Payroll, due to the need for seggregation of duties. This work is also supported by the Controllar's Office through a work order. As we do not track percentage of staff allocation by this specific function, we cannot provide an exact FTE count.	General fund	None	None									
Manage staff and provide administrative support.	Provide day-to-day supervison and support for staff, including addressing payroll, time- off and leave requests, accornotation requests, and other needs.	3 - Within department only	This function is supported by senior leadership, DHR consultant (through a general work order with DHR), and Payroll Clevik with staff engagement. As we do not track parcentage of staff allocation by this specific function, we cannot provide an exact FTE count.	General fund	None	None	Recruit, hire, and retain a diverse, collaborative, and high performing staff of individuals. Offer racial equity centered training opportunities for senior leadership and staff. Gather and analyze workforce and opparational data related to racial equity.	Services provided citywide both online and via physical office at Civic Center.		Commission staff (33 authorized positions)	Department's workforce demographic information has been included in its Racial Equity Action Plan.	Department's workforce demographic information has been included in its Racial Equity Action Plan.		None	Nana
Provide training and professional development opportunities for staff.	Identify and offer training and professional development opportuitines for staff and serior leadentify. Promote an organizational clause of knowledge-sharing by providing opportunities for employees to learn from serior, longer-tenured staff, and cross-functional staff.	3 - Wilhin department only	This function is supported by senior leadership with staff engagement. As we do not track percentage of staff allocation by this specific function, we cannot provide an exact FTE count.	General fund	None	None	Recut, five, and retain a diverse, collaborative, and high performing staff of individuals. Offer racial equity centered training opportunities for senior leadership and staff. Gather and analyze workforce and operational data related to nacial equity.	Services provided obywide both online and via physical office at Civic Canter.		Commission staff (33 authorized positions)	Department's workforce demographic information has been included in its Racial Equity Action Plan.	Department's workforce demographic information has been included in its Racial Equity Action Plan.		None	Nana
Conduct organizational and staff goal-setting activities and performance evaluations.	Identify organizational priorities and individual staff level priorities to set objectives at the beginning of a stock year. Conduct regular performance evaluations to provide and receive feedback from all staff.	3 - Wilhin department only	This function is supported by senior leadership with staff engagement. As we do not twack percentage of staff allocation by this specific function, we cannot provide an exact FTE count.	General fund	None	None	Recruit, kire, and retain a diverse, collaborative, and high performing staff of individuals. Offer racial equity centered training opportunities for senior leadership and staff. Gather and analyze workforce and opperational data related to reside equity.	Services provided obywide both online and via physical office at Civic Center.		Commission staff (33 authorized positions)	Department's workforce demographic information has been included in its Racial Equity Action Plan.	Department's workforce demographic information has been included in its Racial Equity Action Plan.		None	Nana
Manage physical and online work environments to enable staff's achievement of work.	Provide physical and online work environments to enable staff collaboration and productivity. Provision equipment, tools, and resources to support staff's work.	3 - Within department only	This function is supported by senior leadership with staff engagement. As we do not track percentage of staff allocation by this specific function, we cannot provide an exact FTE count. This function is distributed across	General fund	None	None	Recruit, hire, and retain a diverse, collaborative, and high performing staff of individuals. Gather and analyze workforce and operational data related to racial equity.	Services provided citywide both online and via physical office at Civic Center.		Commission staff (33 authorized positions)	Department's workforce demographic information has been included in its Racial Equity Action Plan.	Department's workforce demographic information has been included in its Racial Equity Action Plan.		None	None
Produce operational data and reports for accountability, oversight, and public transparency.	Create and publish programmatic and operational reports to provide transparency to the public and receive feedback to inform the Commission's priorities and decision-making.	1 - Public-facing activity or service	This function is distributed across staff based on program areas. As we do not track percentage of staff allocation by this specific function, we cannot provide an exact FTE count.	General fund	None	None	Gather and analyze workforce and operational data related to nacial equity. Public engagement in policy development and implementation.	Services provided citywide both online and via physical office at Civic Center.	1 - General public	Not available	Not available	Nct available	Public input can be provided on all reports presented at Commission meetings	None	None