

Assess and collect registration fees, late fees, and penalties.	Assess and collect registration fees, late fees, and penalties from individuals who have a payment obligation with the Commission.	1 - Public-facing activity or service	This function is a part of EAC and Enforcement division responsibilities. The Executive leadership team and Payroll Clerk assist with revenue tracking. As we do not track percentage of staff allocation by this specific function, we cannot provide an exact FTE count.	General fund	None	None												
Develop and maintain Commission's public disclosure systems and enterprise applications.	Provide integrated and effective technology solutions for compliance, agency operations, and access to historic disclosure records and data.	3 - Within department only	This function is supported by four-member EDCO division in coordination with other staff to assess technology needs for Commission's programs and operations.	General fund			The Commission has a contract with NetScout to maintain its public disclosure systems. The Commission also procures software and technology tools through City's IT acquisition process and through objective contracts managed and purchased by the Department of Technology.	NetScout - Total contract amount \$1.37M										
Administer department's recruitment and hiring processes.	Perform recruitment functions such as job posting, recruitment outreach, candidate interviews, hiring, and onboarding, in coordination 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, 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 operational data related to racial equity.	Services provided offsite both online and in physical office at Civic Center.	1 - General public	Not available	Department's workforce demographic information has been included in its Racial Equity Action Plan. Job applicants provide input during the PCS hiring process per recruitment policies established by DHR.	Department's workforce demographic information has been included in its Racial Equity Action Plan. Job applicants' demographic information is currently available to the department. Department requested this information from DHR.	Job applications provide input during the PCS hiring process per recruitment policies established by DHR.	None	None			
Develop and submit the Commission's annual budget proposal.	Identify Commission's funding needs based on its organizational priorities, develop budget proposal with input from the public, and submit the budget proposal to 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 cannot provide an exact FTE count.	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 offsite both online and in 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 openhouse. As part of a City Ordinance that took effect in 2020, departments are required to hold at least two public meetings concerning departmental budget priorities and proposal.	None	None			
Procure services to support Commission's operations.	Coordinate with staff, City departments, and suppliers to timely procure services to utilize Commission's operations.	3 - Within department only	This function is supported by Executive leadership, and staff from EDCO, EAC, and Payroll, due to the need for segregation of duties. This work is also supported by the Controller'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												
Ensure financial accountability of Commission's operations.	Follow City's procedures and Commission requirements to review and approve Commission's expenditures. Track expenses closely against allocated budget to ensure that the Commission spends within its approved budget.	3 - Within department only	This function is supported by Executive leadership, and staff from EDCO, EAC, and Payroll, due to the need for segregation of duties. This work is also supported by the Controller'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 supervision and support for staff, including addressing payroll, time off and leave requests, accommodation 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 Clerk 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	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 operational data related to racial equity.	Services provided offsite both online and in 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				
Provide training and professional development opportunities for staff.	Identify and offer training and professional development opportunities for staff and senior leadership. Promote an organizational culture of knowledge sharing by providing opportunities for employees to learn from senior, long-tenured staff, and cross-functional staff.	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.	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 operational data related to racial equity.	Services provided offsite both online and in 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				
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 fiscal year. Conduct regular performance evaluations to provide and receive feedback from all staff.	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.	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 operational data related to racial equity.	Services provided offsite both online and in 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				
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.	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 offsite both online and in 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	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 offsite both online and in physical office at Civic Center.	1 - General public	Not available	Not available	Not available	Public input can be provided on all reports presented at Commission meetings.	None	None			