

## Government Accountability Board

### Ethics Commission Administrator

Job Announcement Code(s): 16-01389

<b>County(ies):</b>	Dane
<b>Classification Title: / JAC:</b>	CIVIL SERVICE UNCLASSIFIED 16-01389
<b>Job Working Title:</b>	Administrator
<b>Type of Employment:</b>	Full Time (40 hrs/week)
<b>Salary:</b>	The position is outside the classified service and is assigned to executive salary group 4, which currently has an annual salary range of \$76,066 to \$125,521. The appointee's starting salary will be determined by the Commission based on the appointee's qualifications and experience.
<b>Contact:</b>	Stephanie Holzem, Human Resources Specialist, 608-266-7212 stephanie.holzem@wisconsin.gov
<b>Bargaining Unit:</b>	Non-Represented
<b>Area of Competition:</b>	Open
<b>Deadline to Apply:</b>	5/31/2016
<b>Exam Information:</b>	Exam cannot be previewed.

The State of Wisconsin Ethics Commission is seeking to hire a fulltime Administrator. The Administrator is the chief executive officer and chief of staff for the Ethics Commission and serves at the pleasure of the Commission. The Administrator serves a four-year term subject to confirmation by the State Senate.

**Job Duties:** Under the general policy direction of the Ethics Commission, this individual is responsible for providing the administrative leadership and support necessary to enable the Commission to carry out its statutory functions with respect to the administration and enforcement of Wisconsin's code of ethics for state government officials, lobbying laws, campaign finance laws, and the contract sunshine act. This position provides administrative leadership and support to the Commission in such areas as rule development; drafting and review of proposed legislation; data collection, analysis, and dissemination; identification of problems which may require investigation or interpretation; preparation of special reports; preparation for Commission meetings; and in other areas the Commission may assign.

[See the complete position description here.](#)

**Special Notes:** The Administrator may never have served in a partisan state or local office or been a lobbyist as defined by s. 13.62 (11), Stats. Additionally, during the 12 months prior to appointment and during employment, the Administrator may neither make a contribution to a candidate for a partisan state or local office nor, while employed, become a candidate for a state office or partisan local office

Due to the nature of the position, a background check will be conducted on all finalists prior to an offer of employment. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire.

**Job Knowledge, Skills and Abilities:** The ability to (1) communicate clearly and concisely, orally, and in writing; (2) establish and maintain effective working relationships; (3) analyze

situations quickly and accurately and develop effective courses of action; and (4) plan, organize, and consult with others.

A minimally qualified applicant will have post graduate degree in Public Administration, Law or a related field, two-years management and staff supervisory experience, and knowledge of campaign finance, ethics and lobbying regulation, particularly Wisconsin law.

**How To Apply:**

Interested individuals should submit a letter of interest and résumé to Stephanie Holzem via email at [stephanie.holzem@wisconsin.gov](mailto:stephanie.holzem@wisconsin.gov)

Questions may be directed to Stephanie Holzem by email or by phone at 608-266-7212.

**The deadline for applications is May 31, 2016.**