



## STATE ETHICS COMMISSION

### **HIRING ANNOUNCEMENT**

**January 13, 2021**

**Agency:** New Mexico State Ethics Commission

**Position:** Special Projects Coordinator II (GOVX)

**Status:** Full time; temporary through June 30, 2021

**Salary:** \$33.80/hour (benefits included)

**Start Date:** as soon as January 22, 2021 (pending completion of background check and necessary interagency approvals)

**Minimum Qualifications:** Bachelor's degree; government experience preferred

**Agency Contact:** Please send statements of interest and resumes and direct questions to Wendy George, Director of Finance and Administration, [WendyJ.George@state.nm.us](mailto:WendyJ.George@state.nm.us); (505) 554-7608.

### **Background:**

By October 1, 2021, the State Ethics Commission must submit a special report to the Legislature and the Governor "regarding whether to extend commission jurisdiction." Laws 2019, ch. 86, § 37(A). If the report recommends extension of the Commission's jurisdiction, the report shall address (1) a detailed plan for implementation of the Commission's jurisdiction and a proposed time line for the implementation; (2) the estimated number of additional employees and other resources needed by the Commission to perform its expanded duties; (3) estimated budget increases needed for the commission to perform its expanded duties; and (4) recommended changes to existing law. *See id.*

### **Job Description:**

The Special Projects Coordinator II ("Coordinator") will work with the Commission's Executive Director and the Director of Finance and Administration to ensure all aspects of the preparation and publication of the Commission's October 1, 2021 special report. To this end, the Coordinator will:

1. Conduct research, including surveys, interviews and other documentary research, and complete findings regarding the current status of ethics institutions, procedures, and ethics codes among New Mexico's local public bodies, specifically counties and municipalities, across the state.
2. Conduct research, including surveys, interviews and other documentary research, and complete findings regarding local public body interest and community interest in expansion of Commission jurisdiction.

3. Conduct research and complete findings regarding the jurisdiction, powers, budget and resources of ethics commissions in other states where the jurisdiction of such other-state commissions includes local public bodies.
4. Conduct research and complete recommendations regarding alterations to Commission's subject-matter jurisdiction (i.e., what statutes the Commission is empowered to adjudicate and enforce).
5. Develop a framework for estimating the costs to the agency and additional staffing, contract, and other requirements associated with various plans for jurisdictional expansion.
6. Support Executive Director in presentation of the project to the State Ethics Commission over the course of the Commission meetings.
7. Support Executive Director regarding the finalization the October 1, 2021 report for publication and distribution.
8. Other duties as assigned.