

# WISCONSIN ETHICS COMMISSION

## CLASSIFICATION TITLE

Elections Specialist (*Position # 018868*)

### POSITION SUMMARY

Under the general supervision of the Administrator of the Wisconsin Ethics Commission, this position provides operational execution of the Wisconsin Ethics Commission's statutory responsibilities, and ensuring compliance with Wisconsin's campaign finance, lobbying, financial disclosure, and ethics laws. The individual in this position must be able to respond to questions involving complex application of statutes and administrative code, and assist individuals and organizations to comply with registration/licensing and reporting requirements. The individual in this position conducts policy and legal analysis related to the administration of Wisconsin's campaign finance, lobbying and ethics laws, and reviews applicable court decisions for potential impact on the Commission's responsibilities. The position reports to Administrator and the Commissioners, on a regular basis, the success of programs, policies, and procedures, and develops and implements more effective, efficient ways to achieve program goals.

This position receives and responds to requests for information, and requires the judgment necessary to discern what information may or may not be released to the public. Due to the nature of the responsibilities of the Ethics Commission, this position works with, and is privy to, statutorily confidential information. Therefore, this position requires an increased level of professionalism and the maintenance of confidentiality in order to preserve the public trust in the efforts of the Commission. Wisconsin Ethics Commission staff members are required to be non-partisan, in accordance with [WIS. STAT. §19.47\(10\)](#).

### DUTIES AND REPOSIBLITIES

#### A. Campaign Finance (40%)

1. Facilitate compliance with Wisconsin campaign finance laws.
2. Assist in the development of campaign finance training/instructional materials and presentations such as manuals, forms, FAQ documents, webinars, and any other format that will promote compliance.
3. Assist candidates, treasurers, and committees with registration, reporting, exemption, and termination requirements.
4. Ensure that registered, non-exempt committees file required continuing, pre-primary, and pre-election reports.
5. Determine whether reports filed conform to the requirements of Wisconsin's campaign finance laws and promptly send notices of noncompliance when merited.
6. Maintain and improve available and searchable online information regarding campaign finance contributions and expenditures in Wisconsin.

7. Prepare reports for the Administrator and the Commission that demonstrate the level of compliance with Wisconsin's campaign finance laws, as well as the effectiveness and efficiency of the Commission's programs.
8. Conduct audits to enhance compliance with applicable campaign finance laws.
9. Draft civil enforcement documents as required (e.g., notices, settlement offers, and civil complaints).
10. Facilitate the public inspection of filed campaign finance reports.

**B. Lobbying (30%)**

1. Facilitate compliance with Wisconsin lobbying laws.
2. Assist in the development of lobbying training/instructional materials and presentations such as manuals, forms, FAQ documents, webinars, and any other format that will promote compliance.
3. Assist lobbyists and lobbying principals with required licensing and registration requirements.
4. Ensure that lobbyists, lobbying principals, and state agencies complete all reporting requirements specified in chapter 13, subchapter III of Wisconsin Statutes.
5. Maintain and improve available searchable online information related to lobbying activities in Wisconsin.
6. Prepare reports for the Administrator and the Commission that demonstrate the level of compliance with Wisconsin's lobbying laws, as well as the effectiveness and efficiency of the Commission's programs.
7. Conduct audits to enhance compliance with applicable lobbying laws.
8. Draft civil enforcement documents as required (e.g., notices, settlement offers, and civil complaints).
9. Facilitate the public inspection of filed lobbying reports.

**C. State of Wisconsin Code of Ethics (10%)**

1. Facilitate compliance with Wisconsin's Code of Ethics, both for state and local officials.
2. Assist in the development of training/instructional materials and presentations such as manuals, forms, FAQ documents, webinars, and any other format that will promote compliance with the Wisconsin Code of Ethics.

3. Assist officials required to file statements of economic interests with the Wisconsin Ethics Commission with filing required reports.
4. Maintain and improve available searchable online information related to economic interests of officials required to file statements of economic interests in Wisconsin.
5. Assist trustees and employees of the State of Wisconsin Investment Board with filing quarterly reports, and transmit that information to the Legislative Audit Bureau in a timely manner.
6. Assist state officials, district attorneys, corporation counsel, and municipal attorneys with interpretation and application of the Wisconsin Code of Ethics.

**D. Policy and Legal Analysis (10%)**

1. Review legislation and legislative action that may impact the Wisconsin Ethics Commission. This includes not only matters related to campaign finance, lobbying, and ethics, but also personnel management, the state budget process, procurement, licensing activities, etc.
2. Review applicable court cases and decisions for potential impact to the Wisconsin Ethics Commission and its responsibilities.
3. Suggest changes in Wisconsin statutes for remedial legislation in order to provide clarity, improve comprehension, comply with court decisions, or improve administrative efficiency and effectiveness.
4. Assist in the development, maintenance, and review of the Wisconsin Ethics Commission's administrative rules.
5. Assist in the development and analysis of fiscal and technical notes for legislation as required.
6. Assist with investigations of possible violations of Wisconsin's campaign finance, lobbying, and ethics laws.
7. Confer with the Administrator and Staff Counsel on complex applications of the statutes and administrative code administered by the Wisconsin Ethics Commission.

**E. Perform all other duties as assigned by the Administrator (10%)**

**Knowledge, Skills, and Abilities**

1. Knowledge of Wisconsin campaign finance, lobbying, and ethics laws, as well as the Wisconsin Ethics Commission organizational structure and program responsibilities.
2. Skill in computer software including Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Outlook), Adobe Acrobat Pro, Microsoft SharePoint, and SQL Server Management Studio.

3. Skill in management, leadership, and effective decision making.
4. Skill in oral and written communication, including skill in organizing and presenting information in an accurate and effective manner.
5. Skill in providing excellent customer service, active listening, and conflict resolution.
6. Ability to exercise good judgment, discretion and maintain confidentiality, along with the ability to deal with difficult and sensitive situations in a positive manner.
7. Ability to contribute to creating a positive, inclusive, safe, and healthy workplace.
8. Ability to create and preserve effective working relationships with Commissioners, staff, various stakeholder groups, and the public.
9. Ability to represent the Wisconsin Ethics Commission to state and local officials, as well as the public, in a professional manner that maintains and improves upon the agency's reputation.
10. Ability to assist in the administration of public programs.
11. Ability to conduct public policy analysis related to complex issues.
12. Ability to employ time management skills, and to multi-task to meet customer service needs and operational demands while maintaining high quality service standards, and complete assigned tasks at a high level of detail and accuracy.