

Ethics Adviser

Published Date: Feb 2, 2026

Location: US

Company: Los Angeles Unified School District

SALARY DETAILS

\$99,825 - \$122,717 Annually

APPLICATION FILING DATES

Apply Now! The application period will close on Monday, February 23, 2026 at 11:59 PM PST.

Open: 02/02/2026

Close: 02/23/2026

INFORMATION ABOUT LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life.

LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD Employees: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200 or via their page (<https://www.lausd.org/helpdesk>)

THE DEPARTMENT

The Office of the General Counsel (OGC) of the Los Angeles Unified School District seeks to be nothing less than the best public law office in Los Angeles County. The OGC is an ethical, high performance legal department with high professional standards and integrity that provides first class legal service to the teachers, supervisors and administrators who support the District's 520,000 plus students whom we educate. While we use our skills to advise and counsel schools and administrative offices, we recognize that our ultimate clients are the students of the District and their families, and work to support the District's vision that L.A. Unified will be a progressive global leader in education, providing a dynamic and inspiring learning experience where all students graduate ready for success.

Our mission is to use our specialized experiences, knowledge and skills to support and advance the LAUSD. We provide effective and proactive legal advice and quality representation while creating an ethical environment in support of a high quality learning environment for all students.

To learn more about the OGC, please visit <https://generalcounsel.lausd.org/>

THE POSITION

The Ethics Advisor assists the Ethics Officer in the planning, development, and implementation of the strategies necessary to establish a successful ethics initiative at the District. Ensures execution of the District's Employee Code of Ethics, Conflict of Interest Code, Lobbying Disclosure Code, and the Contractors Code of Conduct, and other ethics policies while fostering high ethical standards and partnering with other District stakeholders to make measurably significant progress in developing an effective ethics infrastructure, providing employee support and enabling integrity assurance.

General direction is received from the Ethics Officer. Supervision is provided to subordinate ethics staff.

THE IDEAL CANDIDATE

The ideal candidate for the Ethics Advisor position is a public-sector professional who brings strong judgment, discretion, and a practical understanding of ethics compliance in a complex organizational environment. The ideal candidate will demonstrate:

- Experience researching, interpreting, and applying California ethics and conflict-of-interest laws to fact-specific situations
- Ability to analyze information, identify relevant legal and policy considerations, and provide clear, accurate guidance to non-legal audiences
- Confidence to manage time-sensitive inquiries thoughtfully, including knowing when additional research is needed before providing advice
- Strong written communication skills, with the ability to translate complex requirements into guidance employees can realistically follow
- Professional composure and discretion when handling sensitive or confidential matters
- Experience supporting ethics-related functions such as conflict of interest compliance, ethics advisories, or ethics training
- Effective interpersonal skills that reinforce the advisory and educational role of an ethics office rather than a punitive one
- Ability to work collaboratively across a large organization with diverse stakeholders and competing priorities
- Strong organizational skills and attention to detail when managing multiple requests and deadlines
- Commitment to integrity, public service, and fostering ethical decision-making within a large public institution

JOB DUTIES/RESPONSIBILITIES

- Provides guidance and direction and serves as a resource to District leadership and personnel concerning identification, investigation, and resolution of ethics and public integrity issues.
- Plans, organizes, and administers resolutions to problems in accordance with LAUSD's ethics-related policies and programs, including oversight for the code of ethics, contractors code lobbying code, and the State-mandated conflict of interest code with its accompanying Statement of Economic Interest filings.
- Responds to the Ask Ethics helpline inquiries and requests for advice and information concerning LAUSD's work place ethics practices and public integrity programs and provides written advisories as needed.

- Develops compelling content to support District-wide ethics awareness, communication, and training efforts.
- Gathers data for use in the preparation of supporting documentation for reports on ethics-related programs and issues.
- Prepares various resource documents for use by District staff in making ethical decisions.
- Maintains and updates web-based ethics resources and ethics data management systems.
- Assists in the on-going review and refinement of the District's ethics policies, programs, and procedures.
- Assists in conducting ethics-related presentations, briefings, and training to District administrators, staff and others.
- May represent the Ethics Officer at meetings involving matters related to ethics policies, programs, or efforts as directed.
- Performs related duties as assigned.

MINIMUM REQUIREMENTS

EDUCATION: A baccalaureate degree from a recognized college or university, preferably in public administration, business administration, communications/public relations, education, law, ethics/philosophy or related field. An advanced degree in one of these fields is preferred.

EXPERIENCE: At least four (4) years of professional experience in a position(s) related to ethics, public relations, human resources, or training, within a large organization, or in position(s) involved with change management. Supervisory experience is desirable. An advanced degree in public administration, business administration, communications/public relations, education, law, ethics/philosophy or related field from a recognized university may be substituted for the required experience on a year for year basis.

Special: A valid California driver's license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE: An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

BENEFITS

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Full-time employees earn up to two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

APPLICATION PROCESS

After application materials (questionnaire(s), application, resume, and cover letter) are reviewed and determined to meet the minimum qualifications, qualified candidates will move on to the next phases of our selection process.

The tentative selection process may consist of one or more of the following: Training and Experience Evaluation (T&E), a Technical Project, and/or a Technical Interview.

This is a competitive process and we anticipate a number of well qualified candidates for this recruitment. Please make sure that you describe in DETAIL your experience, education, and training that most closely relates to this position in your application. You may include a professional resume, but it will NOT be in lieu of a detailed application and the required questionnaire. It is imperative that your application reflects your true and accurate background. Furthermore, if you have assisted in an interim or other temporary assignment or worked out-of-class for a significant and specified duration of time, include the contact information of your immediate supervisor during that assignment and be prepared to present verification from the official (local district superintendent, department administrator, or supervisor) validating your claim.

Please be sure to include correspondence from @lausd.net AND @successfactors.com as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder. All notifications regarding this recruitment will be sent via email.

PLEASE NOTE: Qualified Candidates will be required to present an unexpired government identification at the time of the test. If you are unable to attend the scheduled test date, rescheduling is NOT guaranteed. We encourage you to visit our website periodically to check for the next recruitment and we encourage you to apply to any positions for which you believe you meet the minimum qualifications. For more information about the LAUSD employment assessment process, visit the 'My LAUSD Career' section of our website at <https://careers.lausd.org/pc>.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION? Email us at helpmeapply@lausd.net. To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org>. The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

If you have any questions regarding this recruitment, please contact Jessica Carrera at jessica.carrera@lausd.net.

ADDITIONAL POSTING INFORMATION

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression

and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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