An Act relating to the Oklahoma Corporation Commission; amending 17 O.S. 2011, Section 32, which relates to Director of Administration duties; prescribing Corporation Commission Director of Administration certain duties; and providing an effective date.

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. AMENDATORY 17 O.S. 2011, Section 32, is amended to read as follows:

Section 32. A. The Oklahoma Corporation Commission shall employ one (1) Director of Administration. Said position shall be in the unclassified service.

B. The Director of Administration shall be required to hold at least a bachelor's degree in marketing, business administration, accounting, personnel management, public administration, counseling, political science, or related fields or have experience equivalent thereto, or shall hold a juris doctorate degree, and shall have
experience in a supervisory capacity in administrative or personnel management work.

C. The Director of Administration shall perform duties as directed by the Commission and as additionally provided by this section.

D. The Director of Administration shall not be an owner, stockholder, employee or officer of, nor have any other business relationship with or receive compensation from, any corporation, partnership, or other business or entity which is subject to regulation by the Commission.

E. The Director of Administration shall:

1. Oversee and discuss with the Commissioners matters related to risk management of the Commission;

2. Ensure compliance with the Commission’s budgetary process and ensure compliance with all budgetary and fiscal reporting deadlines;

3. Contract for all professional or other services on behalf of the Commission, unless otherwise required by law or the Commission, and deliver reports to the Commissioners detailing results of contracted services;

4. Monitor legislation relating to or affecting the Commission and report on same to the Commissioners as needed or requested;

5. Oversee relations with the Office of Management and Enterprise Services;
6. Establish and update internal procedures and processes for overall attainment and reporting of the Commission’s strategic plan;

7. Manage the Commission’s administrative operations to provide for and support appropriate and effective administration of the divisions within the Commission;

8. Ensure compliance with the laws of the State of Oklahoma and the rules of the Commission;

9. Communicate with and obtain input from the Commissioners regarding the hiring, retention or termination of Commission employees in key positions, including division directors or deputy directors;

10. Ensure that divisions within the Commission remain within the parameters of the annual financial plan;

11. Ensure that appropriate audits are initiated, that responses of the Commission to audits are coordinated with the Commissioners and division directors and that audit recommendations are implemented. Further, the Director of Administration shall ensure that the implementation, status, and completion of audits are timely communicated to the Commissioners;

12. Timely submit annual, quarterly and monthly reports to the Commissioners as needed or requested;

13. Coordinate with the Office of Public Information to develop effective communication plans within and outside the Commission;
14. Coordinate with the Commissioners in preparing and submitting reports to the Governor, Legislature and others regarding the Commission’s operations and performance;

15. Ensure reports required by statute, the Oklahoma Constitution, and executive orders are timely submitted, with input from the Commissioners;

16. Enter into agreements to obtain federal or other grants, and communicate regarding the status of such agreements and grants to the Commissioners;

17. Timely provide oral or written reports to the Commissioners on a wide variety of topics, including, but not limited to, issues affecting the Commission, Commission initiatives, efforts to obtain legislative support, reports for any other general purpose and reports as may be requested by the Commissioners for and in the performance of their duties; and

18. Obtain input from the Commissioners regarding issues affecting the Commission and perform other functions the Commissioners may request and assign from time to time.

SECTION 2. This act shall become effective November 1, 2020.

COMMITTEE REPORT BY: COMMITTEE ON RULES, dated 02/26/2020 - DO PASS, As Amended and Coauthored.