

1 STATE OF OKLAHOMA

2 2nd Session of the 57th Legislature (2020)

3 COMMITTEE SUBSTITUTE
4 FOR

5 HOUSE BILL NO. 1556

6 By: McCall

7 COMMITTEE SUBSTITUTE

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

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

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

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

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

1 experience in a supervisory capacity in administrative or personnel
2 management work.

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

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

11 E. The Director of Administration shall:

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

14 2. Ensure compliance with the Commission's budgetary process
15 and ensure compliance with all budgetary and fiscal reporting
16 deadlines;

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

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

23 5. Oversee relations with the Office of Management and
24 Enterprise Services;

- 1 6. Establish and update internal procedures and processes for
2 overall attainment and reporting of the Commission's strategic plan;
- 3 7. Manage the Commission's administrative operations to provide
4 for and support appropriate and effective administration of
5 the divisions within the Commission;
- 6 8. Ensure compliance with the laws of the State of Oklahoma and
7 the rules of the Commission;
- 8 9. Communicate with and obtain input from the Commissioners
9 regarding the hiring, retention or termination of Commission
10 employees in key positions, including division directors or deputy
11 directors;
- 12 10. Ensure that divisions within the Commission remain within
13 the parameters of the annual financial plan;
- 14 11. Ensure that appropriate audits are initiated, that
15 responses of the Commission to audits are coordinated with the
16 Commissioners and division directors and that audit recommendations
17 are implemented. Further, the Director of Administration shall
18 ensure that the implementation, status, and completion of audits are
19 timely communicated to the Commissioners;
- 20 12. Timely submit annual, quarterly and monthly reports to
21 the Commissioners as needed or requested;
- 22 13. Coordinate with the Office of Public Information to develop
23 effective communication plans within and outside the Commission;
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1 14. Coordinate with the Commissioners in preparing and
2 submitting reports to the Governor, Legislature and others regarding
3 the Commission's operations and performance;

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

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

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

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

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

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