

1 ENGROSSED HOUSE
2 BILL NO. 1556

By: Taylor of the House

3 and

4 Murdock of the Senate

5
6 [Oklahoma Corporation Commission - prescribing
7 Corporation Commission Director of Administration
8 certain duties - effective date]
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11 BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

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

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

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

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

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

9 E. The Director of Administration shall:

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

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

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

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

21 5. Oversee relations with the Office of Management and
22 Enterprise Services;

23 6. Establish and update internal procedures and processes for
24 overall attainment and reporting of the Commission's strategic plan;

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

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

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

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

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

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

20 13. Coordinate with the Office of Public Information to develop
21 effective communication plans within and outside the Commission;

22 14. Coordinate with the Commissioners in preparing and
23 submitting reports to the Governor, Legislature and others regarding
24 the Commission's operations and performance;

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

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

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

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

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

17 Passed the House of Representatives the 10th day of March, 2020.

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Presiding Officer of the House
of Representatives

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Passed the Senate the ___ day of _____, 2020.

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Presiding Officer of the Senate