

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;
- 24

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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21       57-2-11379            SD            02/25/20