



FAIR POLITICAL PRACTICES COMMISSION

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To: Chair Ravel and Commissioners Eskovitz, Garrett, Montgomery and Rotunda

From: Tina Z. Bass, Chief, Administration Division

Subject: Administration Division Report

Date: October 3, 2011

Since the last report at the September 22, 2011 meeting, highlights for the Administration Division are as follows:

- Spent considerable staff time on the preparation of documentation and schedules for the Commission Budget for the 2012-13 fiscal year and administration of the current year budget.
- Developed and monitored civil service exams for the Supervising Special Investigator II, and Political Reform Consultant I and II classifications.
- Conducted the first meeting of the newly formed FPPC Disability Advisory Committee and began planning the scope and focus of the committee.
- Worked on developing staff training to be offered by IT staff and Business Services staff to increase employee and resource efficiency.

Following is a listing of hires and separations since the previous report:

Hires:

None

Separations:

None