



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**POSITION:** ASSOCIATE MANAGEMENT AUDITOR (*will consider Staff Services Management Auditor*)

**DIVISION:** ENFORCEMENT

**SALARY:** \$5,406 - \$7,108

**FINAL FILING DATE:** July 14, 2020

### DUTIES AND RESPONSIBILITIES:

PERFORM AUDITS INDEPENDENTLY AND AS A TEAM MEMBER ON AUDITS AND PROJECTS – Independently or as a member of a team of auditors, performs mandatory and discretionary audits of the books, records, statements, and reports of candidates, committees and other entities. The mandatory audits include candidates for Controller, members of the Board of Equalization, local office, Board Administration of the Public Employees' Retirement System and committees supporting or opposing such candidates. Determine an effective scope of examination, develop, analyze, and evaluate facts, draw accurate and proper technical conclusions concerning violations of the Political Reform Act and sufficiency of evidence. Prepare detailed audit working papers and reports and conduct interviews. Draft and serve subpoenas determined to be necessary to obtain relevant evidence. Appear as a witness at legal and administrative proceedings. These audits have inherent sensitivity. Performing the field audits can require overnight travel throughout the State working in a variety of work environments.

PERFORM INVESTIGATIONS – Perform investigations of sensitive cases of suspected violations of the Political Reform Act involving accounting problems and other issues, with wide discretion and independence of action. Investigations include, but are not limited to: embezzlement of campaign funds; personal use of campaign funds; falsification of documents to conceal misuse of funds and violations of the Act; verification of campaign filings and requirements; campaign contribution laundering violations; campaign contribution and voluntary expenditure limit violations; cases where there is strong suspicion of intentional misconduct; financial transactions; circumstantial evidence with conflicting testimony; and sensitive cases regarding high level State and local officials. Investigation duties include obtaining, analyzing, and evaluating evidence, documenting findings in investigation reports and detailed accounting working papers, conducting interviews of individuals who may have violated or have knowledge of violations of the Political Reform Act, drafting and serving subpoenas to obtain evidence, working in conjunction with Federal, State, and local law enforcement agencies, and appearing as a witness at legal and administrative proceedings. Performing the investigations sometimes requires overnight travel throughout the State working irregular work hours in a variety of environments.

AUDIT IDENTIFICATION AND SELECTION – Identify candidates, committees and other entities subject to random audit pursuant to the Political Reform Act and conduct the audit selections.

**Who May Apply:** Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement).

**How to Apply:** Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position, please apply at <https://jobs.ca.gov> or forward a State application (STD. 678) and résumé to:

Fair Political Practices Commission  
**Attn: Pennie Conroy**  
1102 Q Street, Suite 3000  
Sacramento, CA 95811

**Contact:** Pennie Conroy, (916) 327-8692

06/30/2020

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.