



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: FPPC COUNSEL
325-100-6185-008

DIVISION: LEGAL DIVISION

SALARY: \$5,130.00 - \$8,938.00

FINAL FILING DATE: UNTIL FILLED

DUTIES AND RESPONSIBILITIES:

Under the supervision of the General Counsel and general direction from the Assistant General Counsel, the Fair Political Practices Commission (FPPC) Counsel performs work independently and performs at a high level of responsibility.

Commission Counsel in the Legal Division work in an area of complex and changing law as part of a collegial team that relies on collaboration and peer review of projects. Legal Division Commission Counsel's duties include the following:

Legal Advice. Prepares responses to written and email advice requests and Commission opinion requests. These advisory letters and opinions involve various fact patterns, numerous legal issues, and important policy determinations. Written legal advice may be rendered for the Governor and members of his cabinet, other constitutional officers, state legislators, state agency heads, county supervisors, city councilmembers and mayors. The advice involves varied issues including conflicts of interest, Government Code Section 1090 conflicts in contracts, gifts, campaign finance and reporting rules, revolving door restrictions and lobbying rules. Also includes providing oral advice.

Regulations. Formulates and drafts complex regulations for presentation to the Commission for adoption.

Compliance and Education. Prepares website content, guides, fact sheets and other compliance materials. Speaks on panels and gives presentations about the Political Reform Act's ethics rules to groups and organizations. Reviews campaign and lobbying forms and filing schedules prepared by FPPC staff.

Advising Commission. Advises the Commission and Commission staff on the interpretation and analysis of laws, court decisions, rules and regulations affecting the duties, functions and responsibilities of the FPPC.

Litigation. Drafts and prepares litigation in which the Commission is involved. The Commission's attorneys may represent the Commission at the trial, appellate and Supreme Court levels. This work involves the preparation and review of pleadings, briefs and declarations, in addition to personal appearance in courts throughout the State. Attorneys also coordinate with and prepare California Attorney General's Office attorneys in their representation of the Commission in litigation matters.

Legislation. Analyzes legislative proposals that affect the Political Reform Act and prepares fiscal estimates of bills. Drafts proposals to be presented to the Legislature on behalf of the Commission.

Conflict of Interest Codes. Reviews conflict of interest codes submitted by state and multi-county agencies and advises the Executive Director and staff regarding the codes.

DESIRABLE QUALIFICATIONS

- Two years of post-JD experience
- Experience applying or interpreting public agency law such as conflict of interest law.
- Experience with applying or interpreting campaign law.
- Litigation experience, experience in writs and constitutional law cases is preferred. The ability to work effectively and collaboratively as part of litigation team
- Strong legal editing, writing and analytical skills

Who May Apply:

Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement). All applicants must clearly indicate the basis of their eligibility in the “Explanations” section on the Standard Application Form (Std. 678).

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 forward a State application (Std. 678) and résumé to:

Fair Political Practices Commission
Personnel Office
428 J Street, Suite 620
Sacramento, CA 95814

Contact: Pennie Conroy, (916) 327-8692

10/28/2016

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.