



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: Legal Analyst **Will consider: Staff Services Analyst**
325-100-5237-001 325-100-5697-001

DIVISION: Legal Division

SALARY: \$4,344.00 - \$5,439.00 \$3,186.00 - \$5,179.00

FINAL FILING DATE: February 15, 2019

DUTIES AND RESPONSIBILITIES:

Rulemaking Duties. The Legal Analyst has responsibility for: proofing and processing Commission memoranda and new and amended regulations; monitoring changes to regulations during the rulemaking process; maintaining electronic calendar system for internal and external deadlines for regulatory amendments pursuant to the Administrative Procedure Act; submitting regulations to the Office of Administrative Law; maintaining rulemaking files; responding to requests from the public or Commission staff for information about, or copies of, regulations; distribution of regulatory materials to staff and the public; and posting regulations to the Commission website in Adobe Experience. The Legal Analyst also serves as liaison between the Commission and the publishers of Commission regulations. The Legal Analyst also prepares annual technical clean-up regulatory packets for presentation to the Commission.

Litigation Support. In connection with agency litigation, the Legal Analyst assists in the preparation of complaints and pleadings in compliance with the California Style Manual and other local court rules; performs routine online legal research to assist attorneys in preparing briefs; creates tables of contents and tables of authorities using Microsoft Word; organizes trial documents and exhibits; prepares papers and arranges for service of process; files briefs and other court documents electronically; is familiar with local court filing requirements; maintains litigation files, including an electronic database for pleadings; prepares correspondence and reports; and answers inquiries regarding status of cases by attorneys, parties, and the public.

Public Records Act Requests. The Legal Analyst assists in processing California Public Records Act (CPRA) requests. Duties include assisting in the following: intake of requests from the public and staff; acting as liaison for CPRA requests from other divisions in the agency; monitoring the workload connected to public record requests and the efficiency of the Commissions responses; coordinating the Commission’s efforts to respond timely to CPRA requests; writing responses to CPRA requests that include identification of materials provided and withheld, and identification of the applicable exception from the Government Code; and reviewing responses written by others for accuracy.

Attorney Support; Legal Division Organization. Provides staff support for the General Counsel, Assistant General Counsel, and Legal Division attorneys. Organizes Legal Division documents electronically as well as hard copy files. Backs up other staff in proofing and mailing Commission advice letters and correspondence. The Legal Analyst assists in the annual updating, publishing and distribution of the Political Reform Act.

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. Please apply on the CalCareers web site at <https://www.jobs.ca.gov> or forward a State application (Std. 678) and résumé to:

Fair Political Practices Commission
Personnel Office
1102 Q Street, Suite 3000
Sacramento, CA 95811

Contact: Pennie Conroy, (916) 327-8692

2/1/2019

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.