



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**POSITION:** PROGRAM SPECIALIST I/II  
325-200-4364/4365-001  
*(Duties will commensurate with level)*

**DIVISION:** ENFORCEMENT

**SALARY:** Program Specialist I – \$6,238 - \$8,197  
Program Specialist II – \$6,848 - \$9,003

**FINAL FILING DATE: JULY 26, 2019**

### **DUTIES AND RESPONSIBILITIES:**

#### RESPONSIBLE FOR ASSISTING WITH THE IMPLEMENTATION, COORDINATION, AND REVIEW OF THE AUDIT PROGRAM, PERFORMING THE MOST COMPLEX AUDITS INDEPENDENTLY, AND SERVING AS TEAM LEADER ON AUDITS AND PROJECTS

Assisting with the implementation, coordination, and review of the audit program. Determine mandatory audits of the Commission and control audit inventory. Perform quality reviews of audit reports and workpapers to ensure accuracy, consistency, and completion of audits in accordance with the policies, procedures, and standards prescribed in the Political Reform Act. Independently or as the leader of the team of auditors, perform the most complex 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, 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.

#### PERFORMING THE MOST COMPLEX INVESTIGATIONS

As team leader, perform investigations of the most difficult, complex and 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; complex financial transactions; circumstantial evidence with conflicting testimony; and the most 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 requires overnight travel throughout the State working irregular work hours in a variety of environments.

#### SERVING AS TECHNICAL SPECIALIST ON ACCOUNTING AND AUDITING ISSUES AND POLICY

Serving as the Commission's technical specialist on accounting and auditing issues, practices and policy. Instructs, advises, and works with other Commission staff that encounter accounting problems, including investigations. Provides the more complex technical assistance, including written and oral communications regarding accounting and reporting requirements to persons regulated by the Political Reform Act; proposes legislation or revisions thereof, on accounting, reporting, and auditing; develops and communicates regulations and opinions regarding accounting and reporting requirements; develops and interprets forms for filing campaign and lobbyist statements and reports; and develops policy on auditing/accounting standards.

**PROVIDING GUIDANCE AND ACTING AS LIAISON WITH OTHER AGENCIES**

Provides guidance and assistance to the Franchise Tax Board Political Reform Audit program and other local enforcement programs, in administering their requirements under the Political Reform Act. Act as the Commission's liaison with the other agencies, including providing guidance with audit reports and workpapers for accuracy, consistency, and conformity with the policies, procedures, and standards prescribed in the Act. Review audit reports issued by the other agencies to determine if the Commission should consider enforcement action against the entity audited and whether additional investigative auditing work is required.

**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