



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**POSITION:** STAFF SERVICES MANAGEMENT AUDITOR  
325-200-5841-001

**DIVISION:** ENFORCEMENT

**SALARY:** A: \$3,635 - \$4,335  
B: \$3,750 - \$4,693  
C: \$4,496 - \$5,911

A:

**FINAL FILING DATE: SEPTEMBER 20, 2019**

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### **DUTIES AND RESPONSIBILITIES:**

**PERFORM AUDITS** – Under supervision, 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 local office and 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. Draft and serve subpoenas determined to be necessary to obtain relevant evidence. These audits have inherent sensitivity. Assisting with the field audits can require overnight travel throughout the State working in a variety of work environments.

**AUDIT IDENTIFICATION AND SELECTION** – Assist in identifying candidates, committees and other entities subject to audit, and identifying auditees subject to audit by random selection pursuant to 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. 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

09/06/2019

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.