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. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT: FAIR POLITICAL PRACTICES COMMISSION
POSITION TITLE: CHIEF, ENFORCEMENT DIVISION
CEA LEVEL: CEA B
SALARY RANGE: $6,296.00 - $14,058.00 / Month

RELEASE DATE: Thursday, May 14, 2015
FINAL FILING DATE: Wednesday, May 27, 2015
EXTENDED FINAL FILING DATE: 
BULLETIN ID: 05122015_12

POSITION DESCRIPTION
Under the administrative direction of the Executive Director, Fair Political Practices Commission, the Chief, Enforcement Division, is responsible for planning, organizing, directing, reviewing, and managing the work and staff of the Enforcement Division. The Chief, Enforcement Division, is also responsible for the formulation and implementation of enforcement policy under the guidance of the Commission and Executive Director and provides input to the Commission and Executive Director on a broad range of policy issues.

Manages the investigation, filing, and prosecution of complaints before the Commission; maintains liaison with the Attorney General’s office and the Franchise Tax Board to coordinate their investigatory roles and findings; manages investigations of political practices regulated by the Commission; develops findings or positions on cases brought before the Commission; and testifies before the Commission, courts, and legislative committees relative to Commission’s program.

Management of the Enforcement Division requires very close policy and operational coordination with all other division chiefs, the Executive Director and the Chair of the Commission, on a daily basis to insure consistency and harmony of policy and function.

The Division Chief is responsible for the creation, coordination, implementation of enforcement policy on a statewide program. Policy formulation includes case evaluation criteria, charging guidelines, public relations on enforcement matters, confidentiality and interpretation and application of the law.

The Chief, Enforcement Division, has training responsibilities for all enforcement staff in all phases.
of their work assignments with special emphasis on investigation and litigation skills, techniques, tactics and strategy. Provides assistance and training to other law enforcement agencies throughout the state on the investigation and prosecution of Political Reform Act cases.

MINIMUM QUALIFICATIONS
Applicants must meet the following minimum qualifications:

Either I
Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II
Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III
Must be a current or former nonelected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV
Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

SPECIAL REQUIREMENTS
Member of the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

KNOWLEDGE AND ABILITIES
Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department’s or agency’s Equal Employment Opportunity Program objectives; and a manager’s role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of
administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department’s or agency’s Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

**DESIRABLE QUALIFICATION(S)**

The following desirable qualifications will be used as the evaluation criteria in evaluating your Statement of Qualifications and in competitively measuring your overall qualifications in the interview.

Experience in: Complex civil, criminal or administrative litigation; prosecutorial and/or enforcement experience; knowledge of the Fair Political Practices Commission's programs and policy goals; experience that demonstrates the ability to manage a professional legal staff; policy development experience; experience as a member of a management team; leadership, creativity, and sound judgment; and the ability to communicate effectively.

Knowledge of: Legal principles and their applications; legal research methods; court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or enforced by the Commission; principles of public administration, personnel management and supervision; and the Commission's Equal Employment Opportunity (EEO) and anti-discrimination programs.

Ability to: Analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft pleadings and rulings; hold hearings and independently present difficult and complex cases in court; exercise strong judgment in case management, inter-agency relations and media relations; and effectively contribute to the Commission's Equal Employment Opportunity (EEO) objectives.

**EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their
examination results. The result of this examination will be used only to fill the position of CHIEF, ENFORCEMENT DIVISION, with the FAIR POLITICAL PRACTICES COMMISSION. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

An evaluation committee will screen and rate all applications and “Statements of Qualifications” based on the identified Minimum Qualifications, the stated Desirable Qualifications, and the competitive nature of each candidate’s relevant knowledge, skills and experience. A minimum rating of 70% is required to obtain list eligibility. Interviews may not be held if they are found unnecessary to make a selection. If interviews are held, only the most qualified candidates will be scheduled for an interview. All applicants will be notified in writing of the results.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FAIR POLITICAL PRACTICES COMMISSION, PERSONNEL OFFICE
428 J Street, Suite 620, Sacramento, CA 95814
PENNIE CONROY | (916) 327-8692 | pconroy@fppc.ca.gov

SPECIAL TESTING
If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION
If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FAIR POLITICAL PRACTICES COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.
Class specs: CEA and Exempt Appointees