FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: Program Specialist I/II (2 positions)
Permanent/Full Time
(Duties commensurate with level)

DIVISION: Enforcement

SALARY: $5,178 - $6,803
$5,684 - $7,473

FINAL FILING DATE: UNTIL FILLED

Duties and Responsibilities: 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; 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. Responsible for implementation, coordination, and review of the audit program, performing the most complex audits independently, and serving as team leader on audits and projects. As team leader, determine mandatory audits of the Commission and control audit inventory. Perform cross-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 will require overnight travel throughout the State working in a variety of work environments. Provide 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. Identify candidates, committees and other entities subject to random audit pursuant to the Political Reform Act and conduct the audit selections. 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.

**Special Requirements:**
Knowledge of accounting principles and procedures. Knowledge of auditing principles and procedures, ability to establish and compliment audit and compliance programs procedures, practices and policy. Ability to conduct a detailed analysis of financial information and facts, draw sound conclusions and make recommendations based on that analysis, including in unique or precedent setting issues and polices. Knowledge of specialized and complex investigative procedures, ability to conduct complex investigations using various procedures to obtain information, facts and evidence. Ability to work independently, work both as a team member and a team leader, work in different environments while away from the office. Ability to research and write reports, strong verbal and written communication skills, knowledge of the Political Reform Act helpful but not required.

**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  
4/10/2015

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.