



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**POSITION:** CEA (A)

**POSITION NO.:** 325-001-7500-001

**DIVISION:** ADMINISTRATION DIVISION

**SALARY:** \$9,755.00 - \$11,807.00– (*pay is commensurate with experience*)

**FINAL FILING DATE:** MAY 9, 2024

**READVERTISEMENT – PLEASE DO NOT APPLY IF YOU’VE ALREADY APPLIED**

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### ***SCOPE OF POSITION***

Serves as the principal policymaker responsible for managing, providing leadership, and developing, implementing and recommending policy for the Commission’s administrative functions. Fiscal integrity and effective administration of the organization’s resources are critical to the Commission’s fulfillment of its mission.

The position reports directly to the first organizational level, the Executive Director. Under the direction of the ED and in consultation with the Budget & Personnel Committee, this position functions as the Chief Administrative Officer of the Commission. The Admin Chief is responsible for the overall policy development and management of the Commission’s fiscal operations, financial budgets and forecasts, accounting, financial reporting, human resources, payroll, contracting, purchasing, insurance and risk management, information technology, and cash control functions. As a member of the Executive Management Team, the Admin Chief has input on the formulation of Commission policies for the entire organization, may act for the ED in their absence, and is involved in all major decision making and planning.

### ***DUTIES AND RESPONSIBILITIES***

In support of the Commission’s mission, guides the development of the vision and strategy for the organization’s administration, and ensures implementation of organizational vision and goals. As a member of the Executive Management Team, guides and influences long-term and strategic decision making. Initiates, recommends and implements policies for the administrative functions. Plays a key role in initiating the development, communication and implementation of effective growth strategies for the organization. Monitors progress on goals and ensure accountability for achievement. Continuously improves efficiency by facilitating ongoing review and enhancement of operating processes and procedures. Assists in the formulation of Commission policy. Assists in the determination of policy needs, and overall coordination of policies and operations by the various Commission divisions to ensure that they coordinate with the directives of the Chair and the Executive Director. Advises the Chair, Commission, and Executive Director on policy issues.

Plans, organizes and directs the budgetary and fiscal control programs of the Commission; oversees the preparation and management of the budget; presents budget to Commission, Legislature and fiscal control agencies; develops policies which may limit or expand agency budget. Facilitates and coordinates the creation and amendment of Budget Change Proposals and Budget Letters. Establishes and monitors proper operational and financial controls to ensure proper stewardship of assets. Provides timely, accurate and complete reports to executive management and the Commission on the financial and administrative functions of the organization, including fiscal projections. Clearly present financial reports and other information to the Commission. Provides oversight of the accounting, finance, cash operations,

purchasing, contracts, risk management, asset management, human resources, and information technology functions. Prepares various required reports for review/approval by the Executive Director and timely submits them same to the relevant agencies.

Directs the personnel administration program of the Commission, including all recruitment, testing, training, disciplinary actions, performance evaluations, retention and labor relations. Exercises full management responsibility for the Commission's administrative functions. Maximizes employee development by communicating clear objectives, monitoring performance, and coaching and counseling as needed. Creates programs and structures to emphasize diversity, equity, inclusion and accessibility.

Directs programs for processing Statements of Economic Interests and other reports filed with the Commission and monitoring state and local filing officers for compliance with the Act.

Manages the business service functions of the Commission, including communications, purchasing, all contracts, leases, maintenance, property management and management analysis.

Coordinates and participates in special projects, including development of electronic filing programs for reports and statements filed under the Act with the FPPC and with state and local filing officers, forms simplification, development of new workshop formats, including videotape and internet programs. Assists in the design, development and maintenance of materials published on the agency website. May represent the Commission on regional and statewide committees and boards.

Provides ethical executive leadership and advice regarding administrative issues. Leads with a strong people-centered, customer service-based approach. Serves as a chief advisor to the ED on organization-wide policy issues. Acts for the ED in their absence, along with other members of the Executive Management Team.

Directs programs for the Information Technology support for the Commission in coordination with the Chief Information Officer.

***SPECIAL REQUIREMENTS***

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Fair Political Practices Commission's current telework policy. While FPPC supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the FPPC.

**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://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=428798> or forward a State application (Std. 678) and résumé to:

Fair Political Practices Commission  
Human Resources Office  
1102 Q Street, Suite 3050  
Sacramento, CA 95811

**Contact:** Pennie Conroy, (279) 237-5943

04/29/2024

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.