POSITION: STAFF SERVICES MANAGER I – 24 MONTH LIMITED TERM POSITION
325-100-4800-901

DIVISION: LEGAL DIVISION

SALARY: $6,760 - $8,398

FINAL FILING DATE: JUNE 22, 2024

DUTIES AND RESPONSIBILITIES
Supervises a team of Political Reform Consultants whose duties include reviewing all new and amended conflict of interest codes to ensure that the more than 900 state and multi-county agencies are completing the necessary documentation and are preparing a legal document that tailors the reporting requirements of the Act to the duties performed by positions at the respective agency. Requires comprehensive knowledge of agency and governmental processes and functions. This position reviews the work of staff and also manages a personal conflict of interest code workload.

Supervises the agency’s advice email function ensuring answers are provided accurately and timely to thousands of questions each year. This position requires a very thorough understanding of the Political Reform Act including the campaign, personal financial interest, lobbying, conflict of interest and gift and travel provisions. This position reviews the work of staff, elevates questions to the appropriate level, and also provides answers directly to requestors.

Helps prepare and review educational materials and programs (e.g. webinars, seminars, fact sheets, manuals and state and local campaign filing schedules). Responds to highly technical questions from staff in all divisions of the Fair Political Practices Commission. Conducts and oversees trainings or presentations on email advice functions, conflict of interest codes and other functions of the unit.

SPECIAL REQUIREMENT: 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.

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://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=436653 or forward a State application (STD. 678) and résumé to:

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

Contact: Pennie Conroy, (916) 327-8692