



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**POSITION:** STAFF SERVICES ANALYST, FAIR POLITICAL PRACTICES COMMISSION

**DIVISION:** Legal Division – Advice Email and Conflict of Interest Codes Program

**SALARY:** \$3,298 – \$5,360 *Effective July 1, 2020, State employees are subject to a 9.23% salary reduction in exchange for up to 16 hours of the Personal Leave Program 2020 (PLP 2020) per month.*

**FINAL FILING DATE:** February 15, 2021

**Duties and Responsibilities:** Under the direction of the SSM I, Advice Email and Conflict of Interest Codes, Legal Division respond in writing via email and occasionally by phone or in person to inquiries concerning technical interpretations of the Political Reform Act (“the Act”) including campaign, statement of economic interest, lobbying, gifts and some conflict of interest issues. Make informed decisions concerning appropriate interpretations of the Act’s provisions, commission regulations and opinions to send to advice requestors. Work independently and in coordination with the Political Reform Consultants and the SSM I to advise and provide consultation to government officials at all levels of government, to candidates for elective office, committee treasurers, business entities, lobbyists and lobbyist employers who have obligations under the Act, as well as to public officials such as city and county clerks, city attorneys and district attorneys.

Prepare new and amended conflict of interest codes to ensure that state and multi-county agencies complete the necessary documentation required under the Political Reform Act, which requires a development of knowledge of agency and governmental processes and functions. Review and analyze conflict of interest codes to ensure that designated employees are properly identified and the scope of their disclosure is tailored to the appropriate decision making duties. Prepare OAL notices for conflict of interest codes and complete filings related to such. Prepare contact lists and correspondence related to biennial notices that are sent out to state and local agencies. Organize and conduct follow-up and outreach regarding biennial notices. Monitor, track and organize information received in email boxes where correspondence is received from the public and other agencies. Post links and documents to the FPPC website.

Provide support for Legal Division administrative staff. Work with Legal Division attorneys on regulatory updates; suggest proposed legislative and regulatory revisions that will further the purposes of the Act. May be assigned to research projects, proofread documents, file regulations with OAL, mail preparation, responding to Public Records Act requests, tracking advice letter requests and other administrative tasks. May be assigned to assist with outreach and trainings. Other duties as required.

**Who May Apply:** Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement) may apply.

**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 this position please apply at [www.calcareers.ca.gov](http://www.calcareers.ca.gov) or forward a State application (STD. 678) and résumé to:

Fair Political Practices Commission  
Personnel Office  
1102 Q Street, Suite 3000  
Sacramento, CA 95811

**Contact:** Pennie Conroy, (916) 327-8692

02/01/2021

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.