



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: STAFF SERVICES ANALYST, FPPC

POSITION NUMBER: 325-200-5697-004

DIVISION: ENFORCEMENT DIVISION

SALARY: \$3,298 - \$5,360

FINAL FILING DATE: APRIL 12, 2021

DUTIES AND RESPONSIBILITIES: Working independently with minimal review from the Intake Manager, reviews referrals from other agencies about alleged violations, searching public records to proactively uncover violations, contacting alleged violators and referring agencies, and recommending how the Enforcement Division should proceed. Incumbents would also offer violators an opportunity to resolve their violations as required by the program, complete documents necessary for a stipulated resolution, and refer matters that do not settle for further action. Draft streamline stipulations for review and finalization by Political Reform Consultants, the Intake Manager, and the Chief of Enforcement.

Conducts preliminary investigation of referrals and complaints and all supporting evidence as necessary to better assess their merit to determine whether violations of the Political Reform Act likely occurred and to recommend how the Enforcement Division should respond. This requires incumbents to obtain, analyze, and evaluate documentary evidence, talk to individuals who may have knowledge of violations, and prepare correspondence and chronologies detailing the results of the inquiries made. This evaluation requires a detailed analysis of facts provided by complainants and referring agencies, and the application of interpretations of the Political Reform Act (including Commission regulations, opinions, and advice) to the information. At the conclusion of each evaluation, incumbents prepare requests for full investigation, rejections, or other proposed resolutions in the form of memos and letters or other documents describing the basis for that decision.

Responds orally to complainants, alleged violators, and other law enforcement agencies regarding inquiries about whether a violation likely occurred, whether a complaint should be filed, and the basis for the resolution of specific complaints. Confers with staff regarding questions and problems pertaining to the application of provisions of the Political Reform Act to specific factual situations. Consults with staff and makes recommendations on the technical aspects of proposed legislation and regulations affecting enforcement of the Political Reform Act. Provides testimony concerning the Political Reform Act in civil, administrative, and criminal cases. Acts as back-up for CPRA staff. Generally, this requires identification of a Public Records Act request, logging the request, conducting research in the Enforcement Division database and identifying Enforcement documents to be disclosed, retrieving files from storage, ensuring that an acknowledgement letter is sent within 10 days of receipt of a request, coordinating copying and disclosure to requestors. Performs other duties as required.

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://jobs.ca.gov> or forward a State application and résumé to:

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

Contact: Pennie Conroy, (916) 327-8692

04/02/2021

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