



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: Staff Service Manager I Specialist, FPPC Legal

SALARY: \$7172.00 - \$8910.00

DIVISION: Legal Division

FINAL FILING DATE: October 22, 2025

*** Please note that this position is limited term up to 12 months ***

DUTIES AND RESPONSIBILITIES

Acts as the unit's specialist to provide assistance to a team of Political Reform Consultants whose duties include reviewing all new and amended conflict of interest codes to ensure that the over 900 state and multi-county agencies are completing the necessary documentation and are preparing a legal document that tailors the reporting requirements of the Political Reform Act to the duties performed by positions at the respective agency. Requires comprehensive knowledge of agency and governmental processes and functions. This position reviews and manages staff work, including a personal conflict of interest code workload.

Act's as the unit's specialist to oversee and manage the agency's advice email function, ensuring answers are provided accurately and promptly to thousands of questions each year in all areas of the Political Reform Act. This position requires in-depth knowledge of the Political Reform Act, including the campaign, personal financial interest, lobbying, conflict of interest (Form 700 reporting), and gift and travel provisions. This position also reviews staff work and 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 of the Commission's divisions.

Performs other duties as required.

****This position is subject to the filing requirements for Form 700 Statement of Economic Interests. ****

Who May Apply: Individuals eligible for appointment to the above class (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=495048>

Or forward a State application (STD. 678) and résumé to:

Fair Political Practices Commission

Attn: Michelle Rios

1102 Q Street, Suite 3050

Sacramento, CA 95811

Contact: Michelle Rios, (279) 237-5996

10/8/2025

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.