



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

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**POSITION:** SUPERVISING SPECIAL INVESTIGATOR I (Non Peace Officer)

**DIVISION:** ENFORCEMENT DIVISION

**SALARY:** \$7,417 - \$9,682

**FINAL FILING DATE:** FEBRUARY 13, 2024

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### DUTIES AND RESPONSIBILITIES:

Manage the investigation of complaints of suspected violations of the Political Reform Act through direct supervision of the activities of the Special Investigators. Typical duties include: assignment of cases for investigation; monitoring the progress of cases assigned; establishing uniform standards for investigations and investigative reports; providing guidance to staff; assisting in formulating and articulating a plan for conducting an effective investigation, including determining what evidence needs to be obtained and what method should be employed to obtain it; training Special Investigators in techniques to improve interview and writing skills; reviewing final summary reports for accuracy and completeness; and assembling and analyzing workload data relating to the performance of the Enforcement Division.

Manage an investigative caseload consisting of complex and serious violations of the Political Reform Act.

Assist the Chief of the Enforcement Division in creating, coordinating and implementing enforcement division policies. Specifically creates and implements a continuous training program for investigators.

Direct others, including the Enforcement SSA/AGPA, to manage and train Enforcement intern program as well as the proactive identification of violations programs.

Establish and maintain cooperative relationships with Federal, State and local officials and agencies.

**SPECIAL REQUIREMENTS** – This position is 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.

**WHO MAY APPLY:** Individuals who have eligibility for appointment to the above classes (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=415006> or forward a State application and résumé to:

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

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

01/30/2024

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