



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: Supervisor I, Intake Manager

SALARY: \$7172.00 - \$8910.00

DIVISION: Enforcement

FINAL FILING DATE: April 28, 2026

DUTIES AND RESPONSIBILITIES

Under the direction of the Enforcement Chief and Assistant Chief of Enforcement, incumbents have primary responsibility for the evaluation, analysis, and resolution of the Enforcement Division's intake workload, which consists of allegations of violations of the Political Reform Act of 1974. Incumbents are also responsible for overseeing this function to manage Enforcement Intake Personnel. Assignments require incumbents to have a high level of technical expertise in all aspects of the Political Reform Act, an ability to gather necessary information to assess the validity of alleged violations, an ability to apply their expertise to evaluating alleged violations, an ability to resolve matters as directed, and an ability to lead others in order to maintain consistency in both evaluation of complaints as well as production of public documents.

Working independently, reviews all complaints and referrals upon receipt, demands for civil action, and supporting evidence, to determine whether violations of the Political Reform Act likely occurred and to recommend how the Enforcement Division should respond. Assign Intake PRC and SSA workload, then work with the Intake Team to process, analyze and make recommendations on complaints and referrals received, including supervisory review of staff's work product. This evaluation requires a detailed analysis of facts provided by complainants and filing officers and the application of technical, quasi-legal interpretations of the Political Reform Act (including Commission regulations, opinions, and advice) to the complainant's information at the direction of the Enforcement Chief and Assistant Enforcement Chief. Conducts preliminary gathering of evidence related to complaints as necessary to better assess the merits. This requires incumbents to obtain, analyze, and evaluate documentary evidence, talk to individuals who may have knowledge of violations, and prepare chronologies, correspondence, and reports detailing the results of these efforts. At the conclusion of each evaluation, incumbents prepare requests for case opening, or rejection letters to complainants, respondents, and other law enforcement agencies, describing the basis for that decision. Prepares the schedule for PRC/SSA phone/email coverage and responds to questions from PRCs/SSAs and interns regarding the process and review of complaints. Mentors the PRCs/SSAs. Reviews standard intake letters for consistency. Reviews work of PRCs, SSAs, and Intake Interns and coordinates attendance, leave and expectations regarding work product. Meets with PRCs and SSAs regularly for updates, both individually and as a team.

Performs duties necessary to implement special enforcement programs. This includes, under the direction of the Enforcement Chief and Assistant Enforcement Chief, responding to referrals from other agencies about alleged violations, searching public records to proactively uncover violations, contacting alleged violators, offering violators an opportunity to resolve their violations as required by the program, completing documents necessary for a stipulated resolution, preparing and updating the Intake Desk Manual and referring matters that do not settle for further action. Reviews proposed correspondence and stipulations for consistency in form

Responds orally to complainants, alleged violators, and other law enforcement agencies regarding inquiries about potential violations, the complaint intake process, 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. 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=514109>

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

04/06/2026

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.

