



STATE OF CALIFORNIA  
FAIR POLITICAL PRACTICES COMMISSION

# JOB OPPORTUNITY BULLETIN

**DIVISION:** Enforcement

**POSITION:** AGPA, FPPC Legal Analyst – Analyst II

**SALARY:** \$6,031.00 - \$7547.00 per month

**FINAL FILING DATE:** June 13, 2026

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## DUTIES AND RESPONSIBILITIES

**Case Documents and Administrative Support:** Provides support to the Division's attorneys, including drafting closure letters, drafting streamline evaluations, drafting streamline stipulations, drafting probable cause reports and preparing probable cause packets, drafting accusations and preparing the accompanying documents, and preparing documents and exhibits for default cases and default application packages. Provides support to the Division's attorneys for evidentiary matters, such as preparing records and/or discovery production, supporting documents and exhibits for probable cause proceedings, administrative hearings, and default cases. Provides administrative support, including proofreading and fact and citation checking. Prepares and processes legal documents as needed for clerk's judgments, civil proceedings and administrative proceedings.

**Prior and Comparable Case Resolutions and Charts:** Organizes and maintains the Division's prior cases charts to provide the Division's attorneys with comparable case information for prosecution documents and to assist them in determining consistent and appropriate case resolution recommendations. Analyzes and compares an existing case with prior cases and provides the Division's attorneys with comparable case summaries. Organizes and maintains separate prior case charts for closure letters issued, streamline cases and mainline cases.

**Templates, Legal Research, Reports and Manuals:** Organizes, maintains, and updates the Division's Warning Letter, PREP and Streamline Programs documents and templates, and other Division letters and forms. Performs legal research upon request, and organizes and catalogs legal research, which includes database research and reports, charts, and other supporting materials. Provides research materials to the Division's attorneys and other Division staff. Assists attorneys and other staff with research questions and projects. Maintains and updates the Division's operations plan and relevant desk manuals.

**Back-up Other Positions:** Trains and learns other Enforcement Division Support Staff positions' duties to temporarily assist in backing up those positions when needed. Performs other duties as required.

**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: [CalCareers Job Posting](#) or forward a State application (STD. 678) to:

Fair Political Practices Commission

Attn: Michelle Rios

1102 Q Street, Suite 3050

Sacramento, CA 95811

or

[mrrios@fppc.ca.gov](mailto:mrrios@fppc.ca.gov)

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.