



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

DIVISION: ENFORCEMENT DIVISION

POSITION: POLITICAL REFORM CONSULTANT II

SALARY: \$6,623 - \$8,290 per month

FINAL FILING DATE: August 30, 2026

Duties Include:

Under the direction of the Intake Manager and Assistant Chief of Enforcement - Intake, 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. 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, and an ability to resolve matters as directed.

Desirable Qualifications:

Working independently, reviews all complaints 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. This evaluation requires a detailed analysis of facts provided by complainants 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 conclusion of each evaluation, incumbents prepare requests for full investigation, or closure letters to complainants, respondents, and other law enforcement agencies describing the basis for that decision.

Conducts preliminary investigation of complaints as necessary to better assess the merit of the complaints. This requires incumbents to obtain, analyze, and evaluate documentary evidence, interview individuals who may have knowledge of violations, and prepare correspondence and investigative reports detailing the results of the investigations undertaken

Responds to referrals from other agencies about alleged violations, searches public records to proactively uncover violations, contacts and interviews alleged violators, analyzes cases to determine appropriate resolutions, and works with violators to settle cases by issuing warning letters, offering violators an opportunity to resolve their violations through the Department's PREP program, and completing documents necessary for a stipulated resolution, as applicable. Refers matters that do not settle for further action

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. Reviews reconsideration requests and prepares reconsideration documents for review/approval by the Assistant Chief of Enforcement – Intake and Executive Director

Acts as a "lead" for the Intake team, which includes training new employees, reviewing documents drafted by SSAs and PRCs, and assisting with the more difficult and sensitive matters processed through Intake.

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.

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 this 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

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