



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

DIVISION: ENFORCEMENT

POSITION: SSA, FPPC/ANALYST I

SALARY: \$3167.00- \$4839.00 per month

FINAL FILING DATE: July 23, 2026

Duties Include:

Under the direction of the Enforcement Division Chief, the Assistant Enforcement Division Chief and the Attorney Supervisor of the Fair Political Practices Commission, the Staff Service Analyst, FPPC (CPRA and SEI Support) performs a variety of analytical duties to support the daily activities of the Enforcement Division Chief and the Enforcement Division.

Desirable Qualifications:

Candidates must be able to perform the following functions with or without reasonable accommodations.

Coordinate CPRA: Manages the processing of all requests for Enforcement Division documents received under the California Public Records Act ("CPRA"). Generally, this requires identification of a request, logging the request, conducting research in the Enforcement Division database and identifying Enforcement Division documents to be disclosed, retrieving files from storage, ensuring that a response letter is sent within 10 days of receipt of a request, communicating and coordinating with the assigned attorney regarding the response, coordinating copying and disclosure to requestors. Trains attorneys and other staff regarding the Enforcement Division CPRA policies and procedures.

Process SEI Late-filer Referrals: Assists with the processing of Statements of Economic Interests ("SEI") non-filer referrals, including completing evaluations; contacting filing officers to confirm or obtain information; contacting filers to get compliance; and drafting warning letters and/or streamline stipulations for Enforcement Intake Manager and Enforcement Chief approval. Submits evaluations and other documents to the Enforcement Intake Manager for review/approval. Finalizes and sends warning letters.

Train Staff, and Update and Maintain CPRA Manual: Trains Enforcement Division staff regarding Enforcement Division CPRA policies and procedures. Updates and maintains the Enforcement Division CPRA Manual.

Back-up Other Positions: Trains and learns other Enforcement Division Support Staff positions' duties to temporarily assist in backing up those positions when needed. Acts as back up for processing mail, opening and closing cases, updating the Enforcement Division portion of the Commission's website, posting documents after necessary redaction to Commission's website, and sending closure letters, as well as other Enforcement staff positions. 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 [Cal Careers 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

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.