



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**POSITION:** CEA

**POSITION NO.:** 325-200-7500-001

**DIVISION:** ENFORCEMENT DIVISION

**SALARY:** \$7,442.00 - \$17,513.00 – *(pay is commensurate with experience)*  
*Salaries do not reflect reductions arising from the COVID-19 pandemic.*

**FINAL FILING DATE:** UNTIL FILLED

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***SCOPE OF POSITION***

Under the administrative direction of the Fair Political Practices Commission Executive Director, the Enforcement Division Chief, is responsible for planning, organizing, directing, reviewing, and managing the work and staff of the Enforcement Division. The Enforcement Division Chief, is also responsible for the formulation and implementation of enforcement policy under the guidance of the Commission and Executive Director and provides input to the Commission and Executive Director on a broad range of policy issues.

***DUTIES AND RESPONSIBILITIES***

Manages the investigation, filing, and prosecution of complaints and cases before the Commission; maintains liaison with the Attorney General’s office, District Attorney’s office, local ethics commissions and the Franchise Tax Board to coordinate their investigatory roles and findings; and manages investigations of political practices regulated by the Commission; develops findings or positions on cases brought before the Commission; testifies before the Commission, courts, and legislative committees relative to Commission’s program.

Management of the Enforcement Division requires very close policy and operational coordination with all other division chiefs, the Executive Director, and the Chairman of the Commission, on a daily basis to insure consistency and harmony of policy and function. Coordinate the sharing of ideas and suggestions for regulations and legislation to improve the Political Reform Act with the other divisions. Supervises certain staff and supervisors directly.

The Division Chief is responsible for the creation, coordination, implementation of enforcement policy on a statewide program. Policy formulation includes case evaluation criteria, charging guidelines, public relations on enforcement matters, confidentiality and interpretation and application of the law.

The Chief of Enforcement Division has training responsibilities for all enforcement staff in all phases of their work assignments with special emphasis on investigation and litigation skills, techniques, tactics and strategy. Provides assistance and training to other law enforcement agencies throughout the state on the investigation and prosecution of Political Reform Act cases.

***SPECIAL REQUIREMENTS***

Member of the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

**How to Apply:** Applications will be screened and only the most qualified candidates will be scheduled for an interview. Please apply on the CalCareers web site at <https://www.jobs.ca.gov> or forward a State application (Std. 678) and résumé to:

Fair Political Practices Commission  
Human Resources Office  
1102 Q Street, Suite 3000  
Sacramento, CA 95811

**Contact:** Pennie Conroy, (916) 327-8692

08/18/2020

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