



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: ATTORNEY, FPPC ENFORCEMENT **POSITION NO.** 325-200-6186-009

WORKING TITLE: ATTORNEY, FPPC ENFORCEMENT (Intake Group)

DIVISION: ENFORCEMENT DIVISION

SALARY: \$7,737 - \$11,173

FINAL FILING DATE: MARCH 25, 2024

DUTIES AND RESPONSIBILITIES

Working independently, reviews complaints upon assignment, 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. Working with the Intake Team to process, analyze and make recommendations on complaints and referrals received, including the more difficult and sensitive complaints and referrals, to determine whether violations of the Political Reform Act have occurred. This evaluation requires a detailed analysis of facts provided by complainants and the application of legal interpretations of the Political Reform Act (including Commission regulations, opinions, and advice) to the complainant's information. Conducts preliminary gathering of evidence of 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 documents detailing the results of these efforts. At the conclusion of each evaluation, incumbents prepare memoranda, requests for full investigation or prosecution, or rejection letters to complainants, respondents, and other law enforcement agencies describing the basis for that decision. Implementing prosecutorial decisions as directed by the Enforcement Division Chief. Responding to questions from PRCs/SSAs and attorneys regarding the process and review of complaints and researching legal questions. Conferring with staff regarding questions and problems pertaining to the application of provisions of the Political Reform Act to specific factual situations. Responds orally to complainants, alleged violators, and other agencies regarding inquiries about whether a violation likely occurred, whether a complaint should be filed, and the basis for the resolution of specific complaints.

Prosecutes alleged violations of the Political Reform Act. Typical duties include: creating investigation plans; analyzing evidence; drafting documents in connection with civil and administrative enforcement actions; proposing resolutions to the Enforcement Division Chief, and conducting settlement negotiations. Prepare cases for, and represent the Enforcement Division at, administrative hearings, probable cause conferences, and civil court proceedings. Appear in all of the courts of record in the state to prosecute and defend actions on behalf of the Commission. Research, prepare and write documents, including complaints, motions, discovery, settlement documents, correspondence, and all other documents necessary to bring the case to resolution. Assist with the presenting of stipulated settlements when needed.

Performs duties necessary to implement special enforcement programs. Complete assigned proactive inquiries and projects. Review records for disclosure to the press and public under the California Public Records Act.

Assist the Enforcement Division Chief in the development of policy for the Enforcement Division. Perform work on special projects at the direction of the Enforcement Division Chief. Train, assist and review work of other staff. Do other related work as assigned.

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.)

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Fair Political Practices Commission's current telework policy. While FPPC supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the FPPC.

Who May Apply: Individuals who have eligibility 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=421590> or forward a State application (STD. 678) and résumé to:

Fair Political Practices Commission
Attn: Pennie Conroy
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