



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: ATTORNEY SUPERVISOR

SALARY: \$12,590.00 - \$16,900.00

DIVISION: ENFORCEMENT DIVISION

FINAL FILING DATE: October 27, 2025

DUTIES AND RESPONSIBILITIES

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

Plans, organizes, directs and reviews the work of a team of attorneys and legal staff, including developing strategy and tactics in civil and administrative enforcement actions. Develops, provides and/or coordinates relevant substantive training to increase subordinate staff knowledge and skills. Evaluates the performance of subordinate staff, coaches subordinate staff when performance issues arise, and takes or effectively recommends appropriate action, when needed. Interviews and selects or actively participates in the interview and selection process for subordinate staff. Performs administrative tasks related to subordinate staff, including but not limited to receiving and reviewing daily work logs, approving or denying time off requests, reviewing and approving timesheets, onboarding, training, and offboarding subordinate staff, and completing probationary and annual performance reviews.

Independently manages and prosecutes a partial investigation caseload of the more difficult and sensitive cases to determine whether violations of the Political Reform Act and/or Government Code 1090 have occurred. Makes recommendations to the Chief, Enforcement Division and/or Assistant Chief, Enforcement Prosecutions Team, whether enforcement action should be initiated and the appropriate disposition of each case, and implements prosecutorial decisions as directed by the Chief and/or Assistant Chief, Enforcement Prosecutions Team. Typical duties include: assisting investigators in devising and implementing an investigative plan; analyzing testimonial and documentary evidence; drafting opinions concerning penalties, prosecution and immunity; preparing memoranda, letters, closure documents, probable cause reports, accusations, stipulations, civil pleadings and other writings in connection with civil and administrative enforcement actions; conducting settlement negotiations; presenting stipulated settlements, default decisions, and proposed administrative decisions to the Commission. Independently works on several complex matters simultaneously. Assists with the presenting of stipulated settlements when needed.

Prepares for and conducts complex administrative hearings, probable cause conferences, and civil court proceedings. Appears in all courts in this state to prosecute and defend actions on behalf of the Commission. Assists and confers with Enforcement Division management in the development of policy and procedures for the Enforcement Division. Performs work on special projects at the direction of the Chief, Enforcement Division, and Assistant Chief, Enforcement Prosecutions Team. Acts for the Assistant Chief, Enforcement Prosecutions Team, as needed. Performs other related work as assigned.

SPECIAL REQUIREMENTS

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.

ADDITIONAL QUALIFICATIONS Active status in the California State Bar

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=495473> or forward a State application (STD. 678) and résumé to:

Fair Political Practices Commission
Attn: Michelle Rios
1102 Q Street, Suite 3050
Sacramento, CA 95811

Contact: Michelle Rios, (279) 237-5996

10/13/2025

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.