



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

THIS IS A PROMOTIONAL OPPORTUNITY FOR FPPC ELIGIBLE CANDIDATES ONLY

POSITION: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST, FPPC – SEI UNIT

DIVISION: ADMINISTRATION / TECH DIVISION

SALARY: \$5383 - \$6739

FINAL FILING DATE: JULY 7, 2022

Duties and Responsibilities: Perform filing officer duties in a lead role for statements of economic interests received at the FPPC. This responsibility includes reviewing and analyzing statements to ensure compliance with the law, independently preparing written correspondence, providing technical support to telephone inquiries and working with the Manager, SEI Unit, develops manuals, disclosure forms and other written informational material and develops and implements filing officer procedures and programs.

Lead over the Agency's reception area staff which includes one (1) Office Technician and support staff from the SEI Unit. The incumbent will train staff on reception area duties such as answering and forwarding telephone calls, opening and processing mail, greeting Agency visitors and other related activities. Incumbent will ensure that public requests for Form 700s are timely processed and available for public inspection. The incumbent is responsible for organizing and directing the work of the reception area staff to maintain adequate staffing and workflow. Monitors, logs, and processes incoming SEI electronic filing certification applications and independently performs form testing. Incumbent will work directly with the agency's Chief Information Officer, Staff Services Manager, software vendors and filing officers to ensure electronic filing programs meet the agency's regulatory and procedural requirements.

Serves as lead over the SSAs in the agency's statement of economic interests filing officer outreach program providing one-on-one and group training to state and local officials throughout California. Working directly with the Manager, SEI Unit, incumbent will respond to the more technical and difficult procedural questions, provide training and follow up on tasks such as letter ticklers and non-filer reports. The incumbent will serve as back up for SSAs who are out due to vacations and sick leave.

Who May Apply: FPPC individuals who have list eligibility for appointment to the above class..

How to Apply: If you wish to be considered for this position, please apply at:
<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=314297> or forward a State application (Std. 678) and résumé to:

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

Contact: Pennie Conroy, (916) 327-8692

06/27/2022

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.