



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**POSITION:** ASSOCIATE PERSONNEL

**ANALYST**

**SALARY:** \$ 5,855.00 - \$ 7,327.00

**DIVISION:** ADMIN

**FINAL FILING DATE:** JULY 2, 2025

### ***DUTIES AND RESPONSIBILITIES***

Independently perform all payroll transactions for the Commission. Processes and maintains all transactional documents about personnel requests, appointments, separations, benefits, and miscellaneous payroll. Consult with management on salary determinations for staff. Independently maintains complex position control functions, including position information and position history. Maintains records retention for all personnel documents. Consults with, advises, and recommends personnel policies, standards, rules, and procedures to management. Advises management on procedures and guidelines about personnel transactions. Analyzes and makes recommendations for improvements in the agency's personnel program.

Independently maintain the California Leave Accounting System (CLAS) by providing a variety of personnel-related functions and services, including daily attendance tracking/leave balance accounting, position control, and position information and position history. Prepares monthly reports about civil service leave balances and distributes them to Commission supervisors. Acts as a liaison for the new California State Payroll System (CSPS) Project.

Maintain the classification and pay plan of the agency and make recommendations to management on the establishment or abolishment of classes. Advises management on revising class specifications, salary range, and salary adjustments for individual employees. Interprets, analyzes, and applies all state civil service laws and rules.

Advise employees on benefits eligibility and eligibility for making changes to benefits, compose memos to employees regarding benefits and new benefits, and process all benefits documents, including health enrollment forms, through the CalPERS system.

Perform hiring processes by composing and distributing job bulletins, checking the availability of current employment lists or appropriate lists from other departments using the ECOS On-Line System, and confirming applicant eligibility for appointment—process employment list certification through the ECOS On-Line Certification System. Independently conduct orientation for all new employees, civil service, and exempt.

Function as FMLA coordinator, Workers' Compensation coordinator, and Catastrophic Leave coordinator. Researches, analyzes, develops, publishes, and implements departmental policies and procedures for FMLA, Workers' Compensation, Non-Industrial Disability Leave, State Disability Insurance, Catastrophic Leave, etc. Function as Commission liaison with CalHR, SPB, and SCO for all human resource needs.

Create, maintain, and update HR desk manual procedures. Coordinate and facilitate compliance with laws regarding mandatory training for managers, supervisors, and all employees.

Special Projects and annual compliance reporting, including Workforce Analysis, Schedule 8, Language Survey, etc.

***SPECIAL REQUIREMENTS***

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on the 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 eligible 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=482017>

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