



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: CEA (B) - Chief of Enforcement (Hybrid)

POSITION NO.: 325-200-7500-xxx

DIVISION: ENFORCEMENT DIVISION

SALARY: \$10,048.00 - \$20,748.00 – (pay is commensurate with experience)

FINAL FILING DATE: UNTIL FILLED

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**SCOPE OF POSITION**

Under the administrative direction of the Fair Political Practices Commission (Commission) and the Executive Director, the Enforcement Division Chief (Enforcement Chief) is responsible for planning, organizing, directing, reviewing, and managing the work and staff of the Enforcement Division. The Enforcement 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**

Uses their extensive management experience to manage the investigation, filing, and prosecution of complaints and cases before the Commission with an emphasis on the use of meetings, written guidelines and clear direction; 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 and ethics 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.

Very close policy and operational coordination with other division chiefs, the Executive Director, and the Chair of the Commission, daily 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.

Responsibility for the creation, coordination, implementation of enforcement policy on a statewide program. Policy formulation includes incorporating the Commission’s policy directives, including maintaining an open caseload at a level consistent with Commission policy direction, case evaluation criteria that maintains focus on more serious violations of the Act while processing inadvertent and minor violations as quickly as possible, charging guidelines, public relations on enforcement matters, confidentiality and interpretation and application of the law. The Enforcement Chief is responsible for written policies that comprise the system for the allocation and completion of Enforcement workload and show a fair and efficient allocation of work among Enforcement Division staff, including (i) Prioritization of cases based on factors such as age of the case, the applicable statutes of limitations, the priorities of the Commission, and participation and contact from the Respondent to resolve the case; (ii) Assignment of the most complicated matters to senior staff; (iii) Reassignment of matters if they are determined to involve violations that are more or less complicated than what was believed at the time of initial assignment to staff, and (iv) For each complaint or referral assigned to Enforcement staff, assignment of specific target deadlines for completion of tasks at each stage of an Enforcement matter.

Presenting quarterly progress reports to the Commission on achieving the goals stated to reduce caseload numbers, lower process times for cases and resolve complaints and referrals within two years of receipt (except where the Enforcement Chief determines that circumstances warrant a longer period of time) as well as any observations/ recommendations the Enforcement Chief may have concerning the need for additional policies/resources to achieve those goals.

Implement training 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.)

The duties of this position require some days per week in the office and others can be performed from home.

**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://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=468002> or forward a State application (Std. 678), Statement of Qualifications, and résumé to:

Fair Political Practices Commission  
Attn: Angel Moreno  
Human Resources Office  
1102 Q Street, Suite 3050  
Sacramento, CA 95811

**Statement of Qualifications. Use 12-point font and adhere to a 3-page maximum.**

1. **Management.** Describe your experience, and the number of years engaged in, organizing and managing a program. The response must be high-level, but specific enough to provide the general nature of the services provided and your involvement in the oversight and management. Include any examples demonstrating (1) supervising the investigation, filing, and prosecution of complaints and cases, (2) leadership and management of professional and administrative staff, and (3) implementing quality improvement measures.
2. **Legal Experience.** Describe your experience with the practical understanding and implementation of laws, rules, and regulations of a regulatory agency, including any experience with the Political Reform Act. Specifically, describe your experience in a legal office handling high volume cases or investigations, and experience in administrative hearings, trials, or other judicial proceedings. Describe and provide examples of your ability to analyze complex problems, recommend and initiate effective courses of action and develop and implement policies and procedures as appropriate, especially in the legal context.
3. **Leadership.** Provide an example of your experience providing leadership over the implementation of a program, and your specific involvement with setting directions and/or establishing parameters by which the implementation was to occur. Please include whether your efforts were successful or not. Specifically describe examples of how you have exercised sound judgment in allocating limited resources to ensure the quality and quantity of the work meets expectations. Describe your leadership skills and provide examples of your ability to think strategically and function effectively as a member of an executive management team.
4. **Communication.** Describe your experience which demonstrates your ability to communicate effectively, both orally and in writing, with employees, stakeholders, fellow leadership, courts, and members of oversight agencies. Experience with representing an organization using excellent writing and verbal communication skills. Describe your ability to develop and foster collaborative partnerships with all levels of staff in state government, other regulatory agencies, members of the press and the public.

5. **Coaching.** Describe your experience which demonstrates your ability to coach employees and create a positive work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.