



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: POLITICAL REFORM CONSULTANT I / ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

DIVISION: LEGAL DIVISION

SALARY: \$5,383.00 - \$6,739.00

FINAL FILING DATE: UNTIL FILLED

Duties and Responsibilities: Under the direction of the SSM I, Advice Email and Conflict of Interest Codes, Legal Division, respond in writing via email and occasionally by phone or in person to inquiries concerning technical interpretations of the Political Reform Act; make decisions concerning analytical interpretations of the Act's provisions, commission regulations and opinions; work independently and advise and provide consultation to elected and appointed officials at all levels of government, to candidates for elective office, committee treasurers, business entities, lobbyists and lobbyist employers who have disclosure obligations under the Act, as well as to public officials such as city and county clerks, city attorneys and district attorneys who serve as filing officers or enforcement officers.

Under the direction of the SSM I, Advice Email and Conflict of Interest Codes, Legal Division, prepare new and amended conflict of interest codes in a timely manner to ensure that state and multi-county agencies complete the necessary documentation required under the Political Reform Act, which requires a comprehensive knowledge of agency and governmental processes and functions. Review and analyze conflict of interest codes to ensure that designated employees are properly identified and the scope of their disclosure is tailored to the appropriate decision making duties.

Under the direction of the SSM I, Advice Email and Conflict of Interest Codes, Legal Division, prepare and update forms, manuals and educational materials; conduct educational seminars throughout the State for election officials, officeholders, candidates, campaign committees, and other persons and groups involved with the administration of and compliance with the Act. Assigned seminars can occur outside an employee's regular working hours and may involve travel. Work with Legal Division attorneys on regulatory updates; draft advice letters; suggest proposed legislative and regulatory revisions that will further the purposes of the Political Reform Act. Prepare and file regulatory notices with the Office of Administrative law. Monitor and/or maintain email boxes and databases. Prepare and post materials on the agency website. Other duties as required.

Who May Apply: Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement) may apply.

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 this position please apply at www.calcareers.ca.gov 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

09/02/2021

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.