



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**POSITION:** STAFF SERVICES ANALYST, FPPC  
325-100-5697-003

**DIVISION:** LEGAL DIVISION

**SALARY:** Range A: \$3,534.00 - \$4,428.00  
Range B: \$3,826.00 - \$4,789.00  
Range C: \$4,588.00 - \$5,744.00

**FINAL FILING DATE:** September 21, 2023

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### Duties and Responsibilities:

Evaluate, prepare and remediate educational materials and publications including campaign and lobbying manuals, fact sheets, PowerPoint presentations, forms, webinars and online videos to ensure compliance with accessibility standards and related state policies. Design, maintain and update FPPC web pages in accordance with accessibility compliance standards. Knowledge of ADA compliance standards highly desired. Conduct data entry for Form 803 behested payment reports in consultation with the Political Reform Consultants and the Manager of the Education and External Affairs Unit. Respond in writing via email and by phone to inquiries regarding the Form 803 behested payment electronic filing system and amendment filing requests. Log and maintain records of Form 800 series and upload required forms to the FPPC website.

Assist with development and updates of educational materials and publications including campaign and lobbying manuals, fact sheets, FPPC web pages, PowerPoint presentations, forms, online videos in consultation with Political Reform Consultants, Desktop Publisher and Manager of Education and External Affairs Unit. Graphic design skills and knowledge of Adobe InDesign highly desired. Act as back-up support to Political Reform Consultants by assisting with research and providing telephone or email advice to members of the public, and to state and local officials. Requires research and knowledge or ability to learn provisions of the PRA, including economic interests and campaign reporting requirements, lobbying disclosure, and conflict of interest codes. Questions are highly technical in nature.

Collaborate with the Manager of the Political Reform Education Program (PREP), members of the Education & External Affairs Unit, and Legal staff to work on special projects such as pre-election outreach, filing schedules, compiling and posting top donor lists, campaign disclosure reports, and other projects, as needed. Other duties as required. May be assigned to assist with conflict of interest codes, written advice, proofreading and filing regulations, proofreading advice letters and advice letter mailing preparation, and other administrative tasks.

**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.

**Who May Apply:** Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement) may apply. Please apply at: <https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=391934> or forward a State application (STD. 678) **AND** résumé to:

Fair Political Practices Commission  
Personnel Office  
1102 Q Street, Suite 3050  
Sacramento, CA 95811

**Contact:** Pennie Conroy, (916) 327-8692

09/07/2023

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.