



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

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

DIVISION: LEGAL DIVISION

SALARY: Range A: \$3,448.00 - \$4,320.00
Range B: \$3,733.00 - \$4,672.00
Range C: \$4,476.00 - \$5,604.00

FINAL FILING DATE: JANUARY 15, 2022

Duties and Responsibilities: Develop, write, proofread and update training materials and publications including campaign and lobbying manuals, fact sheets, FPPC web pages, PowerPoint presentations, forms, webinars and online videos in consultation with the Political Reform Consultants and the Manager of the Education Program including making materials ADA compliant. Knowledge of Adobe InDesign required. Graphic design skills highly desired. Conduct data entry for Form 803 behested payment reports in consultation with the Political Reform Consultants and the Manager of the Education Program and assist the Email Advice and Conflict of Interest Code Program with biennial notices, conflict of interest code amendments and outreach in the form of follow-up calls and emails to conflict of interest code biennial notice non-filers.

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. Assist with delivering educational training to state and local clerks and filing officers, government officials, candidates, and campaign committees. Help prepare and present workshops and webinars to groups ranging in size from 1 to 100 attendees. Requires public speaking skills, knowledge of PowerPoint, and travel throughout the state of California. Assigned training events may occur outside of incumbent's regular work hours.

Collaborate with the Manager of the Email Advice and Conflict of Interest Code Program, members of the Education Program, and Legal staff to work on special projects such as filing schedules, compiling and posting top donor lists, campaign disclosure reports, and other projects, as needed.

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

12/17/2021

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.