



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: MANAGEMENT SERVICES TECHNICIAN

DIVISION: ENFORCEMENT DIVISION

SALARY: RANGE A: \$3,353 - \$4,201
RANGE B: \$3,786 - \$4,743

FINAL FILING DATE: AUGUST 2, 2024

DUTIES AND RESPONSIBILITIES:

Opening/Closing Procedures: Open and close complaints and cases in the Enforcement Division database. Upload complaints, referrals, AdWatch and case closure documents to the Enforcement Division database. Close out any remaining physical case files, when applicable. Run reports in the Enforcement Division database to track case closures. Redact and remediate all case closure letters to be ADA compliant in advance of website posting. Upload documents after redaction and remediation to the Commission's website.

Administrative Support: Process all incoming mail for the Enforcement Division, and distribute to the applicable Enforcement Division staff. Maintain the Enforcement Division mailboxes. Manage supplies. Mail packages for staff via U.S. Mail and FedEx. Copy and scan documents. Redact and remediate documents to be ADA compliant in advance of website posting. Check for open Enforcement complaints/cases in the Enforcement Division database. Submit tracing requests for current address information. Coordinate, prepare and send all outgoing mail via U.S. Mail for Enforcement Division staff. Coordinate the Enforcement Division timesheets. Send correspondence. Prepare daily Enforcement report and send to Executive Staff.

Correspondence: Draft and send pre-hearing notifications of Commission Hearings to sworn complainants for stipulations and defaults on monthly Commission Meeting Agendas. Draft and send post-hearing notifications to respondents and sworn complainants that stipulations have been approved by the Commission. Notify District Attorneys and the Attorney General's office upon receiving certain types of complaints. Complete proofs of service after service by mail of documents, when required. Draft and send closure letters and warning letters, when assigned.

Back-up Other Positions and Maintain Desk Manual: Train and learn other Enforcement Division Support Staff positions' duties to temporarily assist in backing up those positions when needed. Update and maintain the Management Services Technician Desk Manual.

Files and Records: Request and return records from State Records Center and keep a log of activity. Organize the Enforcement Division file room. Identify methods for storage and retrieval of Enforcement Division files at both on-site and off-site locations. Monitor compliance with the records retention plan and coordinate the reorganization of files for storage and destruction.

Special Requirement: 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).

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=440835> or forward a State application and résumé to:

Fair Political Practices Commission, HR
1102 Q Street, Suite 3000
Sacramento, CA 95811

Contact: Pennie Conroy, (279) 237-5943

07/12/2024

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.