



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: POLITICAL REFORM
CONSULTANT I, FPPC

SALARY: \$ 5,855.00 - \$ 7,327.00

DIVISION: LEGAL DIVISION

FINAL FILING DATE: July 23, 2025

DUTIES AND RESPONSIBILITIES

Incumbents must be able to perform the following functions with or without reasonable accommodation. Responds orally (in person or by telephone) and occasionally in writing (including providing email advice) to members of the public, state and local officials, lobbyists, employers, and to clerks and filing officers concerning the technical interpretations of the Political Reform Act. Requires research, collaboration with the SSMI and members of the EEAU, and knowledge of all provisions of the Political Reform Act, including economic interests and campaign reporting requirements, lobbying disclosure, and conflict of interest codes. Questions may be highly technical.

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

Collaborates with the SSMI I, Telephone Advice & Education Outreach Unit, and Legal Division staff to develop, write, and update training materials, FPPC web pages, and other educational materials such as fact sheets. Incumbents must know or learn complex specifics of the Political Reform Act, including research, analysis, and documentation of new and existing statutes and regulations.

Collaborates with the SSMI – Telephone Advice & Education Outreach Unit, and Legal Division staff to work on special projects such as drafting letter templates and documents, overseeing the filing and processing of behested payment reports (Form 803) and other 800 series forms agency reports, campaign disclosure reports, and other projects, as needed. 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 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, external affairs communications, and aid other programs within the Legal Division and other tasks.

SPECIAL REQUIREMENTS

This position may be eligible for teleworking. The amount of teleworking is at the discretion of the Department and based on the Fair Political Practices Commission's current telework policy. While FPPC supports teleworking, 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 eligible for appointment to the above class (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=484137>

Or forward a State application (STD. 678) and résumé to:

Fair Political Practices Commission

Attn: Michelle Rios

1102 Q Street, Suite 3050

Sacramento, CA 95811

Contact: Michelle Rios, (279) 237-5996

07/09/2025

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.