



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**POSITION: POLITICAL REFORM CONSULTANT I**

**SALARY: \$6031.00 – 7547.00**

**DIVISION: LEGAL DIVISION**

**FINAL FILING DATE: October 22, 2025**

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***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 prepares new and amended conflict of interest codes promptly 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 correctly 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 prepares and updates forms, manuals, and educational materials; conducts 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 include 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; Under the direction of the SSM I, Advice Email and Conflict of Interest Codes, Legal Division, works on special projects such as overseeing local email advice boxes, enforcement liaison, code repeals, and code extensions; other duties as required.

\*\*\* This position is subject to the Form 700 Statement of Economic Interests filing requirements. \*\*\*

### ***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 (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=495078>

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) 237-5997

10/08/2025

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.