



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: STAFF SERVICES ANALYST, FPPC – 12 MONTH LIMITED TERM
325-001-5697-901

DIVISION: EXECUTIVE OFFICE

SALARY: RANGE A: \$3,534 - \$4,428
RANGE B: \$3,826 - \$4,789
RANGE C: \$4,588 - \$5,744

FINAL FILING DATE: FEBRUARY 18, 2023

DUTIES AND RESPONSIBILITIES:

Independently schedules and organizes monthly Commission meeting and Committees meetings by working with executive staff to establish meeting dates and deadlines; Maintains excellent communication with Division Chiefs regarding project deadlines; prepares the agenda for the Commission meeting and Committee Meetings; facilitates approval and distribution of agenda documents to Commissioners, staff, and the public; distributes and posts comment letters in a timely manner; and maintains official copies of Commission meeting agendas and supporting documents; prepare and transcribe minutes after each Commission meeting.

Attends all Commission and Committees meetings serving as Commission Assistant during the meeting; calls the roll, takes detailed notes, and records votes on action items; works with the Information Technology Unit to record meetings and download recordings for permanent record-keeping purposes; understands open meeting requirements and ensures compliance; composes action minutes for the Executive Director's review and places minutes on the next agenda for approval of the Commissioners; maintains official copies of meeting minutes and prepares the Commission meeting room in advance of all Commission meetings and events.

Provides support for the Chair, Commissioners, and Executive staff. Makes business travel and lodging arrangements, prepares and processes payroll forms and expense claims, and maintains records to ensure that staff and Commissioners receive their reimbursements. Schedules appointments for the Chair and Executive staff, maintains the Chair's calendar.

Provides analytical support to the Chair, Commissioners, and Executive staff, exercising excellent judgment and analysis in referring inquiries to the appropriate staff; independently drafts correspondence for review and signature by the Chair and Executive Director; updates Commission statutes and regulations materials; and provides timely response to Public Records Act requests for documents maintained in the Executive division.

Provides support for the Executive Director by facilitating approval of documents and maintaining files. Independently drafts letters, logs information, mails correspondence with legal proof of service, and maintains files of confidential documents requiring Executive Director approval or oversight, including documents pertaining to requests for committee termination extensions, probable cause hearings, administrative law judge decisions, formal complaints, executive orders, and conflict-of-interest codes.

Receives and triages a wide variety of incoming telephone calls, emails, visitors and correspondence. Organizes calendar; analyzes and composes correspondence on a wide range of subjects requiring a thorough knowledge of the policies and procedures of the Commission. Independently analyzes and responds to inquiries by providing factual information or referring questions to appropriate staff member for assistance.

Analyzes staff-generated and other correspondence submitted to the Chair and Executive Director to determine appropriate routing, ensuring these materials are processed and tracked in a timely manner. Drafts responses to requests to reopen committees and other subjects as assigned by the Chair and Executive Director; reviews outgoing correspondence prepared by other staff members for consistency according to administrative policy, as well as, format, grammatical construction, and grammatical errors. Review and edit reports, correspondence and speeches.

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.

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 this position, please apply at the Cal Careers website:

<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=350987>

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

01/19/2023

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.