



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: STAFF SERVICES ANALYST, FPPC

DIVISION: ENFORCEMENT DIVISION

SALARY: RANGE A: \$3,448 - \$4,320
RANGE B: \$3,733 - \$4,672
RANGE C: \$4,476 - \$5,604

FINAL FILING DATE: JANUARY 21, 2022

DUTIES AND RESPONSIBILITIES:

Chief Aide: Support and assist the Enforcement Division Chief. Duties include: Research and analyze documents related to ongoing enforcement investigations and possible application of administrative termination, maintain and execute the administrative termination program, and prepare and maintain templates for Enforcement Division case documents and letters, including streamline stipulations, closure letters and other program documents as directed. Analyze and evaluate data to create spreadsheets and timelines. Independently develop and prepare a variety of routine and specialized workload reports in narrative, chart and graphic formats, including: (1) monthly status reports of cases, complaints and referrals; (2) an ongoing comprehensive listing of various data regarding cases prosecuted; (3) identifiable trends regarding cases prosecuted; (4) staff case lists; and (5) annual reports. Communicate in writing and telephone with respondents, complainants and members of the public, when needed. Schedule meetings, trainings, and interviews either in agency conference rooms, or over Zoom and MS Teams. Assist with requests for documents in response to media inquiries, including conducting research through the Enforcement Division database and records, identifying documents to be disclosed, retrieving files, evaluating and ensuring that non-disclosable information is redacted, and providing releasable documents to the Enforcement Division Chief. Update and make changes to the Enforcement pages of the agency's website. Review letters prepared for website posting by other Enforcement Staff. Perform work on special projects at the direction of the Enforcement Division Chief.

Agenda Coordinator: Facilitate and coordinate the production of the Enforcement Division agenda items for the monthly Commission meetings. Duties include: Gather all items from staff (stipulations, payments, agenda summaries, etc.); compile, organize and track what is submitted to be presented to the Commission; remind staff of agenda due dates; track all payments and verify full payments have been made; check agenda summaries for errors, formatting and consistency; compare paper documents with their electronic versions; remediate all stipulations to be ADA compliant in advance of website posting with the agenda. Prepare and coordinate with the Enforcement Division Chief the Monthly Enforcement Division Executive Staff Report. Prepare and provide a binder of all monthly agenda items for the Enforcement Division Chief's use. Provide all approved mainline stipulations to the Enforcement Division Chief and the Commission Chair for signature. Provide all streamline stipulations to the Enforcement Division Chief for signature. Send closure tasks to staff for all approved agenda items. Other tasks related to the agenda as directed by the Enforcement Division Chief.

Communication and Staff Support: Keep current email lists and contact lists for Enforcement Division personnel. Keep desk manual updated. Assist with on-boarding and off-boarding Enforcement Division staff. Coordinate with other state and local agencies on Enforcement Division matters. Communicate with clerks and filing officers. Obtain campaign statements from the Secretary of State's Office and other filing officers. Act as back up for Enforcement Division database administration, processing mail, opening and closing cases, sending closure letters, and scanning and/or uploading documents.

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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://jobs.ca.gov> or forward a State application and résumé to:

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

Contact: Pennie Conroy, (916) 327-8692

01/07/2022

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