



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**POSITION:** STAFF SERVICES ANALYST,  
EXECUTIVE RESEARCHER

**SALARY:** \$ 3,749.00 - \$6,093 .00

**DIVISION:** EXECUTIVE OFFICE

**FINAL FILING DATE:** January 24, 2025

---

### ***DUTIES AND RESPONSIBILITIES***

Candidates must be able to perform the following functions with or without reasonable accommodations: The Executive Researcher will serve as the main source of information for Executive Staff when questions arise regarding legislative, regulatory and policy ideas and share news regarding the undertakings of other ethics commissions.

Responsible for conducting research, analyzing data, and writing reports as necessary to support the needs of both the Executive Director and Chair of the Commission.

As requested by the Executive Director, research questions that arise from Executive staff, including legislative histories, other jurisdictions' positions, and media searches.

Responsible for developing and maintaining relationships with other ethics agencies to effectively collaborate to achieve the goals of the Commission. Assist the Executive staff in coordinating outreach and partnerships with other agencies, including quarterly CA Ethics agency meetings. Responsible for preparing memoranda to reflect the outcomes of these meetings. Responsible for monitoring the activities of other ethics agencies and reporting developments to Executive staff.

Produce written materials to explain the Commission's goals, initiatives, proposals, and process of work; this includes both writing and editing materials. Work closely with management and team members to ensure the materials are formatted and distributed in a method that provides the maximum exposure to potential readers. Assist with the development and maintenance of the Commission's website, responsible for the planning and creation of new website pages and features and assists in analyzing website content to ensure that it conveys accurate and timely information and meets accessibility guidelines. Responsible for assisting in the development and implementation of the Commission's social media strategy.

Act in a lead support role for all conferences, symposiums, and other events the Commission takes part in.

Responsible for coordinating with relevant stakeholders to provide logistical support to ensure the success of events.

### ***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=463069>

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

Fair Political Practices Commission

**Attn: Angel Moreno**

1102 Q Street, Suite 3050

Sacramento, CA 95811

**Contact:** Angel Moreno, (279) 237-5992

01/14/2025

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.