



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: SPECIAL INVESTIGATOR (Non-Peace Officer)
325-200-8612-004

DIVISION: ENFORCEMENT

SALARY: \$4,802.00 - \$7,476.00

FINAL FILING DATE: May 11, 2021

Duties and Responsibilities: Analyze and evaluate facts, statements and other evidence obtained from investigations which relate to possible violations of the Political Reform Act. Formulate and articulate a plan for conducting an effective investigation, including determining what evidence is needed to validate the allegation(s) as well as determine if the evidence supports violation(s) of the PRA.

Locate, contact, and interview individuals who may have knowledge of activities that constitute violations of the Political Reform Act. Use proprietary databases to locate witnesses and obtain evidence pursuant to the investigation, including Accurant, Real Quest, and Lexis-Nexis. Articulate and present to case attorney, Supervising Special Investigator, and Enforcement Chief the results of the interviews as well as the next step in the investigation.

Prepare correspondence, case chronologies, spreadsheets of financial and evidentiary data, subpoenas for records and appearance, and clear, concise investigative reports detailing case summations, analyses and evidence received in connection with investigative objectives

Obtain, analyze and evaluate public documents filed with the Secretary of State, Fair Political Practices Commission and other state and local agencies, including campaign statements, Statements of Economic Interests, marriage records, licenses, and criminal & civil court records.

Establish and maintain cooperative relationships with federal, state, local officials and agencies.

Serve legal papers, subpoenas and other legal documents. Appear as a witness at civil or administrative proceedings.

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. Please apply on the CalCareers web site at <https://www.jobs.ca.gov> or forward a State application (Std. 678) and résumé to:

Fair Political Practices Commission
Attn: Pennie Conroy
1102 Q Street, Suite 3000
Sacramento, CA 95811

Contact: Pennie Conroy, (916) 327-8692

04/27/2021

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.