



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: Staff Services Analyst, FPPC Legal

SALARY: \$3861.00 - \$6276.00 (Staff Services Analyst)

DIVISION: Legal Division

FINAL FILING DATE: October 8, 2025

DUTIES AND RESPONSIBILITIES

Carry out the day-to-day operations of the Political Reform Education Program (PREP), including participant registration and enrollment, technical assistance, statements and reports review, and certification completion. Processing PREP referrals requires contacting filing officers to obtain additional information and contacting learners to obtain compliance.

Collect and organize statistical data and create reports regarding PREP.

Work with other staff on various special projects, including processing late filer referrals to determine whether violations of the Political Reform Act likely occurred and qualify for PREP. This evaluation requires an analysis of facts provided by filing officers and respondents and the application of interpretations of the Political Reform Act to the referral information.

Other special projects may include pre-election outreach to candidates and committees who failed to timely file their pre-election campaign statements and reports, and/or failed to include the required disclosure on their advertisements.

Assist with creating, updating, and testing PREP courses designed to educate public officials, lobbyists, and others involved in the political process who have committed minor violations of the Political Reform Act. Update informational and educational materials and publications provided by the agency in consultation with the Political Reform Consultants and the Program Manager of Education and External Affairs. Requires knowledge or ability to learn provisions of the PRA, including economic interests and campaign reporting requirements, behested payments and lobbying reporting requirements, advertising and mass mailing disclosure requirements, etc.

Assist the Education unit with various tasks, including conducting outreach and education to members of the public.

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

Who May Apply: Individuals eligible 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=492704>

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) 237-5996

9/17/2025

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.