



**CALIFORNIA FAIR POLITICAL PRACTICES COMMISSION**  
1102 Q Street • Suite 3050 • Sacramento, CA 95811

**DUTY STATEMENT**

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| <b>DUTY STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Effective Date: |
| Division:<br>Enforcement Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Position Number:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |
| Hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Position Title:<br>Attorney Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |
| Incumbent:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Working Title:<br>Attorney Supervisor – Enforcement Prosecutions Team                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |
| <p>The Mission of the FAIR POLITICAL PRACTICES COMMISSION (FPPC) is to promote the integrity of representative state and local government in California through fair, impartial interpretation and enforcement of political campaign, lobbying, and conflict of interest laws.</p> <p>The Mission of the Enforcement Division is to provide for the timely and impartial investigation and prosecution of alleged violations of the Political Reform Act. The Enforcement Division is assigned to investigate alleged violations of the Act, and where appropriate, initiate formal administrative or civil enforcement proceedings. The Enforcement Division conducts investigations relating to both state and local matters.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |
| <p><b>Reporting Relationships:</b> Reports to the Assistant Chief, Enforcement Prosecutions Team. Supervises a team of Attorney IIIs, Attorney Is and/or other legal staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |
| <p><b>Function:</b> Under the direction of the Chief, Enforcement Division, and Assistant Chief, Enforcement Prosecutions Team, the Attorney Supervisor – Enforcement Prosecutions Team, supervises the work of a group of subordinate attorneys and legal staff who perform a wide variety of legal work, with varying levels of complexity, and personally performs the more difficult, complex, and sensitive legal work of the Enforcement Division with minimal direction and performs at a high level of responsibility.</p>                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |
| % of time Performing duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
| 60%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p>Candidates must be able to perform the following functions with or without reasonable accommodations.</p> <p><b>Supervising Attorneys and Legal Staff:</b> Plans, organizes, directs and reviews the work of a team of attorneys and legal staff, including developing strategy and tactics in civil and administrative enforcement actions. Develops, provides and/or coordinates relevant substantive training to increase subordinate staff knowledge and skills. Evaluates the performance of subordinate staff, coaches subordinate staff when performance issues arise, and takes or effectively recommends appropriate action, when needed. Interviews and selects or actively participates in the interview and selection process for subordinate staff. Performs administrative tasks related to subordinate staff, including but not limited to receiving and reviewing daily work logs, approving or denying time off requests, reviewing and approving timesheets, onboarding, training, and offboarding subordinate staff, and completing probationary and annual performance reviews.</p> |                 |

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| 25% | <b>Prosecution Caseload:</b> Independently manages and prosecutes a partial investigation caseload of the more difficult and sensitive cases to determine whether violations of the Political Reform Act and/or Government Code 1090 have occurred. Makes recommendations to the Chief, Enforcement Division and/or Assistant Chief, Enforcement Prosecutions Team, whether enforcement action should be initiated and the appropriate disposition of each case, and implements prosecutorial decisions as directed by the Chief and/or Assistant Chief, Enforcement Prosecutions Team. Typical duties include: assisting investigators in devising and implementing an investigative plan; analyzing testimonial and documentary evidence; drafting opinions concerning penalties, prosecution and immunity; preparing memoranda, letters, closure documents, probable cause reports, accusations, stipulations, civil pleadings and other writings in connection with civil and administrative enforcement actions; conducting settlement negotiations; presenting stipulated settlements, default decisions, and proposed administrative decisions to the Commission. Independently works on several complex matters simultaneously. Assists with the presenting of stipulated settlements when needed. |
| 10% | <b>Hearings, Conferences and Proceedings:</b> Prepares for and conducts complex administrative hearings, probable cause conferences, and civil court proceedings. Appears in all courts in this state to prosecute and defend actions on behalf of the Commission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5%  | <b>Policy and Procedures:</b> Assists and confers with Enforcement Division management in the development of policy and procedures for the Enforcement Division. Performs work on special projects at the direction of the Chief, Enforcement Division, and Assistant Chief, Enforcement Prosecutions Team. Acts for the Assistant Chief, Enforcement Prosecutions Team, as needed. Performs other related work as assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**ADDITIONAL QUALIFICATIONS:** Active status in the California State Bar.

#### **PROFESSIONAL ATTRIBUTES**

In addition to the above, the incumbent possesses the willingness and ability to:

- Get along with others
- Maintain professional relationships with co-workers, opposing counsel, and the public
- Communicate effectively with outside parties and co-workers
- Accept direction from supervisor/lead person
- Abide by work rules
- Accept constructive criticism
- Work effectively within a team environment

#### **ADA REQUIREMENTS**

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

#### **PHYSICAL REQUIREMENTS**

Ability to: operate a motor vehicle; operate a keyboard, facsimile machine, copy machine; move materials weighing up to 20 pounds; stoop, bend, reach to maintain files.

#### **MENTAL REQUIREMENTS**

Ability to: effectively prioritize work and multitask in order to meet deadlines. Incumbents may be required to work under stressful conditions and occasionally work irregular hours.

#### **WORKING CONDITIONS**

The duties of this position are performed indoors 100% of the time. When working in the office, the employee's workstation is located in the Enforcement Division and is equipped with standard or ergonomic office equipment as appropriate.

**ATTENDANCE**

Must maintain regular and acceptable attendance at such level as is determined at the Division's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

*Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation. This will be accomplished by working with the Human Resources Office to ensure federal or state laws and rules and FPPC's policies and processes are adhered to by staff. Responsible for taking a pro-active approach in preventing Human Resources or Equal Employment Opportunity Program policy or process issues by responding appropriately to employee concerns by elevating potential EEO or HR issues to the appropriate personnel. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).*

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*
- *I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT*

**Supervisor's Signature****Supervisor's Name (print)****Date****EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTION LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION*

**EMPLOYEE'S Signature****EMPLOYEE'S Name (print)****DATE****PERSONNEL ANALYST NAME (print)****PERSONNEL ANALYST  
SIGNATURE****DATE**

*\*Duties of this position are subject to change and may be revised as needed or required.*