



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

DUTY STATEMENT	Effective Date
Division: Enforcement Division	Position Number:
Hours	Position Title Attorney, Fair Political Practices Commission - Enforcement
Incumbent	Working Title Attorney, FPPC - Enforcement (Prosecutions Group)
<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>Reporting Relationship: Reports to the Attorney Supervisor, Prosecutions Group, of the Enforcement Division.</p>	
<p>Function: Under the direction of the Enforcement Division Chief, the Assistant Enforcement Division Chief and the Attorney Supervisor of the Fair Political Practices Commission, the Attorney, Fair Political Practices Commission - Enforcement, performs the 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>
55%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>Candidates must be able to perform the following functions with or without reasonable accommodations.</p> <p>Prosecution Caseload: Independently manages and prosecutes a full investigation caseload to determine whether violations of the Political Reform Act have occurred. Makes recommendations to the Chief, Enforcement Division, whether enforcement action should be initiated and the appropriate disposition of each case, and implements prosecutorial decisions as directed by the Chief. Typical duties include: creating investigation plans; analyzing evidence; drafting documents in connection with civil and administrative enforcement actions; proposing resolutions to the Enforcement Division Chief and/or Enforcement Division Attorney Supervisor; and conducting settlement negotiations. Researches, prepares, and writes documents, including complaints, motions, discovery, settlement documents, correspondence, and all other documents necessary to resolve cases. Assists with the presentation of stipulated settlements when needed.</p>

30%	CPRA, Training and Review: Reviews records for disclosure to the press and public under the California Public Records Act. Trains, assists, and reviews the work of other attorneys and staff. Performs legal research as necessary to ensure that responses and procedures are consistent with compliance with the California Public Records Act.
10%	Hearings, Conferences and Proceedings: Prepares for and conducts 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%	Policy and Procedures: Assists the Enforcement Division Chief in the development of policy and procedures for the Enforcement Division. Perform work on special projects at the direction of the Enforcement Division Chief, Assistant Chief, and/or Attorney Supervisor. 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 FPCC'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 Signature

**PERSONNEL ANALYST Name
(print)**

DATE

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