

DUTY STATEMENT

Effective Date

Division:

Enforcement Division

Position Number:

325-200-1816-XXX

Hours

Position Title

Political Reform Consultant II

Incumbent

Working Title

Political Reform Consultant II

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.

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.

FUNCTION

Under the direction of the Intake Manager and Assistant Chief of Enforcement - Intake, incumbents have primary responsibility for the evaluation, analysis, and resolution of the Enforcement Division's intake workload, which consists of allegations of violations of the Political Reform Act of 1974. Assignments require incumbents to have a high level of technical expertise in all aspects of the Political Reform Act, an ability to gather necessary information to assess the validity of alleged violations, an ability to apply their expertise to evaluating alleged violations, and an ability to resolve matters as directed.

Reporting Relationship: Direct Supervisor is the Enforcement Division Intake Manager.

% 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. *(Use additional sheet if necessary)*

ESSENTIAL FUNCTIONS

Candidates must be able to perform the following functions with or without reasonable accommodations:

30%

Working independently, reviews all complaints upon receipt, demands for civil action, and supporting evidence, to determine whether violations of the Political Reform Act likely occurred and to recommend how the Enforcement Division should respond. This evaluation requires a detailed analysis of facts provided by complainants and the application of technical, quasi-legal interpretations of the Political Reform Act (including Commission regulations, opinions, and advice) to the complainant's information. At the conclusion of each evaluation, incumbents prepare requests for full investigation, or closure letters to complainants, respondents, and other law enforcement agencies describing the basis for that decision.

30%

Conducts preliminary investigation of complaints as necessary to better assess the merit of the complaints. This requires incumbents to obtain, analyze, and evaluate documentary evidence, interview individuals who may have knowledge of violations, and prepare correspondence and investigative reports detailing the results of the investigations undertaken.

25%

Responds to referrals from other agencies about alleged violations, searches public records to proactively uncover violations, contacts and interviews alleged violators, analyzes cases to determine appropriate resolutions, and works with violators to settle cases by issuing warning letters, offering violators an opportunity to resolve their violations through the Department's PREP program, and completing documents necessary for a stipulated resolution, as applicable. Refers matters that do not settle for further action.

10%

Responds orally to complainants, alleged violators, and other law enforcement agencies regarding inquiries about whether a violation likely occurred, whether a complaint should be filed, and the basis for the resolution of specific complaints. Reviews reconsideration requests and prepares reconsideration documents for review/approval by the Assistant Chief of Enforcement – Intake and Executive Director.

5%

Acts as a "lead" for the Intake team, which includes training new employees, reviewing documents drafted by SSAs and PRCs, and assisting with the more difficult and sensitive matters processed through Intake.

Confers with staff regarding questions and problems pertaining to the application of provisions of the Political Reform Act to specific factual situations. Consults with staff and makes recommendations on the technical aspects of proposed legislation and regulations affecting enforcement of the Political Reform Act. Provides testimony concerning the Political Reform Act in civil, administrative, and criminal cases. Performs other duties as required.

PROFESSIONAL ATTRIBUTES

All employees are responsible for understanding and demonstrating FPPC's core competencies:

- Strong verbal and written communication skills.
- Knowledge of the Political Reform Act.
- Ability to work both as a team member and independently.
- Ability to research and write memos, letters, and other correspondence
- Ability to conduct a detailed analysis of facts and make recommendations based on that analysis.
- Get along with others.
- Communicate effectively.
- Maintain strict confidentiality of cases.
- Accept direction from supervisor/lead person.
- Work effectively and efficiently to achieve Commission goals.
- Maintain a positive attitude.
- Accept constructive criticism.
- Maintain professional relationships with complainants, respondents, opposing counsel, representatives of other agencies, and co-workers.

ADA REQUIREMENT

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 computer/keyboard, ability to move materials and equipment including boxes up to 40 pounds and travel.

MENTAL REQUIREMENTS

Ability to meet tight timelines/deadlines under stress. Work in a team environment.

WORKING CONDITIONS

The duties of this position are performed indoors 100% of the time. 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

EMPLOYEES 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.*

