



DUTY STATEMENT

Effective Date
Position Number: 325-200-1805-00X
Position Title POLITICAL REFORM CONSULTANT I
Working Title PRC I

Division: Enforcement Division
Hours
Incumbent

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.

Under the direction of the Intake Manager and Assistant Chief of Enforcement, 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: The Political Reform Consultant I, Enforcement Division, reports directly to the 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. <i>(Use additional sheet if necessary)</i>
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30%	<u>ESSENTIAL FUNCTIONS</u> Under the direction of the Intake Manager, 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, rejections, or other proposed resolutions in the form of letters to complainants, respondents, and other law enforcement agencies describing the basis for that decision.
30%	Conducts limited preliminary investigation of complaints as necessary to better assess the merit of the complaints. This requires incumbents to obtain, analyze, and evaluate documentary evidence, talk to individuals who may have knowledge of violations, and prepare correspondence and chronologies detailing the results of the inquiries made.
20%	Performs duties necessary to implement special enforcement programs. This includes responding to referrals from other agencies about alleged violations, searching public records to proactively uncover violations, contacting and talking to alleged violators, offering violators an opportunity to resolve their violations as required by the program, completing documents necessary for a stipulated resolution, and referring matters that do not settle for further action. Draft streamline stipulations, closure letters, and other documents for review and finalization by the Intake Manager, the Assistant Chief of Enforcement, and/or the Chief of Enforcement.
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.
5%	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.

5%	NONESSENTIAL FUNCTIONS 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 • Get along with others • Maintain professional and cordial relationships with co-workers, complainants, respondents, and representatives of other agencies • 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 • 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		
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 sit at a computer terminal while performing research and other duties up to six to eight hours per day; move materials and equipment, including boxes up to 20 pounds.		
MENTAL REQUIREMENTS Ability to work with frequent interruptions and meet tight timelines/deadlines under stress. The employee must display organized thinking and mental flexibility.		
WORKING CONDITIONS The duties of this position are performed indoors 100% of the time. When working at 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.		
<i>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.).</i>		
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
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**Duties of this position are subject to change and may be revised as needed or required.*