



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**POSITION: CEA (B) - Chief of Enforcement (Hybrid)**

**POSITION NO.: 325-200-7500-xxx**

**DIVISION: ENFORCEMENT DIVISION**

**SALARY: \$10,048.00 - \$20,748.00 – (*pay is commensurate with experience*)**

**FINAL FILING DATE: UNTIL FILLED**

Please note that if you have previously applied, there is no need to apply; your application will be considered.

### ***SCOPE OF POSITION***

Under the administrative direction of the Fair Political Practices Commission (Commission) and the Executive Director, the Enforcement Division Chief (Enforcement Chief) is responsible for planning, organizing, directing, reviewing, and managing the work and staff of the Enforcement Division. The Enforcement Chief is also responsible for the formulation and implementation of enforcement policy under the guidance of the Commission and Executive Director and provides input to the Commission and Executive Director on a broad range of policy issues.

### ***DUTIES AND RESPONSIBILITIES***

Uses their extensive management experience to manage the investigation, filing, and prosecution of complaints and cases before the Commission with an emphasis on the use of meetings, written guidelines and clear direction; maintains liaison with the Attorney General's office, District Attorney's office, local ethics commissions and the Franchise Tax Board to coordinate their investigatory roles and findings; and manages investigations of political practices and ethics regulated by the Commission; develops findings or positions on cases brought before the Commission; testifies before the Commission, courts, and legislative committees relative to Commission's program.

Very close policy and operational coordination with other division chiefs, the Executive Director, and the Chair of the Commission, daily to insure consistency and harmony of policy and function. Coordinate the sharing of ideas and suggestions for regulations and legislation to improve the Political Reform Act with the other divisions. Supervises certain staff and supervisors directly.

Responsibility for the creation, coordination, implementation of enforcement policy on a statewide program. Policy formulation includes incorporating the Commission's policy directives, including maintaining an open caseload at a level consistent with Commission policy direction, case evaluation criteria that maintains focus on more serious violations of the Act while processing inadvertent and minor violations as quickly as possible, charging guidelines, public relations on enforcement matters, confidentiality and interpretation and application of the law. The Enforcement Chief is responsible for written policies that comprise the system for the allocation and completion of Enforcement workload and show a fair and efficient allocation of work among Enforcement Division staff, including (i) Prioritization of cases based on factors such as age of the case, the applicable statutes of limitations, the priorities of the Commission, and participation and contact from the Respondent to resolve the case; (ii) Assignment of the most complicated matters to senior staff; (iii) Reassignment of matters if they are determined to involve violations that are more or less complicated than what was believed at the time of initial assignment to staff, and (iv) For each complaint or referral assigned to Enforcement staff, assignment of specific target deadlines for completion of tasks at each stage of an Enforcement matter.

Presenting quarterly progress reports to the Commission on achieving the goals stated to reduce caseload numbers, lower process times for cases and resolve complaints and referrals within two years of receipt (except where the Enforcement Chief determines that circumstances warrant a longer period of time) as well as any observations/ recommendations the Enforcement Chief may have concerning the need for additional policies/resources to achieve those goals.

Implement training for all enforcement staff in all phases of their work assignments with special emphasis on investigation and litigation skills, techniques, tactics and strategy. Provides assistance and training to other law enforcement agencies throughout the state on the investigation and prosecution of Political Reform Act cases.

**SPECIAL REQUIREMENTS**

Member of the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

The duties of this position require some days per week in the office and others can be performed from home.

**DESIRABLE QUALIFICATIONS**

- Experience with the political process and the Political Reform Act.
- Ability to exercise sound judgement in allocating limited resources to ensure the quality and quantity of the work meets expectations.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Experience which demonstrates an ability to communicate effectively, both orally and in writing, with employees, stakeholders, members of the press, fellow leadership, courts, and members of oversight agencies. Ability to gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; and develop and foster collaborative partnerships.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

**How to Apply:** Applications will be screened and only the most qualified candidates will be scheduled for an interview. Please apply on the CalCareers web site at <https://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=477161> or forward a State application (Std. 678), and résumé to:

Fair Political Practices Commission  
Attn: Angel Moreno  
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1102 Q Street, Suite 3050  
Sacramento, CA 95811