



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: Staff Services Analyst, FPPC Legal

SALARY: \$3861.00 - \$6276.00 (Staff Services Analyst)

DIVISION: Legal Division

FINAL FILING DATE: January 14, 2026

DUTIES AND RESPONSIBILITIES

Under the direction of the SSM I, prepare new and amended conflict of interest codes for review promptly to ensure that state and multi-county agencies complete the documentation required under the Political Reform Act. This requires a general knowledge of agency and governmental processes and functions. With oversight, review proposed conflict of interest codes to ensure that designated employees are properly identified and the scope of their disclosure is tailored to the appropriate decision-making duties. Responsible for the conflict of interest code biennial notice program.

Respond in writing via email and occasionally by phone or in person to less complex inquiries concerning technical aspects of the Political Reform Act. In coordination with the Political Reform Consultants, Legal Division Attorneys and SSM I, provide reporting consultation to elected and appointed officials at all levels of government, to candidates for elective office, committee treasurers, business entities, and others who have disclosure obligations under the Act, as well as to public officials such as city and county clerks, city attorneys and district attorneys who serve as filing officers

With direction from the Staff Services Manager I, prepare academic OAL notices for conflict of interest codes and complete filings related to such. Prepare contact lists and correspondence pertaining to biennial notices sent to state and local agencies. Organize follow-up and outreach regarding biennial notices.

Work with Legal Division attorneys on regulatory updates. Suggest proposed legislative and regulatory revisions that will further the purposes of the Political Reform Act. May be assigned to proofread documents, regulation filing, proofreading advice letters and advice letters mailing preparation, responding to public records act requests and other administrative tasks. May be assigned to assist with outreach and training. Monitor and/or maintain email boxes and databases. Prepare and post materials on the agency website as directed—other—other duties as required.

****This position is subject to the Form 700 Statement of Economic Interests filing requirements. ****

Who May Apply: Individuals eligible for appointment to the above class (transfer, list, reinstatement).

How to Apply: Applications will be screened, and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position, please apply at:

<https://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=503092>

Or forward a State application (STD. 678) and résumé to:

Fair Political Practices Commission
Attn: Michelle Rios
1102 Q Street, Suite 3050
Sacramento, CA 95811

Contact: Michelle Rios, (279) 237-5996

12/30/2025

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.