



# DUTY STATEMENT

Effective Date
Position Number: 325-200-7500-xxx
Position Title CEA B
Working Title Enforcement Chief

Division: Enforcement Division
Hours Full time
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.

**CHANGES DEPENDING ON CLASS**

**FUNCTION**

Under the administrative direction of the Fair Political Practices Commission Executive Director, the Enforcement Division Chief is responsible for planning, organizing, directing, reviewing, and managing the work and staff of the Enforcement Division. The Enforcement Division 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.

% 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)

<b>ESSENTIAL FUNCTIONS</b>	
	Candidates must be able to perform the following functions with or without reasonable accommodations.
45%	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.
20%	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.
20%	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 Division 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.
10%	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

5%	<p>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.</p> <p>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.</p>
----	--

**SPECIAL REQUIREMENTS:** Active status in the California State Bar.

**PROFESSIONAL ATTRIBUTES**

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

- Get along with others
- Maintain good communication
- Maintain professional relationships with complainants, respondents, opposing counsel, representatives of other agencies and co-workers
- Communicate effectively with members of the public, co-workers and the members of the Commission
- Work effectively and efficiently to achieve Commission goals
- Accept direction from supervisor/lead person
- Abide by work rules
- Maintain confidentiality of cases
- Accept constructive criticism
- Work effectively within a team environment

**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.

**MENTAL REQUIREMENTS**

Ability to meet tight timelines/deadlines under stress.

**WORKING CONDITIONS**

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

**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

<b>Supervisor's Signature</b>	<b>Supervisor's Name (print)</b>	<b>Date</b>
-------------------------------	----------------------------------	-------------

**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

<b>EMPLOYEE'S Signature</b>	<b>EMPLOYEE'S Name (print)</b>	<b>DATE</b>
-----------------------------	--------------------------------	-------------

PERSONNEL ANALYST NAME (print)	PERSONNEL ANALYST SIGNATURE	DATE

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