



SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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April 30, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

12 April 30, 2013

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

CONFLICT OF INTEREST AND DISCLOSURE CODE (ALL DISTRICTS) (3-VOTES)

SUBJECT

This letter recommends approval of the Conflict of Interest and Disclosure Codes for the Antelope Valley Air Quality Management District; Cerritos Community College District; Department of Public Health; Office of Public Defender; Palmdale School District; Quartz Hills Water District; San Gabriel Unified School District; South Whittier School District; and the West Basin Municipal Water District.

IT IS RECOMMENDED THAT THE BOARD:

Approve the Conflict of Interest and Disclosure Codes for the Antelope Valley Air Quality Management District; Cerritos Community College District; Department of Public Health; Office of Public Defender; Palmdale School District; Quartz Hills Water District; San Gabriel Unified School District; South Whittier School District; and the West Basin Municipal Water District to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In accordance with the Political Reform Act of 1974, the Board of Supervisors is the code reviewing body for Los Angeles County.

Pursuant to Government Code Section 87300, every local government agency must adopt and promulgate a Conflict of Interest and Disclosure Code. The Board of Supervisors must approve the code before it can take effect.

Pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when necessitated by changed circumstances.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County Strategic Goal of Operational Effectiveness.

The proposed Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which individuals in designated positions are required to disclose financial interests at a level appropriate to their decision-making authority.

Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Government Code Section 87300, the code review staff recommends that your Board approve the Conflict of Interest and Disclosure Codes for the agencies listed below.

SUBSTANTIVE CHANGES:

(Antelope Valley Air Quality Management District)

- The Incorporation page has been modified to reflect those positions which will file directly with the Executive Office.
- Changes the title of one (1) position.
- Adds Alternate Members AVAQMD Governing Board to the code.

(Cerritos Community College District)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Deletes the positions of Executive Dean of Community, Industry, and Technology Education and Director of Economic Development due to reorganization.

- Changes the titles of four (4) positions.

(Department of Public Health)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Changes the titles of forty (40) positions.
- Reduces the disclosure of two (2) positions.
- Deletes the title of Director, Public Health Laboratory from the code as it is not a valid title.

(Office of Public Defender)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Changes the title of one (1) position.

(Palmdale School District)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Deletes Assistant Director, Maintenance and Operations from the code.
- Changes the title of one (1) position.
- Adds Assistant Director and Assistant Director, Human Resources to the code.

(Quartz Hills Water District)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Changes the title of one (1) position.

(San Gabriel Unified School District)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Deletes Director II, Special Projects & Assessments and Director II, Student Achievement/BTSA from the code due to reorganization.

- Changes the titles of four (4) positions.
- Adds Program Administrator, BTSA/Special Projects to the code.

(South Whittier School District)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Changes the titles of three (3) positions.
- Adds Director of Special Education/Student Services to the code.

(West Basin Municipal Water District)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Changes the titles of four (4) positions.
- Adds Buyer; Public Information Officer; Water Resources Engineer I; Water Resources Engineer II; and Sr. Water Resources Engineer to the code.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 by requiring the individuals designated in each agency's code to disclose appropriate economic interests.

Respectfully submitted,



SACHI A. HAMAI

Executive Officer, Board of Supervisors

SAH:kw

Enclosures

c: Chief Executive Officer
County Counsel

Conflict of Interest Code
of the

ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act, (Government Code §81000, et seq.), requires state and local government agencies to adopt, and promulgate conflict-of-interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict-of-interest codes, which can be incorporated by reference in any agency's code. After public notice and hearing this regulation may be amended by the FPPC to conform to amendments to the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California Code Regulations §18730 and any amendments thereto which are duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Appendix in which officials and employees are designated and disclose categories are set forth, are hereby incorporated by reference and constitute the conflict of interest code of the ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT (AVAQMD).

Place of Filing of Statements of Economic Interests

Designated employees shall file their statements with the AVAQMD who will make the statements available for public inspection and reproduction (Gov. Code §81008). Upon receipt of the statement(s) for Members, and Alternate Members AVAQMD Governing Board, AVAQMD Hearing Board Members and Alternate Members, and the Air Pollution Control Officer (APOC), the AVAQMD shall make and retain copies and forward the originals to the Los Angeles County Board of Supervisors. Statements of all other designated employees will be retained by the AVAQMD.

**Conflict-of-Interest Code for the
ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT (AVAQMD)**

**APPENDIX "A"
DISCLOSURE CATEGORIES**

CATEGORY 1

Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from sources of the type that provide services, supplies, materials, machinery, or equipment of the type utilized by the AVAQMD.

CATEGORY 2

Interests in real property located within the jurisdiction of the AVAQMD, or within two miles of the boundaries of the jurisdiction of the AVAQMD, or within two miles of any land owned or used by the AVAQMD.

CATEGORY 3

- a) Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from all business entities, governmental entities, and non-profits that are regulated as well as any homeowner/renter that is fined or cited by the AVAQMD.
- b) Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from sources of the type that engage in the acquisition, disposal, or development of real property within the AVAQMD.
- c) Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from sources of the type that regularly engage in the preparation of environmental impact statements or reports.
- d) Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from sources of the type that receive financial or technical assistance from the AVAQMD.

CATEGORY 4

Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from entities subject to inspections by the AVAQMD.

**Conflict-of-Interest Code for the
ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT (AVAQMD)**

APPENDIX “B”

DESIGNATED OFFICIALS / EMPLOYEES

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members, and Alternate Members AVAQMD Governing Board	1, 2, 3
Members and Alternate Members – AVAQMD Hearing Board	1, 2, 3
Air Pollution Control Officer (Executive Director)	1, 2, 3
Deputy Air Pollution Control Officer(s)	1, 2, 3
District Counsel	1, 2, 3
Operations Manager	1, 2, 3
Supervising Air Quality Engineer	1, 2, 3
Supervising Air Quality Specialist	1, 2, 3
Fiscal Services Manager	1, 2, 3
Community Relations and Education Manager	1, 3
Director of Administrative Services	1, 2, 3
Lead Air Quality Engineer	4
Lead Air Quality Instrument Technician	1, 4
Lead Air Quality Specialist	4
Lead Planning and Rulemaking	4
Air Quality Engineer	4

**Conflict-of-Interest Code for the
ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT (AVAQMD)**

**APPENDIX “B”
DESIGNATED OFFICIALS / EMPLOYEES**

Air Quality Instrument Technician	4
Air Quality Specialist	4
Consultant*	

*Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following:

The Air Pollution Control Officer (APCO) may determine in writing that a particular consultant, although in a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in Appendix “A”. Such written determination shall include a description of the consultant’s duties, and based upon that description, a statement of the extent of the disclosure requirements. The Air Pollution Control Officer’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code.

EFFECTIVE:

Conflict of Interest Code
of the

CERRITOS COMMUNITY COLLEGE DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Exhibits designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board of Trustees and President/Superintendent, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

The Conflict of Interest Code and all amendments thereto shall be approved by the Board of Trustees of the agency.

CERRITOS COMMUNITY COLLEGE DISTRICT

EXHIBIT "A"

DISCLOSURE CATEGORIES

A. Officials Who Manage Public Investments

Subject to the provisions of Government Code sections 87200 through 87210, an official in this category shall disclose:

- (a) Interests in real property located within the jurisdiction of the District.
- (b) Business positions, investments, and income (gifts, loans and travel payments).

B. Designated Employees

Category 1: Designated employees whose duties are broad and indefinable.

A designated employee in this category shall disclose:

- (a) Interests in real property located within the jurisdiction of the District. Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence.
- (b) Business positions, investments, and income (gifts, loans and travel payments) from persons and sources which plan to do business, are currently doing business, or have done business within the jurisdiction of the District during the previous two (2) years.

Category 2: Designated employees whose duties involve contracting or purchasing.

A designated employee in this category shall disclose:

Investments and business positions in business entities, income (gifts, loans and travel payments) from sources of the type which plan to do business, are currently doing business, or have done business with the District or College within the previous two (2) years and which provide services, supplies, materials, machinery or equipment of the type utilized by the District.

CERRITOS COMMUNITY COLLEGE DISTRICT

EXHIBIT "A" (Continued)

Category 3: Designated employees whose decisions may affect real property interests.

A designated employee in this category shall disclose:

Investments and business positions in business entities, income (gifts, loans and travel payments) from sources of the type which plan to do business, are currently doing business, or have done business with the District or College within the previous two (2) years and which engage in land development, construction or the acquisition, lease or sale of real property, and all interests in real property located within the jurisdiction of the District.

CERRITOS COMMUNITY COLLEGE DISTRICT

Exhibit B

DESIGNATED OFFICIALS AND EMPLOYEES

1.0 It has been determined that the following designated officials and employees make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Members of the Board of Trustees

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Superintendent/President	1
Vice President of Academic Affairs/ Assistant Superintendent	1
Vice President of Business Services/ Assistant Superintendent	1
Vice President of Student Services/ Assistant Superintendent	1
Vice President of Human Resources/Assistant Superintendent	1
Director of Public and Governmental Relations	2
Director of Research and Planning	2
Director of Purchasing	2, 3
Director of Fiscal Services	2
Executive Director of Foundation & Community Advancement	2

CERRITOS COMMUNITY COLLEGE DISTRICT

EXHIBIT B (Continued)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director of Physical Plant & Construction Services	2, 3
Director of Information Technology	2
Dean of Student Support Services	2
Dean of Disabled Student Program and Services	2
Chief of Police Services	2
Director of Student Activities	2
Dean of Admissions, Records & Services	2

Consultants/New Positions*

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent/President or his or her designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent/President or his or her designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81001.)

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to CCCD which could affect a financial interest of the individual shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act’s exceptions to the definition of consultant.

EFFECTIVE:

Conflict of Interest Code
Of the

PUBLIC HEALTH, DEPARTMENT OF

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,

Section18730) by Reference

The Political Reform Act (Government Code Section 81000 *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Department Head and forward the original of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

PUBLIC HEALTH DEPARTMENT OF

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals, who perform under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be determined by the executive officer (or head) of the agency.

PUBLIC HEALTH DEPARTMENT OF

Exhibit “A” (Continued)

CATEGORY 6

Designated persons in this category must disclose all interests in real property within the geographical area covered by the designated person’s job assignment (i) that is of a type that is inspected, regulated, licensed, or permitted by, or requires a certificate from, the program unit of the Department of Public Health in which the designated person holds his or her position, or (ii) upon which a business operates that manufacturers, provides or sells services and/or supplies with the job assignment of the designated person.

Real property shall be deemed to be within the “geographical area covered by the designated person’s job assignment” if the real property or any part of it is located within that geographical area or not more than two miles outside the boundaries of that geographical area.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 7

Designated persons in this category must disclose investments, business positions, and sources of income (including loans, gifts, and travel payments) in businesses operated for profit and non-profit that either (i) are inspected, regulated, licensed, or permitted by, or require certificates from, the program unit of the Department of Public Health in which the designated person holds his or her position, or (ii) Department of Public Health and associated with the job of assignment of the designated person.

CATEGORY 8

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments), received from businesses that contract for services and/or supplies of a type utilized by or provided to the Department of Public Health and/or its clients, if the businesses are subject to administrative, programmatic, financial or operational audit and associated with the job assignment of the designated person.

PUBLIC HEALTH, DEPARTMENT OF

EXHIBIT “B”

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Accountant III	8
Administrative Assistant III (Division of HIV & Sexually Transmitted Disease Program)	2, 3
Administrative Assistant III (Substance Abuse Prevention and Control)	2, 3
Administrative Deputy, Public Health (Executive Manager, Health Services)	1, 2, 3
Administrative Services Division Manager	2, 3
Administrative Services Manager I (Contracts and Grants)	2, 3
Administrative Services Manager II	2, 3
Administrative Services Manager II (Contracts and Grants)	2, 3
Administrative Services Manager III (Contracts and Grants)	2, 3
Administrative Services Manager III (Human Resources)	2, 3
Administrator, Ambulatory Health Care Center (Director, Office of Women’s Health)	2, 3
Administrator, Specialized Health Programs	2, 3
Animal Sanitation Inspector	8
Area Administrator, Public Health	2, 3
Area Health Officer, Public Health	2, 3
Assistant Chief, Health Facilities Inspection Division	2, 3

PUBLIC HEALTH, DEPARTMENT OF

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Assistant Nursing Director, Administration	2, 3
Assistant Nursing Director, Education	2, 3
Assistant Program Director, Drug Abuse, HS	2, 3
Assistant Program Director, Office Alcohol Programs, HS (Specialized Health Programs: Alcohol and Drug Program)	2, 3
Assistant Program Specialist, PHN (Division of HIV and Sexually Transmitted Disease Programs)	2, 3
Assistant Rehabilitation Center Manager	2, 3
Assistant Staff Analyst, Health (Bioterrorism Preparedness Focus B)	4
Assistant Staff Analyst, Health (Audit and Investigation Division)	8
Assistant Staff Analyst, Health (Division of HIV and Sexually Transmitted Disease Programs)	2, 3
Assistant Staff Analyst, Health (Materials Management)	4
Assistant Staff Analyst, Health (Specialized Health Programs: Bioterrorism Preparedness)	4
Assistant Staff Analyst (Substance Abuse Prevention and Control)	2, 3
Building Crafts Superintendent	4
Chief, Contract Monitoring Services, HS	1, 2, 3
Chief Deputy Director, Public Health	1, 2, 3
Chief, Environmental Health Specialist	2, 3

PUBLIC HEALTH, DEPARTMENT OF

EXHIBIT “B”

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Chief, Fiscal Services, Substances Abuse	4
Chief Health Facilities Inspection Division	1, 2, 3
Chief, Rehabilitation Center	2, 3
Chief Physician I (Director, STD Program)	2, 3
Chief Physician I (Director, TB)	2, 3
Chief Physician I (Specialized Health Programs: Children’s Medical Services)	2, 3
Chief Physician I (Division of HIV and Sexually Transmitted Disease Programs)	2, 3
Chief Physician II (Chief, Acute Communicable Disease Control Program)	2, 3
Chief Physician II (Director, Chronic Disease Prevention)	2, 3
Chief Physician II (Director, Health Assessment and Epidemiology)	2, 3
Chief Physician II (SPA Area Health Officers)	2, 3
Chief Physician III	2, 3
Chief, Public Health Administration	2, 3
Chief, Public Health Investigation	2, 3
Chief Research Analyst, Behavioral Science	2, 3
Chief, Vectorborne Disease Surveillance (Environmental Health Services)	2, 3

PUBLIC HEALTH, DEPARTMENT OF

EXHIBIT "B"

Designated Positions

Disclosure Categories

Clinical Chemist Supervisor I (Chemist Terrorism Laboratory Response Program, Public Health Laboratory)	4
Clinical Lab Scientist, Assistant Administrative Supervisor (Public Health Laboratory)	4
Clinical Lab Scientist, Assistant Administrative Supervisor (Bioterrorism Laboratory Response, Public Health Laboratory)	4
Clinical Microbiologist II (Chemical Terrorism Laboratory Response Team Public Health Laboratory)	4
Clinical Nursing Director I	4
Clinical Nursing Director II	2, 3
Contract Program Auditor (DHSP; SAPC)	8
Departmental Chief Information Officer II (Chief Information Officer, DPH)	4
Departmental Finance Manager III	2, 3
Departmental Human Resources Manager III	2, 3
Departmental Information Security Officer I (Chief Information Security Officer)	4
Director, District Environmental Services	2, 3
Director, Environmental Planning and Evaluation	2, 3
Director, Public Health (Director of Public Health & Health Officer)	1, 2, 3
Environmental Health Assistant Deputy	2, 3
Environmental Health Deputy	2, 3

PUBLIC HEALTH, DEPARTMENT OF

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Environmental Health Services Manager	2, 3
Environmental Health Specialist I	6, 7
Environmental Health Specialist II	6, 7
Environmental Health Specialist III	6, 7
Environmental Health Specialist IV	6, 7
Environmental Health Staff Specialist	6, 7
Environmental Health Technician	6, 7
Environmental Health Training Coordinator	2, 3
Executive Assistant (DPH Board Liaison)	2, 3
Financial Specialist I (Contract Monitoring Division)	8
Financial Specialist II (Contract Monitoring Division)	8
Financial Specialist III (Contract Monitoring Division)	8
Financial Specialist IV (Contract Monitoring Division)	8
Fiscal Officer I (Division of HIV and Sexually Transmitted Disease Program)	8
Graphic Artist	4
Head Contract Program Auditor	2, 3
Head Management Services, Health Services	2, 3

PUBLIC HEALTH, DEPARTMENT OF

EXHIBIT "B"

Designated Positions

Disclosure Categories

Head, Occupational Health Services (Environmental Health Services)	2, 3
Head, Radiation Control (Environmental Health Services)	8
Head Staff Development Specialist (Specialized Health Programs: Bioterrorism Preparedness)	2, 3
Health Care Financial Analyst (Financial Management)	2, 3
Health Facilities Consultant, Dietetics and Food Services	2, 3
Health Facilities Consultant, Nursing	2, 3
Health Facilities Consultant, (Occupational Therapy)	2, 3
Health Facilities Consultant (Physical Therapy)	2, 3
Health Facilities Consultant, Pharmacy	2, 3
Health Facilities Evaluator I	1, 2, 3
Health Facilities Evaluator II	1, 2, 3
Health Facilities Evaluator III	1, 2, 3
Health Facilities Evaluator, Nursing	6, 7
Health Facilities Program Manager	2, 3
Hospital Materials Manager	4
Industrial Hygienist (Environmental Health Services)	6, 7
Information Systems Manager I	4

PUBLIC HEALTH, DEPARTMENT OF

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Information Systems Supervisor I (OAD; STD; PH Lab)	4
Information Systems Supervisor II	2, 3
Information Systems Supervisor III	4
Management Analyst, (Contracts and Grants)	2, 3
Medical Radiation Physicist (Environmental Health Services)	4
Medical Technologists, Data Systems	4
Nurse Manager (Division of HIV and Sexually Transmitted Disease Program)	2, 3
Nursing Director, Administration	2, 3
Pharmacy Services Chief II	2, 3
Pharmacy Supervisor I	2, 3
Physician Specialist (Division of HIV and Sexually Transmitted Disease Program)	2, 3
Physician Specialist (Health Facilities Division)	2, 3
Physician Specialist, MD (Specialized Health Programs: Office of Women's Health)	2, 3
Principal Radiation Protection Specialist (Environmental Health Services)	6, 7
Principal Information Systems Analyst (Environmental Health Services)	4

PUBLIC HEALTH, DEPARTMENT OF

EXHIBIT "B"

Designated Positions

Disclosure Categories

Program Director, Office of Alcohol Programs, HS (Specialized Health Programs: Alcohol and Drug Programs)	2, 3
Procurement Assistant II	4
Program Manager II (Program Manager, Black Infant Health, MCAH)	2, 3
Program Manager II (Division of HIV and Sexually Transmitted Disease Program)	2, 3
Programs Administrator, Health Services	2, 3
Program Specialist, PHN (Division of HIV and Sexually Transmitted Disease Program)	2, 3
Public Health Investigation Manager	6, 7
Public Health Laboratories Assistant Director	4
Public Health Laboratories Director	4
Public Health Microbiology Supervisor I (Supervisors of Laboratory Sections – Bacteriology/Parasitology, Sanitation/Milk & Waters, Molecular Diagnostics, Molecular Epidemiology, Mycobacteriology / Mycology, Virology, Serology, Viral Load, and Safety [PH Laboratory])	4
Public Health Microbiologist Supervisor II (Chemical Terrorism Laboratory Response Program, Public Health Laboratory; Laboratory Technical Supervisor)	4
Radiation Protection Specialist (Environmental Health Services)	6, 7
Rehabilitation Therapy Chief	4
Revenue Manager I (Specialized Health Programs: Children's Medical Services)	8
Revenue Manager II	8

PUBLIC HEALTH, DEPARTMENT OF

EXHIBIT “B”

Designated Positions

Disclosure Categories

Senior Contract Program Auditor	2, 3
Senior Health Facilities Evaluator, Nursing	6, 7
Senior Health Services Fiscal Analyst (Division of HIV and Sexually Transmitted Disease Program)	8
Senior Information Systems Analyst (Acute Communicable Disease Control Program)	4
Senior Physician, M.D. (Bioterrorism Preparedness Focus B, Acute Communicable Disease Control Program)	4
Senior Physician, M.D. (Medical Director, Immunization Program)	2, 3
Senior Radiation Protection Specialist (Environmental Health Services)	6, 7
Senior Staff Analyst, Health (Acute Communicable Disease Control Program)	2, 3
Senior Staff Analyst, Health (Audit and Investigation Division)	2, 3
Senior Staff Analyst, Health (Children’s Health Outreach Initiatives)	2, 3
Senior Staff Analyst, Health (Communicable Disease Control and Prevention)	2, 3
Senior Staff Analyst, Health (Childhood Lead Poisoning Prevention Program)	2, 3
Senior Staff Analyst, Health (Division of HIV and Sexually Transmitted Disease Program)	2, 3
Senior Staff Analyst, Health (Substance Abuse Prevention and Control)	2, 3

PUBLIC HEALTH, DEPARTMENT OF

EXHIBIT “B”

Designated Positions

Disclosure Categories

Senior Staff Analyst, Health (Tobacco Program)	2, 3
Staff Analyst, Health (Audit and Investigation Division)	4
Staff Analyst, Health (Contract Monitoring Division)	8
Staff Analyst, Health (Director, Administration – IS)	4
Staff Analyst, Health (Director of Operations, Immunization Program)	2, 3
Staff Analyst, Health (Specialized Health Programs: Office of Women’s Health)	2,3
Staff Analyst, Health (Substance Abuse Prevention and Control)	2, 3
Staff Analyst, Health (Specialized Health Programs: Bioterrorism Preparedness)	2, 3
Staff Analyst, Health (Specialized Health Programs: Children’s Health Outreach Initiative)	2, 3
Staff Analyst, Health (Specialized Health Programs: Children’s Medical Services)	2, 3
Staff Analyst, Health (Specialized Health Programs: Environmental Health Services)	4
Staff Analyst, Health (Division of HIV and Sexually Transmitted Disease Program)	2, 3
Staff Analyst, Health (Specialized Health Programs: Organizational Development & Training)	2, 3

PUBLIC HEALTH, DEPARTMENT OF

EXHIBIT “B”

Designated Positions

Disclosure Categories

Staff Development Specialist (Specialized Health Programs: Bioterrorism Preparedness)	2, 3
Supervising Administrative Assistant III (Facilities Support Division)	2, 3
Supervising Health Facilities Evaluator, Nursing	6, 7
Supervising Public Health Investigator	7
Supervisor, Contracts & Grants, HS	2, 3
Supply Officer I	4
Video Production Specialist (Specialized Health Programs: Bioterrorism Preparedness)	4
Consultant/New Positions*	5

EFFECTIVE:

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Department Head or his or her designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Department Head or his or her designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Conflict of Interest Code
of the
OFFICE OF PUBLIC DEFENDER

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Public Defender and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

OFFICE OF PUBLIC DEFENDER

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. (See footnote for additional clarification.)

OFFICE OF PUBLIC DEFENDER

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Public Defender	1, 2, 3
Chief Deputy Public Defender	1, 2, 3
Assistant Public Defender	1, 2, 3
Administrative Deputy	1, 2, 3
Departmental Finance Manager II	4
Division Chief	2, 3
Departmental Information Systems Manager	4
Consultant/ New Positions*	5

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Public Defender or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Public Defender or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE:

Conflict of Interest Code
of the

PALMDALE SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its School Board Members, and its Superintendent, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

PALMDALE SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including loans, gifts and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Persons in this category, are those who perform under a charter school agreement, authorized by the Palmdale School District the duties of any position similar to that of any designated position on Palmdale School District's Conflict of Interest Code and shall be required to file Statements of Economic Interest disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under an agreement with the charter school, participate in decisions by providing information, advice, recommendations to his or her charter school(s) which could affect financial interests shall be required to file Statements of Economic Interests. The level of disclosure shall be as determined by the Superintendent (or designee).

PALMDALE SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 6

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. (See footnote for clarification.)

PALMDALE SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, School Board	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent Special Education & Student Services	2, 3
Assistant Superintendent, Educational Services	4
Assistant Superintendent, Human Resources	2, 3
Chief Business Officer	1, 2, 3
Chief Leadership Officer	2, 3
Director	4
Director, Human Resources	2, 3
Assistant Director, Human Resources	2, 3
Assistant Director	4
Management Information Systems Administrator	4
Maintenance and Operations Administrator	1, 4
Warehouse/Purchasing Supervisor	4
Charter School Board Member	1, 2, 3
Charter School Entity	5
*Consultants/New Positions	6

PALMDALE SCHOOL DISTRICT

EXHIBIT "B"

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE:

Conflict of Interest Code
of the

QUARTZ HILL WATER DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members and General Manager and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

QUARTZ HILL WATER DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose, in accordance with this Code, all interests in real property within the jurisdiction of the District, except personal residences or property used primarily for personal recreational purposes. Real Property shall be deemed to be within the jurisdiction of the District if the property or any part of it is located within or not more than two miles outside the boundaries of the District or within two miles of any land owned or used by the District.

CATEGORY 2

Persons in this category shall disclose, in accordance with this Code, all income (including loans, gifts, and travel payments) from, investments in, and business positions with businesses that produce products or provide services of a type utilized by the District, including but not limited to the areas of building materials; construction; motor vehicles; specialty vehicles; vehicle replacement parts; petroleum products; water quality testing; water transmission; water treatment; water distribution; geological tests and reports; maintenance; repair; safety; engineering; provision of water or power; brokering; accounting; auditing; banking; money management; law; insurance; printing; publication; and office equipment or office supplies.

CATEGORY 3

Persons in this category shall disclose, in accordance with this Code, all investments in all income (including loans, gifts, and travel payments) received from or business positions with, any source located or doing business within the jurisdiction or expecting to do business within the jurisdiction. Income (including loans, gifts, and travel payments) received from a public agency need not be disclosed.

CATEGORY 4

Consultants performing the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, consultants who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the District or which could affect financial interests, and those consultants who, under contract, exercise primary responsibility for the management of public investments, shall be required to file Statements of Economic Interests disclosing reportable interests, as determined by the district. (See footnote for clarification.)

QUARTZ HILL WATER DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
General Manager	1, 3
Public Relations/Board Secretary	2
Operations Supervisor	2
Maintenance Crew Leader	2
Consultant/New Positions*	4

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The General Manager or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Public Officials Who Manage Public Investments

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200, et seq.

Members of Board of Directors

EFFECTIVE:

Conflict of Interest Code
of the

SAN GABRIEL UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730 by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members and the Superintendent and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

SAN GABRIEL UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

LIST OF REPORTING CATEGORIES

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of Designated Positions assigned to this disclosure category.

CATEGORY 5

Persons in this category who perform under contract, including consultant contracts, the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, other individuals who, under contract, participate in decisions by providing information, advice, recommendation or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be determined by the Superintendent or designee.

SAN GABRIEL UNIFIED SCHOOL DISTRICT

EXHIBIT "B"

DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board Members	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent, Business Services	1, 4
Assistant Superintendent, Educational Services	4
Assistant Superintendent, Human Resources	2, 3
Director II, Student Support Services	2, 3
Director of Educational and Informational Technology	4
Director of Facilities, Maintenance and Operations	1, 4
Director of Child Nutrition Services	4
Director of Purchasing, Contracts, Use of Facilities, and Reprographic Services	4
Principals	4
Program Administrator, BTSA/Special Projects	4
Coordinator, Special Education	2, 3
Consultant/New Positions*	5

SAN GABRIEL UNIFIED SCHOOL DISTRICT

EXHIBIT “B” (Cont’d)

DESIGNATED POSITIONS

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent or his or her designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent or his or her designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE:

Conflict of Interest Code
of the

SOUTH WHITTIER SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members and Superintendent, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

SOUTH WHITTIER SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. (See footnote for clarification.)

SOUTH WHITTIER SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board of Trustees	1, 2, 3
Superintendent	1, 2, 3
Associate Superintendent of Educational Services	2, 3
Associate Superintendent, Administrative Services and Personnel Management	4
Associate Superintendent of Business Services	1, 2, 3
Director of Special Education/Student Services	2, 3
Director of Special Programs	4
Director of Fiscal Services	4
Director of Food Services	4
Supervisor of Maintenance and Operations	4
Consultant/New Positions *	5

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent or a designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent or the designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE:

Conflict of Interest Code
of the

West Basin Municipal Water District

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Exhibits designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the General Manager, or his or her designee. The District shall make and retain a copy of all statements filed by its Directors and General Manager, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

West Basin Municipal Water District

EXHIBIT A

DISCLOSURE CATEGORIES

The following categories are established for the purpose of conflicts of interest disclosure:

Category 1. Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction, or within two miles of any land owned or used by the District.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

Category 2. Persons in this category shall disclose all investments and business positions.

Category 3. Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

Category 4. Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the District and associated with the job assignment of designated positions assigned this disclosure category.

Category 5. Persons in this category shall disclose all income (including loans, gifts, and travel payments) from any West Basin Municipal Water District employee, any representative or association of such employee; and business positions or income (including loans, gifts, and travel payments) from any entity owned or controlled by such employee or his/her spouse or other financial dependent.

Category 6. Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions, which affect financial interests by providing information, advice, recommendation, or counsel to the agency, which could affect financial interest, shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the General Manager of the District.

West Basin Municipal Water District

EXHIBIT B

DESIGNATED POSITIONS

The following officers and employees shall file Statements of Economic Interests for the specified disclosure categories:

<u>Designated Employees</u>	<u>Disclosure Category</u>
Directors	1, 2, 3
General Counsel	1, 2, 3
General Manager	1, 2, 3
Operations Manager	1, 4
Assistant General Manager	1, 2, 3
Human Resources Officer	4, 5
Board/Administrative Services Manager	4
Public Information & Conservation Manager	4
Chief Financial Officer	2, 3
Engineering Manager	1, 4
Principal Water Resources Engineer	1, 4
Manager of Water Policy & Resources Development	4
Manager of Business Development & Regulatory Affairs	4
Senior Water Use Efficiency Specialist	4
Public Information Specialist I	4
Public Information Specialist II	4
Public Information Specialist III	4
Sr. Environmental Quality Specialist	4
Operations Project Manager	4
Budget and Finance Officer	4

West Basin Municipal Water District

EXHIBIT B

DESIGNATED POSITIONS

<u>Designated Employees</u>	<u>Disclosure Category</u>
Information Technology Specialist	4
Contracts Administrator	4
Buyer	4
Public Information Officer	4
Water Resources Engineer I	4
Water Resources Engineer II	4
Sr. Water Resources Engineer	4
Consultants/New Positions*	6

*Consultants/new positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The General Manager or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code section 81008.)

EFFECTIVE: