

Conflict of Interest Code  
of the

**COMMUNITY & SENIOR SERVICES, DEPARTMENT OF**

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 Department head; or his or her designee. The Department shall make and retain a copy of all statements filed by its Director, and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The Department 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).

## **COMMUNITY & SENIOR SERVICES, 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 gifts, loans and travel payments) and business positions.

#### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans 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 Director or his or her designee of the agency. (See footnote for clarification)

**COMMUNITY & SENIOR SERVICES, DEPARTMENT OF**

**EXHIBIT "A" (CONTINUED)**

**CATEGORY 6**

Persons in this category shall disclose all investments and business positions in and/or income (including gifts, loans and travel payments) received from community based agencies, private schools, corporations, or private sector entities who receive or compete for Federal, State, or County funds to operate programs which serve senior citizens, unemployed persons, refugees, victims of crime, violence, and child abuse, and/or designed to prevent juvenile delinquency, hunger, or malnutrition.

**CATEGORY 7**

Persons in this category shall disclose all income (including gifts, loans and travel payments) from any Community & Senior Services Employee, any representative or association of such employee; and business positions or income (including gifts, loans and travel payments) from any entity owned or controlled by such employee or his/her spouse or other financial dependent.

**COMMUNITY AND SENIOR SERVICES, DEPARTMENT OF**

**EXHIBIT "B"**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Director	1, 2, 3
Chief Deputy Director	1, 2, 3
Assistant Director	1, 2, 3
Administrative Deputy II	1, 2, 3
Administrative Services Manager I	4, 6
Administrative Services Manager II	4, 7
Administrative Services Manager III	4, 6
Chief Community Services Analyst	4, 6
Commissioners, Human Relations	4
Community Center Director I, II	4, 6
Consultants/New Positions*	5
Departmental Finance Manager II	4, 6, 7
Departmental Human Resources Manager II	4, 7
Executive Assistant	4, 6
Fiscal Officer I	4, 6
Fiscal Officer II	4, 6
Human Services Administrator I	4, 6
Human Services Administrator II, III	4, 6
Information Systems Supervisor II	4, 6
Information Technology Manager I	4, 6

**COMMUNITY AND SENIOR SERVICES, DEPARTMENT OF**

**EXHIBIT "B" (Cont'd)**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Management Analyst	4, 6
Program Manager, CS	4, 6
Project Supervisor, CS	4, 6
Data Administrator	4
Principal Information System Analyst	4
Senior Information System Analyst I	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 Director 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 Director 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 DATE: 01/20/2016**