

Conflict of Interest Code  
of the

**LOS ANGELES COUNTY OFFICE OF EDUCATION**

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 (Form 700) shall file their statements with the LACOE Chief Financial Officer. LACOE shall make and retain a copy of all statements filed by the Los Angeles County Board of Education Members, and the Los Angeles County Superintendent of Schools, and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

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

# LOS ANGELES COUNTY OFFICE OF EDUCATION

## 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 a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

### **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 shall disclose all income (including loans, gifts and travel payments) from any Office of Education 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.

**LOS ANGELES COUNTY OFFICE OF EDUCATION**

**EXHIBIT "A"**

**CATEGORY 6**

Persons in this category, are those who perform under a charter school agreement, authorized by the Los Angeles County Board of Education the duties of any position similar to that of any designated position on Los Angeles County Office of Education'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 Los Angeles County Superintendent of Schools (or designee)

# LOS ANGELES COUNTY OFFICE OF EDUCATION

## EXHIBIT "B"

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Board Member, Office of Education	1, 2, 3
Superintendent	1, 2, 3
Deputy Superintendent	1, 2, 3
Chief Academic Officer	1, 2, 3
Chief Educational Program Officer	1, 2, 3
Chief Human Resources Officer	1, 2, 3
Chief Financial Officer	1, 2, 3
General Counsel	1, 2, 3
Director-Governmental Relations	2, 3
Director-Communications Department	4
Chief Grants Development Officer-Grants Development	4
Executive Director, Business and Finance	4
<b><u>Human Resource Services</u></b>	
Director III – Human Resource Services	4, 5
Assistant Director – Human Resource Services	4, 5
Labor Relations Associate	4, 5
Coordinator – Human Resources Information Systems	4, 5
Employee Benefits Specialist	4
Director - Employee Assistance Service for Education	4
Project Director III - Beginning Teacher Programs	4
Coordinator II - Beginning Teacher Programs	4
Labor Relations Advocate	4, 5
Coordinator III	4, 5

**LOS ANGELES COUNTY OFFICE OF EDUCATION**

**EXHIBIT “B”**

**Designated Positions**

**Disclosure Categories**

**Personnel Commission**

Members, Personnel Commission	5
Executive Director – Classified Personnel	4, 5
Coordinator Classified HR	4, 5
Senior Human Resources Analyst	4, 5

**Technology Services**

Chief Technology Officer	4
Director-Technology Infrastructure Services	4
Director – Applications Development and Support	4
Manager – Technology Infrastructure Services	4
Coordinator III – Instructional Technology Outreach	4
Employee Development and Project Manager – Instructional Technology Outreach	4
Information Resources Coordinator - Instructional Technology Outreach	4
Administrative Coordinator – Finance and Administration	4
Director - Instructional Technology Outreach	4
Senior Manager - Applications Development and Support	4
Senior Manager - Technology Infrastructure Services	4
Enterprise Business System Project Director	4

**School Financial Services**

Assistant Director-School Financial Systems and Services	4
Assistant Director-School Accounting and Disbursements	4
Disbursements and Financial Systems Manager	4
School Accounting and Finance Manager	4

LOS ANGELES COUNTY OFFICE OF EDUCATION

EXHIBIT "B"

**Designated Positions**

**Disclosure Categories**

**Accountability, Support, and Monitoring**

Project Director III	4
Director III - Accountability, Support, and Monitoring	4
Director II – Charter Schools	4
Assistant Director	4
Coordinator III – Williams Instructional Materials/Valenzuela Settlement Legislation	4

**Student Support Services**

Director II - Student Support Services	4
Project Director III	4
Project Director III	4
Program Coordinator	4
Project Coordinator	4
Coordinator III	4

**Curriculum and Instructional Services (CIS)**

Director III - Curriculum and Instructional Services	4
Assistant Director - Curriculum and Instructional Services	4
Project Director III	4
Coordinator III History & Social Science/ Reading/ Language Arts	4
Coordinator III – CIS College and Career Readiness	4
Coordinator II – Reading/ Language Arts	4
Coordinator III – Educational Leadership Visual and Performing Arts	4
Coordinator III – Curriculum Support and Assessment	4
Coordinator III – Science/ Mathematics	4
Coordinator II – Physical Education	4
Program Coordinator	4

**LOS ANGELES COUNTY OFFICE OF EDUCATION  
EXHIBIT "B"**

**Designated Positions**

**Disclosure Categories**

**Head Start/State Preschool**

Executive Director – Head Start/State Preschool	1, 2, 3
Assistant Directors-Head Start/State Preschool	4
Program Manager	4
Operations Manager	4

**Student Programs**

Principal	4
Project Director I	4
Project Director II	4
Project Coordinator	4
Director II	4
Director I	4
Program Manager	4

**Special Education**

Director II	4
Coordinator II	4
Principal	4

**Accounting and Budget Development**

Director-Accounting and Budget Development	4
Assistant Director-Accounting and Budget Development	4
Financial Operations Consultant-Special Education/ Analytical Unit	4

**Business Advisory Services**

Director-Business Advisory Services	4
Assistant Director-Financial Management Services	4
Assistant Director-Regionalized Business Services	4

**LOS ANGELES COUNTY OFFICE OF EDUCATION  
EXHIBIT "B"**

**Designated Positions**

**Disclosure Categories**

**Controller's Office**

Administrative Services Officer	4
Risk Management Officer	4
Risk Management Coordinator	4
Worker's Comp. Coordinator	4, 5
Worker's Comp. Specialist	4, 5
Supervising Buyer	4
Procurement Services Assistants	4
Buyers	4
Transit Services Coordinator	4

**Greater Avenues for Independence**

Director III - Greater Avenues for Independence	4
Career Development Program Managers	4
Program Manager Vocational Assessment	4
Management Coordinator	4
Administrative Coordinators	4

**Facilities and Construction**

Director - Facilities and Construction	
Emergency Preparedness and Security Officer	4
Custodial Operations Supervisor	4
Maintenance and Operations Officer-Building Services	4
Building Inspector	1, 4
Facilities Planning Officer	1, 4
Sr. Real Estate Specialist	1, 4

**LOS ANGELES COUNTY OFFICE OF EDUCATION**

**EXHIBIT “B”**

**Designated Positions**

**Disclosure Categories**

**Office of General Counsel**

Deputy General Counsel II 4, 5

**Pupil Services**

Director II - Pupil Services 4

Coordinator II 4

**Charter Schools Authorized by the Office of Education**

Charter School Designated Positions 6

**Special Education Local Plan Areas (SELPA)**

Director I SELPA 4

Director III SELPA 4

Independent Consultants/and New Positions\*

\*Independent Consultants/and 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 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 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.)

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.

**EFFECTIVE DATE: 12/18/2019**