

Conflict of Interest Code
of the

TREASURER AND TAX COLLECTOR

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 the Treasurer and Tax Collector and forward the original 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 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).

TREASURER AND TAX COLLECTOR

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 persons 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 Treasurer and Tax Collector or his or her designee of the agency. **(See footnote in Exhibit "B" for clarification.)**

TREASURER AND TAX COLLECTOR

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Accountant II, P.A.	1, 2, 3
Accountant III, P.A.	1, 2, 3
Accounting Officer I, P.A.	1, 2, 3
Accounting Officer II, Internal Controls	2, 3
Accounting Officer III, Internal Controls	2, 3
Accounting Officer III, P.A.	1, 2, 3
Administrative Deputy II	1, 2, 3
Administrative Services Manager I	4
Administrative Services Manager II	4
Administrative Services Manager III	1, 2, 3
Assistant Treasurer and Tax Collector	1, 2, 3
Assistant Operations Chief	1, 2, 3
Cash Management Systems Analyst	4
Cash Systems Analyst	4
Cash Management Systems Analyst, Investments	2, 3
Chief Deputy, Treasurer and Tax Collector	1, 2, 3
Chief Tax Services	1, 2, 3
Court Specialist II	5
Departmental Chief Information Officer I	4

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EXHIBIT "B" (Cont'd)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Departmental Finance Manager II	1, 2, 3
Departmental HR Manager II	2, 3
Departmental Information Security Officer I	4
Deputy Public Conservator/Administrator I	1, 2, 3
Deputy Public Conservator/Administrator II	1, 2, 3
Estate Property Custodian, P.A.	1, 2, 3
Finance Analyst	2, 3
Head, Revenue and Fund Accounting, Internal Controls	2, 3
Head, Tax Services	1, 2, 3
Information Technology Supervisor	4
Information Technology Manager II	4
Management Fellow	1, 2, 3
Operations Chief	1, 2, 3
Operations Officer, Banking and Remittance Processing: Banking and Remittance	4
Senior Cash Systems Analyst, Cash Management	2, 3
Senior Deputy Public Conservator/Administrator	1, 2, 3
Senior Finance Analyst (Finance and Deferred Income)	2, 3
Supervising Deputy Public Conservator/Administrator I	1, 2, 3

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EXHIBIT "B" (Cont'd)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Supervising Deputy Public Conservator/Administrator II	1, 2, 3
Supervising Tax and License Field Inspector	2, 3
Supply Officer I	4
Tax and License Field Inspector	2, 3
Warehouse Worker I	4
Consultants/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 Treasurer and Tax Collector 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 Treasurer and Tax Collector 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.)

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EXHIBIT "B" (Cont'd)

Public Officials Who Manage Public Investments:

The Department has determined that the positions below manage public investments and will file a Statement of Economic Interest pursuant to Government Code Section 87200 et seq.

- Assistant Treasurer and Tax Collector (Finance, Investments and Deferred Income)
- Senior Finance Analyst (Investments)

<p>NOTE: The Treasurer and Tax Collector, by law, is required to file pursuant to Government Code Section 87200 et seq. and is, therefore, not included in the list of designated positions for this department.</p>

EFFECTIVE DATE: 12/21/2016