

Conflict of Interest Code
of the

HUMAN RESOURCES, 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, is 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 Director of Personnel, 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).

HUMAN RESOURCES, DEPARTMENT OF

EXHIBIT "A"

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 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 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

Designated persons in this category shall disclose all income (including gifts, loans and travel payments) from, investments in, and business positions with any department employee, any agent or employee association representing any such employee and business positions with, investments in or income (including gifts, loans and travel payments) from any entity owned or controlled by such employee or any such employee's spouse or other financial dependent.

HUMAN RESOURCES, DEPARTMENT OF

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director of Personnel	1, 2, 3
Chief Deputy Director	1, 2, 3
Assistant Director, HR	1, 2, 3
Senior Human Resources Manager, Employee Benefits Division	4
Principal Analyst, HR Administrative Services-Budget and Fiscal Unit	4
Principal Analyst, HR-Employee Benefits Division, Contract Section	4
Human Resources Analyst IV-Employee Benefits Division, Operations Section	4
Principal Analyst, HR County Equity Investigation Division	5
Principal Analyst, Human Resources Employee Benefits Administration – Deferred Income Section	4
Human Resources Analyst III-Employee Benefits Division-Operations Section	4
Senior Deputy Compliance Officer	5
Senior Human Resources Manager, Talent Solutions Division	4
Senior Human Resources Manager, Countywide Talent Assessment Division	4
Senior Human Resources Manager Human Resources Departmental Support	4
Senior Human Resources Manager, Workforce & Employee Development Division	4

HUMAN RESOURCES, DEPARTMENT OF

EXHIBIT "B" (Cont'd)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Senior Human Resources Manager, County Equity Investigation Unit	5
Senior Human Resources Manager, Advocacy	4
Senior Human Resources Manager, HR Impact Team	4
Departmental Human Resources Manager II	5
Human Resources Manager	4
Departmental Finance Manager II	4
Administrative Deputy II	2, 3
Departmental Information Security Officer I	4
Principal Information Systems Analyst	4
Information Technology Manager I	4
Information Systems Supervisor I, Administrative Services MIS	4
Information Systems Analyst II	4
Application Developer I	4
Human Resources Analyst IV-Employee Benefits Division, Contracts Section	4, 5
Human Resources Analyst III, Workplace & Community Programs Division	5
Human Resources Analyst III-Employee Benefits Division, Deferred Income Plans Section	5

HUMAN RESOURCES, DEPARTMENT OF

EXHIBIT "B" (Cont'd)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Human Resources Analyst II-Employee Benefits Division, Deferred Income Plans Section	5
Principal Analyst, Employee Benefits Division, Operations Section	4
Human Resources Analyst II Employee Benefits Administration – Operations Section	4, 5
Principal Analyst, Occupational Health & Leave Management Division, Leave Management/Return to Work Unit	4
Principal Analyst, Occupational Health & Leave Management Division, Occupational Health Unit	4
Departmental Chief Information Officer I Administrative Services MIS	4
Senior Human Resources Manager, Workplace & Community Programs Division	4
Special Services Assistant IV, Workplace & Community Programs Division	4
Senior Application Developer	4
Principal Analyst, HR-IT Division	4
Information Technical Support Analyst I Administrative Services MIS	4
Senior Information Systems Analyst	4
Principal Analyst, HR: Workplace & Community Programs Division	4
Human Resources Analyst IV, Workplace & Community Programs Division	4
Consultants/New Positions*	

HUMAN RESOURCES, DEPARTMENT OF

EXHIBIT “B” (Cont’d)

* 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 of Personnel 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 of Personnel 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.)

Individuals who perform under contract the identical 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.

EFFECTIVE DATE: 5/15/2019