

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 Director of Internal Audit. 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 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 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)

CATEGORY 7

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 Los Angeles County Superintendent of Schools (or designee). (See Footnote for Clarification.*)

LOS ANGELES COUNTY OFFICE OF EDUCATION

EXHIBIT "B"

Designated Positions

Disclosure Categories

| | |
|---|---------|
| Board Member, Office of Education | 1, 2, 3 |
| Superintendent | 1, 2, 3 |
| Deputy Superintendent | 1, 2, 3 |
| General Counsel | 1, 2, 3 |
| Director-Governmental Relations | 2, 3 |
| Director-Internal Audit and Analysis | 1, 2, 3 |
| Director-Communications Department | 4 |
| Chief Grants Development Officer – Grants Development | 4 |
| Assistant Superintendents | 1, 2, 3 |
| Chief Financial Officer | 1, 2, 3 |
| Executive Director, Business and Finance | 4 |

Human Resource Services

| | |
|--|------|
| Director-Labor Relations | 4, 5 |
| Director II – Human Resource Services | 4, 5 |
| Operations Manager-Human Resources | 4, 5 |
| Coordinator – Employee Support Services | 4, 5 |
| Employee Benefits Specialist-Human Resources | 4 |
| Director-Employee Assistance Service for Education | 4 |
| Project Director III – Beginning Teacher Program | 4 |
| Coordinator II – Beginning Teacher Program | 4 |
| Labor Relations Advocate | 4, 5 |
| Staff Development Specialist-Human Resources | 4 |

Personnel Commission

| | |
|---------------------------------------|------|
| Members, Personnel Commission | 5 |
| Director – Classified Human Resources | 4, 5 |
| Senior Human Resources Analyst | 4, 5 |

LOS ANGELES COUNTY OFFICE OF EDUCATION

EXHIBIT "B"

Designated Positions

Disclosure Categories

Business Operations

| | |
|--|------|
| Assistant Director-Facilities and Construction | 1, 4 |
| Assistant Director - Administrative Services | 1, 4 |
| Risk Management Officer | 4 |
| Risk Management Coordinator | 4 |
| Administrative Services Officer | 4 |
| Administrative Services Manager | 1, 4 |
| Supervising Buyer | 4 |
| Procurement Services Assistant | 4 |
| Buyers | 4 |
| Assistant Buyer | 4 |
| Assistant Warehouse Supervisor | 4 |
| Maintenance and Operations Officer-Building Services | 4 |
| Site Inspector-Building Services | 1, 4 |
| Facilities Planning Officer | 1, 4 |
| Facilities Planning Managers | 1, 4 |
| Sr. Real Estate Specialist | 1, 4 |
| Real Estate Specialist | 1, 4 |
| Construction Management Officer | 1, 4 |

Technology Services

| | |
|---|---|
| Chief Technology Officer | 4 |
| Assistant Director – Information Services | 4 |
| Manager, Data Center Technical Support/Operations | 4 |
| Network Manager | 4 |
| Consultant III-Instructional Technology Outreach | 4 |

LOS ANGELES COUNTY OFFICE OF EDUCATION

EXHIBIT "B"

| <u>Designated Positions</u> | <u>Disclosure Categories</u> |
|--|------------------------------|
| Production Manager- Instructional Technology Outreach | 4 |
| Resource & Development Manager- Instructional Technology Outreach | 4 |
| Information Resources Coordinator-Instructional Technology Outreach | 4 |
| Administrative Coordinator-Instructional Technology Outreach | 4 |
| Director-instructional Technology Outreach | 4 |
| Senior Manager – Applications Development | 4 |
| Senior Manager – Technology Infrastructure Services | 4 |
| Information Systems Security Officer | 4 |
| <u>School Financial Services</u> | |
| Assistant Director-District Personnel Information Services | 4 |
| Disbursements and Financial Systems Manager | 4 |
| School Accounting and Finance Manager | 4 |
| <u>Division of Accountability, Support, and Monitoring</u> | |
| Project Director III | 4 |
| Director III – Accountability, Support, and Monitoring | 4 |
| Consultant III – Williams Instructional Materials/ Valenzuela Settlement Legislation | 4 |
| <u>Student Support Services</u> | |
| Director-Student Support Services | 4 |
| Project Director III | 4 |
| Program Coordinator | 4 |
| Project Coordinator | 4 |

LOS ANGELES COUNTY OFFICE OF EDUCATION

EXHIBIT "B"

Designated Positions

Disclosure Categories

Curriculum and Instructional Services

| | |
|---|---|
| Director-Curriculum and Instructional Services | 4 |
| Assistant Director-Curriculum and Instructional Services | 4 |
| Project Director III | 4 |
| Coordinator II – Center for Distance and Online Learning | 4 |
| Consultant III – History & Social Science/ Reading/ Language Arts | 4 |
| Consultant II – Reading Language Arts | 4 |
| Consultant III – Educational Leadership Visual and Performing Arts | 4 |
| Consultant III – Curriculum Support and Assessment | 4 |
| Consultant III – Reading Language Arts | 4 |
| Consultant II – Science/Mathematics | 4 |

Head Start/State Preschool

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

Regional Occupational Programs/Career Technical
Education

| | |
|--|---|
| Director III, Regional Occupational Programs/Career Technical Education | 4 |
| Assistant Directors | 4 |

Student Programs

| | |
|-----------|---|
| Principal | 4 |
|-----------|---|

LOS ANGELES COUNTY OFFICE OF EDUCATION

EXHIBIT "B"

| <u>Designated Positions</u> | <u>Disclosure Categories</u> |
|---|------------------------------|
| Director – Student Programs | 4 |
| Coordinator III-Title I- Neglected & Delinquent | 4 |
| Project Coordinator | 4 |
| Resource and Development Manager | 4 |
| Assistant Director – Student Programs | 4 |
| <u>Special Education</u> | |
| Director-Special Education | 4 |
| Regional Director | 4 |
| Project Director III | 4 |
| Coordinator II | 4 |
| Consultant II | 4 |
| <u>Accounting and Budget Development</u> | |
| Director-Accounting and Budget Development | 4 |
| Assistant Director – Accounting and Budget Development | 4 |
| <u>Business Advisory Services</u> | |
| Director-Business Advisory Services | 4 |
| Assistant Director-Financial Management Services | 4 |
| Assistant Director-Regionalized Business Services | 4 |
| <u>Controller's Office</u> | |
| Assistant Controller | 4 |
| Financial Operations Consultant-Special Education/Analytical Unit | 4 |
| <u>Greater Avenues for Independence</u> | |
| Director-Greater Avenues for Independence | 4 |
| Career Development Program Manager | 4 |

LOS ANGELES COUNTY OFFICE OF EDUCATION

EXHIBIT "B"

| <u>Designated Positions</u> | <u>Disclosure Categories</u> |
|--|------------------------------|
| Program Manager Vocational Assessment | 4 |
| Management Coordinator | 4 |
| Administrative Coordinator | 4 |
| <u>Charter Schools Authorized by the Office of Education</u> | |
| Charter School Designated Positions | 6 |
| <u>Special Education Local Plan Areas (SELPA)</u> | |
| Director – SELPA | 4 |
| Independent Consultants/and New Positions* | 7 |

*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 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: 10/16/2013