



County of Los Angeles

Conflict of Interest Code

Amendment Form for Adding a Position

An Amendment Form for Adding a Position is used for *existing* Conflict of Interest Codes only. It can be submitted at any time within 90 days after a position has been determined to be one that should be designated in your agency's Conflict of Interest Code.

Review the questions below. Apply each question to each position you intend to add to your agency's COI Code. If you answer "yes" to any question, your agency's Conflict of Interest Code may require an amendment.

Adding Positions:

1. Does the position make or advise on decisions that deal with the sale, purchase, leasing or renting of real property?
2. Does the position make decisions or advise in the expenditure of public funds that could have a private financial benefit?
3. Does the position's direct/indirect connection with agents and/or vendors have a financial impact on the entire agency?
4. Does the position deal with vendors that provide or supply goods and/or services associated with the limited job assignment of that position?
5. Does the position provide services on an as needed basis that would have a financial impact on the agency?
6. Does the position decide or advise on recommendations regarding the employment, dismissal, disciplinary procedures, negotiating with unions and/or employee benefits?

For additional assistance in determining what positions should be designated in your agency's Code, please refer to "How to Review a Conflict-of-Interest Code" and "How to Amend a Conflict-of-Interest Code".

The following page will provide you with sample language which may assist you in your justification/explanation for positions being added.

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SAMPLE LANGUAGE

On the following page, you must include a brief **explanation/justification** for each position your agency is proposing to add to Exhibit B of your Conflict of Interest Code. The justification should indicate clearly what degree of discretion and decision-making authority each position possesses as it relates to the expenditures of public funds. It should also include the types of financial interest that may be affected by the decisions they make. Finally, you should recommend one or more disclosure categories for the position.

Examples of job descriptions as they relate to the expenditures of public funds:

- This position approves or makes recommendations, which are generally approved by superiors without significant review, pertaining to renting, leasing and purchasing real property used by the Agency.
- This position advises or makes recommendations, which are generally approved by superiors without significant review, regarding the acquisition of computer hardware, software and consultant services (or other easily identifiable types of goods and services).
- This position has authority to approve a wide variety of contracts or purchases and real property acquisitions.
- This position's decision-making authority is limited to purchasing and contracting for specific and easily predictable categories of goods and services.

Examples of Full Justification (job descriptions with recommended disclosure categories:

- **Contracts Monitor** – The position is responsible for monitoring all management services and consultant contracts and for making recommendations, which are generally followed with little higher level substantive review, regarding renewal, or non-renewal of such contracts and imposition of performance penalties. The contracts for which the position is responsible are limited to specific types of service contracts. Therefore, we recommend narrow disclosure under Category 4.
- **Administrative Services Manager II (Procurement Manager)**
The Administrative Services Manager II (Procurement Manager) administers the Department's procurement functions and is responsible for making decisions regarding the acquisition of services and supplies from a variety of vendor sources, including entering into personnel services agreements with contractors, awarding sole source purchase orders and issuing blanket purchase orders to vendors within the Department's delegated purchasing authority. This position also approves the payment of invoices for departmental goods and services. It is recommended that this position file under Category 4.



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Name of Agency: _____

Name of Agency Code Officer: _____ Date: _____

My agency has added the following position(s):

Designated Position Title - _____

Justification for Addition:

Designated Position Title - _____

Justification for Addition:

Designated Position Title - _____

Justification for Addition:

Designated Position Title - _____

Justification for Addition: