

Adopted \_\_\_\_\_

(Date)

CONFLICT OF INTEREST CODE  
OF THE  
WORKFORCE DEVELOPMENT BOARD  
OF  
CONTRA COSTA COUNTY

The Political Reform Act (Gov. Code § 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 Reg., § 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 by reference. This regulation and the attached Appendix designating officials and employees establishing disclosure categories, shall constitute the conflict of interest code of the Workforce DEVELOPMENT Board of Contra Costa County.

Designated officials and employees shall file their disclosure statements with the Executive Director who will forward the statements to the Clerk of the Board of Supervisors of Contra Costa County. Copies of the statements will be retained by the Executive Director who will make the statements available for public inspection and reproduction (Gov. Code § 81008).

APPENDIX A

DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Workforce Development Board Member	1,2
Executive Director	1,2
One-Stop Administrator	1,2
Adult & Dislocated Worker Program Manager – Workforce Services Specialist	1,2
Youth Program Manager – Workforce Services Specialist	1,2
Business Services Manager – Workforce Services Specialist	1,2
Subsidized Employment Program Manager	1,2
Business Systems Analyst	1,2
Contracts & Fiscal Manager – Administrative Services Assistant III	1,2
Consultants *	1,2
* The Chair of the Workforce Development Board may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with disclosure requirements. The written determination is a public record and shall be retained for public inspection.	

APPENDIX "B"

DISCLOSURE CATEGORIES

1. Designated Officials and Employees in Category "1" must report:

All investments, interests in real property and business entities sources of income, and status as a director, officer, partner, trustee, employee, or holder of any position of management in any business entity. These financial interests are reportable only if located within or doing business within Contra Costa .County, or if the business entity is doing business or planning to do

business with the Workforce Development Board of Contra Costa County or with the County of Contra Costa (and such plans are known by the designated official) or has done business with the Workforce Development Board of Contra Costa County or with the County of Contra Costa at any time during the two years prior to the close of the filing period for which the statement is made.

2. Designated Officials and Employees in Category "2" must report:

Investments in any business entity, income from any business entity, and status as a director, officer, partner, trustee, employee, or holder or a position of management in any business entity, which has within the two years prior to the close of the filing period for which the statement is made, contracted with the Workforce Development Board of Contra Costa County or with the County of Contra Costa to provide services, supplies, materials, machinery or equipment to the Workforce Development Board of Contra Costa County or the County of Contra Costa.