

CONFLICT OF INTEREST CODE  
OF THE EMPLOYMENT AND HUMAN SERVICES DEPARTMENT  
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 confirm 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 Employment and Human Services Department of Contra Costa County.

Designated officials and employees shall file their statements with the Employment and Human Services Department (EHSD) Departmental Human Resources Officer II who will make the statements available for public inspection and reproduction (Gov. Code § 81008). Statements for all designated officials and employees will be retained by the Employment and Human Services Department. All designated employees must file annual statements during the month of March to be received no later than April 1 of each year. Such statements shall cover the preceding calendar year.

## **Appendix A**

### **Disclosure Categories**

- (1) Designated employees must report all income from any source in Contra Costa County (not including salaries from Contra Costa County). This includes income from sources in Contra Costa County related to the following areas:

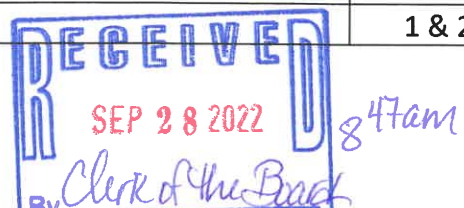
- A. Child Protective or Placement Services;
- B. Adult Protective or Placement Services;
- C. Conservatorship or Guardianship Services;
- D. Child/Family Counseling;
- E. Elder/Family Counseling;
- F. Job Training services;
- G. In-Home Supportive Services; and
- H. Child Care Services.

Designated employees must also report all investments, interests, income, gifts, loans, and travel payments from the sources described in A-H above and the employee's status with regard to the business, whether director, officer, partner, trustee, manager or employee.

- (2) Designated employees must report all investments and interests in real property situated in the County. Additionally, designated employees must report an interest in any business or non-profit organization, located in the County or doing business with the County or for which they serve as a director, officer, partner, trustee, employee, or hold any managerial position; if (1) such business is doing business with the EHSD; or (2) may contract with EHSD in the foreseeable future; or (3) has done business with EHSD at any time during the two years prior to filling the statement.

List of EHSD Classifications  
August 2022

Class	Designated Position	Disclosure Category
SAVA	Accountant II	1 & 2
SATA	Accountant III	1 & 2
APWA	Administrative Analyst	1 & 2
APVA	Administrative Services Assistant II	1 & 2
APTA	Administrative Services Assistant III	1 & 2
XQVB	Aging and Adult Services Senior Staff Assistant	1 & 2
XQWC	Aging and Adult Services Staff Assistant	1 & 2
XQD2	Aging/Adult Services Director - Exempt	1 & 2
XQGD	Area Agency on Aging Program Manager	1 & 2
XAD7	Assistant Director - Policy and Planning- Exempt	1 & 2
X7SC	Business Services Representative	1 & 2
XABI	Chief Deputy Director	1 & 2
9JS3	Child Nutrition Food Operations Supervisor-Project	1 & 2
XAD5	Children and Family Services Director-Exempt	1 & 2
CCD1	Community Services Director - Exempt	1 & 2
XQHE	Contracts Administrator	1 & 2
LWSA	Database Administrator	1 & 2
APSA	Departmental Fiscal Officer	1 & 2
ARVA	Departmental Human Resources Analyst I	1 & 2
ARTA	Departmental Human Resources Analyst II	1 & 2
APG2	Departmental Human Resources Officer II - Exempt	1 & 2
APFB	Departmental Human Resources Supervisor	1 & 2
XAA2	Director of Employment and Human Services-Exempt	1 & 2
XASJ	Employment and Human Services Chief Financial Officer-Exempt	1 & 2
XAD2	Employment and Human Services Deputy Bureau Director-Exempt	1 & 2
XAD6	Employment and Human Services Director of Administration-Exempt	1 & 2
XADD	Employment and Human Services Division Manager	1 & 2
XAD1	Employment and Human Services Division Manager - Project	1 & 2
XQNA	Employment and Human Services Facilities Manager	1 & 2
X7GB	Independent Living Skills Program Coordinator	1 & 2
LTNA	Information Systems Manager I	1 & 2
LTNB	Information Systems Manager II	1 & 2
LPNB	Information Systems Programmer/Analyst IV	1 & 2
LPNA	Information Systems Project Manager	1 & 2
LBHB	Information Systems Supervisor	1 & 2
X7HC	One Stop Operator Consortium Assistant Administrator	1 & 2
X7GA	One-Stop Operator Consortium Administrator	1 & 2
APHB	Research and Eval Manager	1 & 2
LTVJ	Senior Business Systems Analyst	1 & 2
XQVC	Senior Social Services Information Systems Analyst	1 & 2
ADGA	Service Integration Program Manager	1 & 2
ADHA	Service Integration Team Coordinator	1 & 2



List of EHSD Classifications  
August 2022

Class	Designated Position	Disclosure Category
AVD3	Small Business Development Center Director-Project	1 & 2
X4SG	Social Service Appeals Officer	1 & 2
XAHB	Social Service Appeals Supervisor	1 & 2
XQHC	Social Service Business Systems Applications Manager	1 & 2
XASH	Social Service Fiscal Compliance Accountant	1 & 2
XAGA	Social Service Fraud Prevention Manager	1 & 2
XQWD	Social Service Information Systems Analyst	1 & 2
X4SH	Social Service Program Analyst	1 & 2
XLSG	Social Service Senior Welfare Fraud Field Investigator	1 & 2
X4SK	Social Service Staff Development Specialist	1 & 2
XLSF	Social Service Welfare Fraud Field Investigator	1 & 2
XOHB	Social Work Supervisor I	1 & 2
XOHA	Social Work Supervisor II	1 & 2
X0WB	Social Worker II	1 & 2
X0VB	Social Worker III	1 & 2
XADE	Staff Development Supervisor	1 & 2
SAHJ	Supervising Accountant	1 & 2
XQHG	Transportation Services Manager	1 & 2
X4HD	Volunteer Program Coordinator	1 & 2
XAD3	Workforce Services Director-Exempt	1 & 2
XAD4	Workforce Investment Board Executive Director - Exempt	1 & 2
XANA	Workforce Services Specialist	1 & 2
	Head Start Policy Council	1 & 2