



AR 2310

Administration

Conflict of Interest Code: Designated Personnel

CONFLICT OF INTEREST CODE
OF THE
CONTRA COSTA COUNTY OFFICE OF EDUCATION

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 regulation section 18730 of title 2 of the California Code of Regulations ("Section 18730"), which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing, Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. The terms of Section 18730 and any amendments to it that are adopted by the Fair Political Practices Commission are incorporated by reference into this Conflict of Interest Code. Section 18730 and the attached Appendix designating officials and employees and establishing disclosure categories, constitute the conflict of interest code of the Contra Costa County Office of Education.

Persons occupying positions which categorize them as designated employees (pursuant to the attached Appendix) shall file the original Statement of Economic Interest/Form 700 with the Human Resources Department as the Filing Officer in accordance with the disclosure categories listed in the attached Appendix. The Filing Officer will retain the original statements filed by persons in designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. Persons who are public officials within the meaning of Government Code section 87200 will file their statements of economic interests with the filing officer designated for their elected/appointed positions pursuant to Government Code section 87500.

APPENDIX

Appendix to Conflict of Interest Code of the Contra Costa County Office of Education

Disclosure Categories

Category 1:

A person designated Category 1 shall disclose:

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 Contra Costa County or if the business entity is doing business with the County Office of Education (and such plans are known by the designated official) or has done business with the County Office of Education at any time during the two years prior to the filing of the statement of economic interests.

Category 2:

A person designated Category 2 shall disclose:

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 last two years prior to the filing of the statement of economic interests, contracted with the Contra Costa County Office of Education to provide services, supplies, materials, machinery or equipment to the Contra Costa County Office of Education.

Designated Positions:

<u>Designated Position</u>	<u>Disclosure Category</u>
Administrator, Special Education, Court and Community	1, 2
Administrator, Student Programs	1, 2
Assistant Principal, Student Programs	1, 2
Assistant Superintendent, Human Resources	1, 2
Associate Superintendent, Business Services	1, 2
Human Resources Analyst	2
Coordinator	1, 2
Curriculum Specialist (TUPE)	2
Database Administrator	2
Deputy Superintendent**	1, 2
Director I, CPIN	1, 2
Director I, Curriculum and Instruction	1, 2
Director I, External Business Services	1, 2
Director I, Internal Business Services	1, 2
Director I, Program Support	1, 2
Director II, Communications and Special Projects	1, 2
Director II, General Services	1, 2
Director III, Administrative Business Services	1, 2
Director III, College and Career Readiness	1, 2
Director III, Student Programs	1, 2
Director III, Student Programs (Court and Community Schools)	1, 2
Director III, Technology Systems	1, 2
Financial System Support/Trainer	2
<u>Literacy Instructional Lead</u>	<u>1, 2</u>
Manager, Budget and Accounting	1, 2

<u>Designated Position</u>	<u>Disclosure Category</u>
Manager, College and Career Readiness	1, 2
Manager, District Business and Payroll Services	1, 2
Manager, Educational Services	1, 2
Manager, Human Resources	1, 2
Manager, Projects, Educational Services	1, 2
Manager, Tech/Curriculum Integration	1, 2
Manager, Technology Project	1, 2
Manager, Technology Systems	1, 2
Network Engineer	1, 2
Payroll and Accounting Support Analyst	2
Principal, Student Programs	1, 2
<u>Program Specialist</u>	1, 2
Project Manager, YS	
Project Supervisor, Early Learning Quality Improvement Initiatives	2
Senior Director, Educational Services	1, 2
Senior Director, Student Programs and Services	1, 2
Supervisor, Credential Services	2
Supervisor, District Payroll Services	2
Supervisor, Energy, Safety, and Environment	2
Supervisor, Maintenance & Operations	2
Supervisor, Medi-Cal Programs	2
Supervisor, Youth Development Services	2
Technology Support Liaison	2
Technology Systems Engineer	2

Disclosures for Consultants

* The County Superintendent may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and thus not required to comply with disclosure requirements. The written determination is a public record and shall be retained for public inspection.

** It has been determined that the position listed below manages public investments and will file a statement of economic interests pursuant to Government Code Section 87200:

Deputy Superintendent