

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 and business positions.

### CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) 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 from any Office of Education employee, any representative or association of such employee; and business positions or income from any entity owned or controlled by such employee or his/her spouse or other financial dependent.

### 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).

**LOS ANGELES COUNTY OFFICE OF EDUCATION**

**EXHIBIT "A" (Cont'd)**

**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).

# LOS ANGELES COUNTY OFFICE OF EDUCATION

## EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
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 Officer-Grants Development	4
Assistant Superintendents	1, 2, 3
<u>Human Resource Services</u>	
Director-Labor Relations	4, 5
Director-Human Resources	4, 5
Operations Manager-Human Resources	4, 5
Coordinator-Human Resources	4, 5
Human Resource Information Services Coordinator	4
Employee Benefits Supervisor-Human Resources	4, 5
Employee Benefits Specialist-Human Resources	4
Director-Employee Assistance Service for Education	4
Senior Project Director-Beginning Teacher Programs	4
Coordinator-Beginning Teacher Program	4
Labor Relations Advocate	4, 5
Coordinator-Diversity Development Staff Development-Human Resources	4
Staff Development Specialist-Human Resources	4
<u>Personnel Commission</u>	
Members, Personnel Commission	5
Director-Classified Personnel	4, 5
Senior Human Resource Analyst	4, 5
<u>Business Operations</u>	
Director-Business Operations	1, 2, 3
Assistant Director-Facilities and Construction	1, 4
Assistant Director-Operations and Administrative Services	1, 4
Risk Management Officer	4
Procurement Services Officer	4
Procurement Services Manager	1, 4
Supervising Buyer	4
Procurement Services Assistants	4
Buyers	4
Assistant Director-Regionalized Business Services	4

# LOS ANGELES COUNTY OFFICE OF EDUCATION

## EXHIBIT "B" (Continued)

### Designated Positions

### Disclosure Categories

#### Business Operations (Cont'd)

Assistant Buyer-Procurement Services	4
Warehouse Supervisor-Procurement Services	4
Assistant Warehouse Supervisor-Procurement Services	4
Maintenance and Operations Officer-Building Services	4
Building Operations Supervisor-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

#### Technology Services

Director-Technology Services	4
Assistant Director-Data Center Operations	4
Data Center Operations Analysis & Planning Manager	4
Personal Computing Support Manager	4
Consultant III-Instructional Technology Outreach	4
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
Assistant Director-Technical Support	4
Assistant Director-Applications Development and Support	4
Director-instructional Technology Outreach	4
Director-Network Engineering Application	4
Director-Educational Telecommunications Network	4

#### School Financial Services

Director-School Financial Services	4
Assistant Director-District Personnel Information Services	4
Assistant Director-Accounting and Financial Services	4
Assistant Director-Financial Management Services	4

#### Division for School Improvement

Director-Division for School Improvement	4
Assistant Director-Division for School Improvement	4
Regional Director-QEIA/SAIT	4
Project Director III	4

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EXHIBIT "B" (Continued)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
<u>Student Support Services</u>	
Director-Student Support Services	4
Project Director III	4
Consultant II	4
<u>Curriculum and Instructional Services</u>	
Director-Curriculum and Instructional Services	4
Assistant Director-Curriculum and Instructional Services	4
Project Director III	4
Senior Project Director	4
Administrator-on-Loan	4
Coordinator III-Center for Distance and Online Learning	4
Consultant III-History & Social Science	4
Consultant II	4
Consultant III-Educational Leadership Program	4
Program Coordinator	4
Senior Program Specialist-Educational Leadership Program	4
Teacher-on-Loan – Multilingual Academic Support	4
<u>Head Start/State Preschool</u>	
Director-Head Start/State Preschool	1, 2, 3
Assistant Directors-Head Start/State Preschool	4
Program Manager	4
Control Consultant – Internal & External Affairs	4
Communications Consultant – Internal & External Affairs	4
<u>Career Workforce Development-Regional Occupational Program</u>	
Director-Career Workforce Development-Regional Occupational Program	4
Assistant Directors	4
<u>Parent and Community Services</u>	
Director-Parent and Community Services	4
<u>Alternative Education</u>	
Director-Alternative Education	4
Principal-LA County International Polytechnic High School	4
Principal-LA County High School for the Arts	4
Principal-East Los Angeles PAU	4

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## EXHIBIT "B" (Continued)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
<u>Juvenile Court Schools</u>	
Director-Juvenile Court Schools	4
Regional Director	4
Coordinator III-Title I- Neglected & Delinquent	4
<u>Special Education</u>	
Director-Special Education	4
Area Administrators	4
SELPA Directors	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
<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>	
Controller	4
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
Program Manager Vocational Assessment	4
Management Coordinator	4
<u>Williams &amp; Valenzuela Legislation</u>	
Director - Williams & Valenzuela Legislation	4
<u>Charter Schools Authorized by the Office of Education</u>	
Charter School Designated Positions	6
Independent Consultants	7

**EFFECTIVE: 12/16/09**