

**CONFLICT OF INTEREST CODE
OF THE
[DEPARTMENT OF SOCIAL SERVICES]**

The Political Reform Act of 1974 (Government Code sections 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, section 18730 of Title 2 of the California Code of Regulations, which contains the terms of a standard conflict of interest code that can be incorporated by reference in a Department's code. After public notice and hearing, the Fair Political Practices Commission may amend the standard code to conform to amendments of the Political Reform Act. Therefore, the terms of section 18730 of title 2 of the California Code of Regulations and any amendments to it duly adopted by the Fair Political Practices Commission together with the attached Appendices designating positions and establishing disclosure categories are hereby incorporated by reference and together constitute the Conflict of Interest Code of the **Monterey County Department of Social Services** (hereafter "Department").

Individuals holding designated positions shall file their statement of economic interests with the **Monterey County Department of Social Services**, which will make the statements available for public inspection and reproduction pursuant to Government Code section 81008. Upon receipt of the statements for **Director**, the Department shall make and retain copies and forward the original of the statements to the code reviewing body. Statements for all other designated positions shall be retained by the Department.

Attachments: Appendix A: Designated Positions
Appendix B: Disclosure Categories

Adopted: **2/8/77**
Amended: **4/16/85, 4/1/86, 4/26/91, 7/12/94, 10/15/96, 9/12/02, 3/19/04, 2/24/09, 3/3/15, 9/15/20**

APPENDIX A: DESIGNATED POSITIONS

<u>Designated Positions</u> ¹	<u>Assigned Disclosure Category</u>
<u>Department Employees:</u>	
Department Head _____	1
Assistant Department Head _____	1
Military and Veteran’s Affairs Officer _____	1
Branch Directors for: Aging and Adult Services, and CalWORKs Employment Services _____	1
Family and Children Services _____	1
Community Benefits _____	1
Administrative Services _____	1
Finance Manager III _____	1
Finance Manager II _____	1
Administrative Operations Manager _____	1
Administrative Services Officer (Administrative Services-Facilities) _____	1
Program Manager II (Area Agency on Aging) _____	3
Community Affiliation Manager (Community Action Partnership) _____	4
Management Analyst III (Administrative Services - Contracts) _____	1
Management Analyst III (CalWORKs Employment Services) _____	5
Management Analyst III (Area Agency on Aging) _____	3
Management Analyst II (Community Action Partnership) _____	4
Management Analyst III (Family & Children’s Services) _____	6
Management Analyst III (Staff Development) _____	7
Management Analyst III (Military & Veteran’s Affairs Office) _____	2
 <u>Council/Commission Members and Alternates:</u>	
Area Agency on Aging Advisory Council _____	3
Community Action Commission _____	4
Child Abuse Prevention Council (CAPC) _____	6
Consultants ¹ _____	1

¹ **[INSTRUCTION: OMIT FOOTNOTE IF NOT APPLICABLE]** Public officials who manage public investments are not covered by the Conflict of Interest Code because they must file a statement of economic interests pursuant to Government Code section 87200. Therefore, those positions are listed below for information purposes only:

[LIST POSITIONS, IF ANY, WHICH THE DEPARTMENT HAS DETERMINED ARE “PUBLIC OFFICIALS WHO MANAGE PUBLIC INVESTMENTS.”]

¹ Consultants are included in the list of designated positions. For purposes of this Code, "consultant" has the same meaning as set forth in Cal. Code Regs., tit. 2, section 18701(a)(2), as follows:

Consultants²

"Consultant" means an individual who, pursuant to a contract with a state or local government agency:

- (A) Makes a governmental decision whether to:
 - 1. Approve a rate, rule, or regulation;
 - 2. Adopt or enforce a law;
 - 3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - 4. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
 - 5. Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
 - 6. Grant agency approval to a plan, design, report, study, or similar item;
 - 7. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof;
- (B) Serves in a staff capacity with the agency and in that capacity participate in making a governmental decision or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

Consultants to the **Monterey County Department of Social Services** are subject to disclosure under Category 1, subject to the following limitation:

The Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements of Category 1. In such cases, the Director may designate a different disclosure requirement. Such determination must be made in writing and shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the consultant's disclosure requirements. Such determination by the **Director** is a public record and shall be retained for public inspection in the same manner and location as the Agency's Conflict of Interest Code.

2 Consultants are included in the list of designated positions. For purposes of this Code, "consultant" has the same meaning as set forth in 2 Cal. Code Regs., tit. 2, section 18700.3(a), as follows:

"Consultant" "means an individual who, pursuant to a contract with a state or local government agency:

- (1) Makes a governmental decision whether to:
 - (A) Approve a rate, rule, or regulation;
 - (B) Adopt or enforce a law;
 - (C) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - (D) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
 - (E) Grant agency approval to a contract which requires agency

APPENDIX B: DISCLOSURE CATEGORIES

General Provisions Applicable to All Categories

When an individual who holds a designated position is required to disclose investments and sources of income, he or she shall disclose investments in business entities and sources of income which do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction.

When an individual who holds a designated position is required to disclose sources of income, he or she shall include gifts received from donors located inside as well as outside the jurisdiction.

When an individual who holds a designated position is required to disclose interests in real property, he or she shall disclose the type of real property described below if it is located within the jurisdiction, or not more than two miles outside the boundaries of the jurisdiction, or within two miles of any land owned or used by Department.

When an individual who holds a designated position is required to disclose business position, he or she shall disclose positions in business entities that do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years.

For purposes of this Conflict of Interest Code, the jurisdiction of the **Department of Social Services** is Monterey County. **Department of Social Services** operates entirely within the geographical boundaries of Monterey County.

approval and in which the agency is a party or to the specifications for such a contract;

(F) Grant agency approval to a plan, design, report, study, or similar item;

(G) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(2) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in Regulation 18704(a) and (b) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Section 87302."

Consultants to the **Monterey County Department of Social Services** shall be subject to disclosure under Category 1, subject to the following limitation: The **Director** may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements of Category 1. In such cases, the **Director** may designate a different disclosure requirement. Such determination must be made in writing and shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the consultant's disclosure requirements. Such determination by the **Director** is a public record and shall be retained for public inspection in the same manner and location as the Department's Conflict of Interest Code.

Category 1³

A designated position in this category must report all investments, business positions, interests in real property, and sources of income, including gifts, loans, and travel payments.

Category 2

A designated position in this category must report all investments, business positions, and sources of income, including gifts, loans, and travel payments.

Category 3

A designated position in this category must report all interests in real property.

Category 4

A designated position in this category must report all investments, business positions and income, including gifts, loans, and travel payments, from sources that are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before, the Department.

Category 5

A designated position in this category must report all investments, business positions and income, including gifts, loans, and travel payments, from sources which are of the type to supply materials, products, supplies, commodities, services, machinery, vehicles, or equipment utilized by the Department.

Category 6

A designated position in this category must report all investments, business positions and income, including gifts, loans, and travel payments, from sources which are of the type to receive grants or other monies from or through the Department.

³ [INSTRUCTION: THESE CATEGORIES ARE EXAMPLES. CATEGORY 1 REQUIRES THE BROADEST DISCLOSURE. THE DEPARTMENT CODE NEED CONTAIN ONLY THOSE CATEGORIES AS ARE APPLICABLE TO THE DEPARTMENT]