

**CONFLICT OF INTEREST CODE  
OF THE  
HUMAN RESOURCES DEPARTMENT  
COUNTY OF MONTEREY**

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 an agency'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 Human Resources Department (hereafter "Agency").

Individuals holding designated positions shall file their statement of economic interests with the Human Resources Department, which will make the statements available for public inspection and reproduction pursuant to Government Code section 81008. Upon receipt of the statement for the Director of Human Resources, the Agency 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 Agency.

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

Adopted:        03/13/2018

Amended:       04/07/2015  
                  03/13/2018

## APPENDIX A: DESIGNATED POSITIONS

<u>Designated Positions:</u>	<u>Assigned Disclosure Category</u>
Director of Human Resources	1
Assistant Director of Human Resources	1
Human Resources Program Manager	1
Finance Manager II	1
Executive Management Specialist	1
Management Specialist	1
Management Specialist – Limited Term	1
Consultant <sup>1</sup>	1

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<sup>1</sup> 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:*

- (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; or
- (B) Serves in a staff capacity with the agency and in that capacity participates 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 Human Resources Department shall be subject to disclosure under Category 1, subject to the following limitation:

The Director of Human Resources 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 of Human Resources 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 of Human Resources 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.

## **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 Agency.

For purposes of this Conflict of Interest Code, the jurisdiction of the Human Resources Department is the County of Monterey.

### Category 1

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.