

BOARD OF SUPERVISORS, COUNTY OF CALAVERAS  
STATE OF CALIFORNIA  
March 28, 2017

Resolution  
No. 20170328r055

**RESOLUTION ADOPTING A CONFLICT OF INTEREST  
CODE AND APPENDIX OF DESIGNATED POSITIONS FOR  
THE COUNTY OF CALAVERAS**

WHEREAS, pursuant to the provisions of the Political Reform Act (Govt. Code § 81000, *et seq.*), the County of Calaveras is required to adopt a Conflict of Interest Code and Appendix of designated positions (Appendix A); and

WHEREAS, included is the definition of disclosure categories (Appendix B); and

WHEREAS, biennial review of the Appendix to the Conflict of Interest Code is required by state law and changes to the designated positions and disclosure categories and thereafter adopt necessary amendments.

WHEREAS, this resolution supersedes Resolution 20150113r005 dated January 13, 2015.

NOW, THEREFORE, BE IT RESOLVED that the Conflict of Interest Code and list of designated positions and disclosure categories as set forth in the Appendix to the Conflict of Interest Code attached hereto is hereby adopted.

**County of Calaveras**

**CONFLICT-OF-INTEREST CODE**

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 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code 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 by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the County of Calaveras.

Individuals holding designated positions shall file their statements of economic interests with the Clerk of the Board of Supervisors which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the Clerk of the Board of Supervisors.

APPENDIX A  
CALAVERAS COUNTY CONFLICT OF INTEREST CODE  
Designated Positions

<u>Agency/Position</u>	<u>Disclosure Category</u>
<b><u>ADMINISTRATIVE OFFICE</u></b>	
Assistant County Administrative Officer	1, 2
Principal Administrative Analyst	1, 2
Administrative Assistant I / II	1, 2
<b><u>AIRPORT</u></b>	
Airport Manager I / II	1, 2
Airport Land Use Commission	1, 2
<b><u>COMMISSION ON AGING</u></b>	
All Members	1
<b><u>GRAND JURY</u></b>	
All Members	1, 2
<b><u>FACILITIES</u></b>	
Facilities Maintenance & Grounds Manager	1, 2
Facilities Maintenance Engineer	2
Facilities Maintenance Worker III	2
Custodian III	2
<b><u>HUMAN RESOURCES/RISK MANAGEMENT</u></b>	
Deputy CAO - Director of HR & Risk	1, 2
<b><u>PUBLIC (P.E.G.) ACCESS</u></b>	
PAT Manager	1
<b><u>INFORMATION TECHNOLOGY</u></b>	
Deputy CAO - Chief Information Officer	1, 2
Account Technician III	2
Business Analyst III	2
Network Specialist Manager	2
<b><u>AUDITOR/CONTROLLER</u></b>	
Auditor/Controller	1
Assistant Auditor-Controller	1
Accountant Auditor I, II	2
<b><u>ASSESSOR</u></b>	
Assessor	1, 2
Chief Appraiser	1, 2
Chief of Assessment Services	1, 2
Appraiser Analyst	1, 2
Appraiser I, II, III	1, 2

Assessment Technician I, II, III, IV	1, 2
Cadastral Specialist I, II, III	1, 2

**BUILDING DEPARTMENT**

Building Official	1
Building Inspector I / II / III	1
Senior Plans Examiner	1
Plans Examiner	1
Senior Code Enforcement Officer	1
Code Enforcement Officer	1

**CLERK/RECORDER**

County Clerk/Recorder	1
Clerk/Recorder Elections Coordinator I / II	2
Deputy Clerk of the Board of Supervisors	2

**FISH AND GAME COMMISSION**

All Members	1, 2
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**ASSESSMENT APPEALS BOARD (AAB)**

All Members	1, 2
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**CORONER/PUBLIC ADMINISTRATOR**

Coroner/Public Administrator	1
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**COUNTY COUNSEL**

Assistant County Counsel	1, 2
Deputy County Counsel I / II	1, 2

**DISTRICT ATTORNEY**

Assistant District Attorney	1, 2
Deputy District Attorney II	1, 2
Deputy District Attorney I	2
Administrative Assistant	2
DA Investigator II	2
DA Investigator II	2

**VICTIM WITNESS**

Victim/Witness Coordinator	2
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**ENVIRONMENTAL MANAGEMENT AGENCY**

Environmental Management Agency Administrator/APCO	1
Environmental Health Manager	1
Agricultural Commissioner/Director of Weights and Measures	1
Deputy Agricultural Commissioner	1
Animal Services Manager	1

HEALTH AND HUMAN SERVICES AGENCY

ADMINISTRATION

Director	2
Deputy Director	2
Business Administrator	2
Contract Management Analyst	2
Senior Administrative Analyst	2

BEHAVIORAL HEALTH SERVICES

Deputy Director of Health and Human Services	2
Deputy Director of Behavioral Health Services	2
Accounting Technician IV	2
Administrative Assistant I / II	2
Senior Administrative Analyst	2

CALWORKS

Program Manager I / II	2
Program Manager/Fiscal	2
Staff Services Analyst	2
Social Services Supervisor I / II	2
Administrative Services Manager I / II	2
Employment and Training Supervisor	2

CHILDREN & FAMILIES - FIRST 5

Executive Director	1
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CHILDREN & FAMILIES COMMISSION - FIRST 5

CALAVERAS

All Members	1
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PUBLIC AUTHORITY (IHSS)

Public Authority Manager	2
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IHSS ADVISORY COMMITTEE

All Members	2
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PUBLIC HEALTH

Public Health Manager	2
Emergency Preparedness Manager	2
Director Public Health Nursing	2
Health Education Program Manager	2
Accounting Technician I / II / III	2

LIBRARY

County Librarian	2
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**PLANNING**

Director of Planning	1
Planner I, II, III	1, 2
Administrative Assistant I / II	1, 2
Planning Commissioners	1

**PROBATION**

Chief Probation Officer	1
Assistant Chief Probation Officer	1

**PUBLIC WORKS**

Director of Public Works	1, 2
Deputy Director of Public Works Engineering	1, 2
Deputy Director of Public Works Operations & Maintenance	1, 2
Road Superintendent	1, 2
Administrative Analyst	2
Administrative Services Officer I / II	2
County Surveyor	1, 2
Business Administrator	1, 2
Senior Engineer	1, 2
Public Works Analyst III	2
Integrated Waste Manager	1, 2
Transit Manager	2
Fleet Manager	2

**SHERIFF**

Sheriff	1, 2
Undersheriff	1, 2
Captain	1, 2
Lieutenant	1, 2
Business Administrator	1, 2

**TREASURER/TAX COLLECTOR**

Deputy Treasurer/Tax Collector	1
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**CEMETERY DISTRICTS**

Those that have not adopted their own Conflict of Interest Code	1, 2
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**CONSULTANTS\***

1, 2

\*Consultants shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Department Head 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 fully comply with the disclosure requirements described in this section. Such written determination shall

include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Department Head's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

**CONFLICT-OF-INTEREST CODE  
APPENDIX B - DISCLOSURE CATEGORIES**

Disclosure Category 1

Designated positions assigned to this category shall report:

Interests in real property 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 District.

Disclosure Category 2

Designated positions assigned to this category shall report:

Investments and business positions in business entities, and sources of income, including loans, gifts and travel payments, from sources of the type that provide services, supplies, materials, machinery, or equipment to the District. Such sources include, but are not limited to, engineering and construction firms.

<b>AYES:</b> Tofanelli, Garamendi, Oliveira, Mills, Clapp
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Michael C. Oliveira, District 3 Supervisor            3/28/2017

**ATTEST**

  
Diane Leverud, Deputy Clerk of the Board of Supervisors            3/28/2017