

Conflict of Interest Code  
of the  
**HUMAN RESOURCES, DEPARTMENT OF**

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. Section 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, is hereby incorporated by reference into the Department of Human Resources ("Agency") Conflict of Interest Code. 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 ("Statement") shall file their Statements with the Agency head; or his or her designee. The Agency shall make and retain a copy of all Statements filed by its Director of Personnel and forward the originals of such Statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The Agency shall retain the originals of Statements for all other Designated Positions named in the Agency's conflict of interest code. All retained Statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

## **HUMAN RESOURCES, DEPARTMENT OF**

### **EXHIBIT "A"**

#### **CATEGORY 1**

Persons in this category shall disclose all interests 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 a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

#### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

#### **CATEGORY 3**

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

#### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell services 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**

Designated persons in this category shall disclose all income (including gifts, loans and travel payments) from, investments in, and business positions with any Agency employee, any agent or employee association representing any such employee and business positions with, investments in or income (including gifts, loans and travel payments) from any entity owned or controlled by such employee or any such employee's spouse or other financial dependent.

## HUMAN RESOURCES, DEPARTMENT OF

### EXHIBIT “B”

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Director of Personnel	1, 2, 3
Chief Deputy Director, Human Resources, UC	1, 2, 3
Assistant Director, Human Resources, UC	1, 2, 3
Administrative Deputy II, UC	2, 3
Administrative Service Manager III, Administrative Services, Contracts	4
Administrative Services Manager I, Administrative Services, Contracts	4
Administrative Services Manager II, Administrative Services, Contracts	4
Application Developer II	4
Departmental Chief Information Officer II, UC	4
Departmental Finance Manager II	4
Departmental Human Resources Manager II	5
Departmental Information Security Officer I	4
Human Resources Analyst II Employee Benefits Administration – Operations Section	4, 5
Human Resources Analyst II, Talent Acquisitions	4
Human Resources Analyst II-Employee Benefits Division, Deferred Income Plans Section	5
Human Resources Analyst III, Workplace & Community Programs Division	5
Human Resources Analyst III-Employee Benefits Division, Deferred Income Plans Section	5
Human Resources Analyst III-Employee Benefits Division-Operations Section	4
Human Resources Analyst IV, Administrative Services, Management Services	4
Human Resources Analyst IV, Administrative Services-Fiscal Services	4

## HUMAN RESOURCES, DEPARTMENT OF

### EXHIBIT "B"

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Human Resources Analyst IV, Administrative Services-Office of Human Resources-Performance Management Unit	5
Human Resources Analyst IV, Administrative Services-Office of Human Resources-Return-to-Work Unit	4
Human Resources Analyst IV, Advocacy & Mediation Services Division	4, 5
Human Resources Analyst IV, Information Technology Division, eHR Section, Enterprise Application Support	4
Human Resources Analyst IV, Talent Acquisitions	4, 5
Human Resources Analyst IV, Workplace & Community Programs Division	4
Human Resources Analyst IV-Employee Benefits Division, Contracts Section	4, 5
Human Resources Analyst IV-Employee Benefits Division, Operations Section	4
Human Resources Manager	4
Information Systems Analyst II	4
Information Systems Supervisor I	4
Information Technology Manager II	4
Information Technology Project Management Office Manager	4
Principal Analyst, Employee Benefits Division, Operations Section	4, 5
Principal Analyst, HR County Equity Investigation Division	5
Principal Analyst, HR-Employee Benefits Division, Contract Section	4, 5
Principal Analyst, Human Resources	4
Principal Analyst, Human Resources, Advocacy & Mediation	4, 5
Principal Analyst, Human Resources, HR Impact Team	4, 5
Principal Analyst, Human Resources, Workforce & Employee Development Division	4, 5

## HUMAN RESOURCES, DEPARTMENT OF

### EXHIBIT “B”

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Principal Analyst, Human Resources-Talent Acquisitions	4, 5
Principal Application Developer, Information Technology Division	4
Principal Information Systems Analyst	4
Senior Application Developer	4
Senior Data Scientist	4
Senior Deputy Compliance Officer	5
Senior Human Resources Manager	4
Senior Human Resources Manager, Advocacy	4, 5
Senior Human Resources Manager, County Equity Investigation Unit	4, 5
Senior Information Systems Analyst	4
Senior Information Systems Analyst, Information Technology-e-HR	4
Senior IT Technical Support Analyst	4
Consultants/New Positions*	

\* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Director of Personnel or his or her designee may determine in writing that a particular consultant or new position, 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 disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Director of Personnel or his or her designee’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. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements disclosing reportable interests in the categories assigned to that designated position.

**EFFECTIVE DATE: 10/1/2025**