

Conflict of Interest Code  
of the  
**INTERNAL SERVICES DEPARTMENT**

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 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 and forward the originals of such statements 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).

**INTERNAL SERVICES DEPARTMENT**  
**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, and/or income (including gifts, loans and travel payments) from businesses that:

- A. Manufacture, lease, rent or sell supplies or equipment of the type utilized by the Department and associated with the job assignment of designated positions assigned this disclosure category.
- B. Provide services of the type utilized by the Department and associated with the job assignment of designated positions assigned this disclosure category.
- C. Engage in the provision of auditing and/or accounting services.

## **INTERNAL SERVICES DEPARTMENT**

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

#### **CATEGORY 5**

Persons in this category shall disclose all property owned, investments, business positions and/or income (including gifts, loans and travel expenses) from businesses involved in activities subject to the Los Angeles County Building, Mechanical, Plumbing or Electrical Code Enforcement or subject to plan checks for grading, drainage, geological studies, right-of-way acquisition or appraisal by the County of Los Angeles or any special districts therein. These shall include but are not limited to:

- A. Businesses involved in land speculation or development for purposes of subdivision, grading, residential or commercial development, mineral exploitation or mining
- B. Any engineering, architectural or other firm preparing plans and reports for construction.
- C. Any firm or consulting engineers, geologists or similar specialties submitting reports for approval by the Director of Internal Services Department.
- D. Any testing firms or laboratories.
- E. Any supplier of building systems, material and services.

**INTERNAL SERVICES DEPARTMENT**  
**EXHIBIT "B"**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Administrative Manager VII, ISD	2, 3
Administrative Manager X, ISD	2, 3
Administrative Manager XI, ISD, (Purchasing Division)	1, 2, 3
Administrative Manager XI, ISD	2, 3
Administrative Manager XII, ISD	1, 2, 3
Administrative Manager XIII, ISD	1, 2, 3
Administrative Manager XV, ISD	1, 2, 3
Administrative Manager XVI, ISD	1, 2, 3
Administrative Manager XVII, ISD	1, 2, 3
Administrative Services Manager II (Purchasing)	2, 3
Administrative Services Manager I (Contracts)	4
Administrative Services Manager I (HR - Administration)	2, 3
Administrative Services Manager II (Contracts)	4
Administrative Services Manager III	4
Architect	4, 5
Assistant Chief Stationary Engineer	4
Building Complex Manager II	4
Capital Projects Program Manager	1, 2, 3
Chief Deputy Director, ISD	1, 2, 3
Chief Stationary Engineer	4
Consultants/New Positions*	
Contract Monitor, ISD	4

**INTERNAL SERVICES DEPARTMENT**  
**EXHIBIT "B" (Cont'd)**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Contract Program Monitor, ISD	4
Contract Monitor, Parking Services, ISD	4
Contract Monitor Supervisor, Parking Services, ISD	4
Departmental Finance Manager III	2, 3
Departmental Human Resources Manager III	2, 3
Departmental Information Security Officer II	4
Deputy Compliance Officer	4, 5
Director, ISD	1, 2, 3
Electrician Supervisor (Technical Support Section only)	4
Equal Employment Opportunity Compliance Investigator	4
Facilities Project Manager I	4, 5
Facilities Project Manager II	4, 5
Geographic Information System Manager II	4
Head, Commission Services, Board of Supervisors	2, 3
Information Technology Specialist, ISD	4
Information Technology Consultant	4
Manager II, Facilities Operations & Crafts	2, 3
Network Systems Administrator II (IT Shared Services)	4
Principal Facilities Project Manager	2, 3
Principal Facilities Planning Assistant	4, 5
Principal Information Systems Analyst	4
Principal Network Systems Administrator	4

**INTERNAL SERVICES DEPARTMENT**  
**EXHIBIT "B" (Cont'd.)**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Principal Operating Systems Analyst	4
Principal Purchasing and Contracts Analyst	2, 3
Procurement Aid	4
Procurement Assistant I	4
Procurement Assistant II	4
Procurement Assistant III	4
Program Manager II (Environmental Initiatives)	4
Program Manager II (Purchasing)	4
Purchasing and Contracts Analyst I	4
Purchasing and Contracts Analyst II	4, 5
Safety Officer II	4
Section Manager, Administration, ISD	2, 3
Section Manager, Contracts, ISD	4
Section Manager, Custodial Services, ISD	4
Section Manager, Facilities Operations, ISD	2, 3
Section Manager, Information Technology, ISD	4
Section Manager, Information Technology, Sys. Prog., ISD	4
Section Manager, IT, Comm. Systems, ISD	4
Senior Information Systems Contracts Analyst	4
Senior Deputy Purchasing Agent	4
Senior Information Technology Consultant	4
Senior Information Technology Specialist, ISD	4

**INTERNAL SERVICES DEPARTMENT**  
**EXHIBIT "B" (Cont'd.)**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Senior Network Systems Administrator (LAN/WAN Operations-Field Maintenance Section)	4
Senior Telecommunications Systems Engineer	4
Special Services Assistant IV	1, 2, 3
Staff Assistant III (Purchasing)	2, 3
Staff Development Specialist, ISD	4
Supervising Architect II	4, 5
Supervising Contract Program Monitor, ISD	4
Supervising Info Systems Support Analyst	4
Supervisor Telecommunications Systems Engineer	4
Telecommunications Systems Consultant Engineer	4
Telecommunications Systems Engineer	4

\*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 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 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 duties of any designed position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

**EFFECTIVE DATE: 11/13/2019**