

**APPENDIX**

**CONFLICT OF INTEREST CODE OF THE COUNTY OF SANTA CLARA**

**EXHIBIT “A”**  
**LIST OF DESIGNATED POSITIONS FOR**  
**SOCIAL SERVICES AGENCY**

<b>Designated Position</b>	<b>Disclosure Category</b>
Director, Social Services Agency	1
Social Services Agency – Chief Deputy Director	1
Program Manager I, AO	5
Program Manager II, AO	4
Program Manager III, AO	4
Senior Accountant, AO	4
Senior Management Analyst, AO	4
<b>Central Services (C.S.)</b>	
Administrative Services Manager I, C.S.	4
Administrative Services Manager II, C.S.	4
Administrative Support Officer I, C.S.	4
Administrative Support Officer II, C.S.	4
Administrative Support Officer III, C.S.	4
Director, Central Services	1
Maintenance Project Manager	5
Program Manager I, C.S. AO	4
Senior Emergency Planning Coordinator	4
<b>Department of Program Support, Research &amp; Evaluation (PSRE)</b>	
SSA Deputy Director, Program Support, Research and Evaluation	1
Director of Research and Outcome Measurement, PSRE	4
IT Manager	4

<b>Designated Position</b>	<b>Disclosure Category</b>
Manager, Training and Staff Development, SSA	5
Project Manager, PSRE	5
Senior IT Manager	1
Supervising Welfare Fraud Investigator	4
<b>Financial Management Services (FMS)</b>	
Accountant III, FMS	4
Accountant III, FMS-PAGC	3
Accounting Manager, FMS	4
Accounting Manager, FMS-PAGC	3
Chief Fiscal Officer – SSA, FMS	1
Departmental Fiscal Officer, FMS	4
Financial Analyst I, FMS-PAGC	3
Financial Analyst I, FMS-Welfare	3
Financial Analyst II, FMS-PAGC	3
Financial Analyst II, FMS-Welfare	3
Program Manager II, FMS AO	4
Program Manager III, FMS AO	4
Senior Accountant, FMS	4
Senior Accountant, FMS-PAGC	3
Senior Financial Analyst, FMS	4
Senior Financial Analyst, FMS-PAGC	3
Senior Management Analyst, FMS	4
Social Services Fiscal Officer, FMS	4
SSA Application Decision Support Manager, FMS	4
Supervising Account Clerk I, FMS-PAGC	3
Supervising Account Clerk II, FMS	4
<b>Office of Veterans' Services</b>	
Director, Office of Veterans' Affairs	<b>6</b>

<b>Designated Position</b>	<b>Disclosure Category</b>
<b>Department of Aging &amp; Adult Services (DAAS)</b>	
Director, Adult and Aging Services	1
Program Manager I, DAAS	3
Program Manager II, DAAS	3
Senior Management Analyst, DAAS	4
Social Services Program Manager I, DAAS	4
Social Services Program Manager I, DAAS-SNP	4
Social Services Program Manager II, DAAS	4
Social Services Program Manager II, DAAS-SNP	4
Social Services Program Manager III, DAAS	5
<b>Public Administrator/Guardian (PAG)/ part of DAAS</b>	
Chief Deputy Public Administrator/Guardian/Conservator	1
Deputy Public Guardian-Conservator	3
Estate Administrator	3
Social Services Program Manager I, DAAS, PAG/C	5
Social Services Program Manager II, DAAS, PAG/C	5
Social Services Program Manager III, DAAS, PAG/C	5
Supervising Deputy Public Guardian	3
Supervising Estate Administrator	3
<b>Department of Employment &amp; Benefit Services (DEBS)</b>	
Director of Employment and Benefit Services	1
Assistant Director, Employment & Benefit Services	1
Employment Program Manager	5
Employment Services Director	1
Program Manager I, DEBS	5
Senior Management Analyst, DEBS	4
Social Services Program Manager I, DEBS	5
Social Services Program Manager II, DEBS	5

<b>Designated Position</b>	<b>Disclosure Category</b>
Social Services Program Manager III, DEBS	5
SSA Application Decision Support Manager, DEBS	5
<b>Department of Family and Children's Services (DFCS)</b>	
Director, Family and Children Services	1
Assistant Director, Family and Children Services	1
Program Manager I, DFCS	5
Program Manager II, DFCS	5
Program Manager III, DFCS	5
Project Manager, DFCS	5
Senior Management Analyst, DFCS	4
Social Services Program Manager I, DFCS	5
Social Services Program Manager II, DFCS	5
Social Services Program Manager III, DFCS	5
<b>Applicable to Entire Agency</b>	
Consultant	2

**APPENDIX**

**CONFLICT OF INTEREST CODE OF THE COUNTY OF SANTA CLARA**

**EXHIBIT “B”**  
**DISCLOSURE CATEGORIES FOR**  
**SOCIAL SERVICES AGENCY**

Pursuant to the County of Santa Clara’s Conflict of Interest Code, Disclosure Categories 1 and 2 shall read as follows for all Code Agencies.

**Disclosure Category 1:** Persons in this category shall disclose:

(1) all investments in, business positions in, and income (including gifts, loans and travel payments) from:

(a) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, including training or consulting services, to the County;

(b) all sources that are subject to the regulatory, monitoring, investigatory, enforcement, valuation, certification, permit or licensing authority of, or have an application for a license, permit or certificate pending before, the County;

(c) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies from or through the County; and sources that receive referrals to provide assessments and/or treatments that are required or recommended by the County; and

(2) all interests in real property in the County of Santa Clara located entirely or partly within the County, or within two miles of County boundaries, or of any land owned or used by the County.

**Disclosure Category 2:** Each Consultant shall disclose: (1) all investments in, business positions in, and income (including gifts, loans and travel payments) from: (a) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, including training or consulting services, to the County; (b) all sources that are subject to the regulatory, monitoring, investigatory, enforcement, valuation, certification, permit or licensing authority of, or have an application for a license, permit or certificate pending before, the County; (c) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies from or through the County; and

sources that receive referrals to provide assessments and/or treatments that are required or recommended by the County; and (2) all interests in real property in the County of Santa Clara located entirely or partly within the County, or within two miles of County boundaries, or of any land owned or used by the County, subject to the following limitation: the Code Agency for which a consultant works may determine in writing, following approval by County Counsel as to form and legality, that the particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements.

In addition to the above two categories, the Social Services Agency shall have the following categories:

**Disclosure Category 3:** Persons in this category shall disclose:

- (1) all investments in, business positions in, and income (including gifts, loans and travel payments) from:
  - (a) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, including training or consulting services, to the Public Administrator/Guardian/Conservator's Office;
  - (b) all sources that are subject to the monitoring, investigatory, or enforcement authority of the Public Administrator/Guardian/Conservator's Office;
  - (c) all sources that engage in estate administration, operations, management, appraisal, acquisition, sales, lease, or financing, such as, but not limited to, appraisers, brokers, and lenders;
  - (d) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies (i) from or through the Public Administrator/Guardian/Conservator's Office, or (ii) from or through the County related to the work of the Public Administrator/Guardian/Conservator's Office; and sources that receive referrals to provide assessments and/or treatments that are required or recommended by the Public Administrator/Guardian/Conservator's Office; and
- (2) all interests in real property in the County of Santa Clara located entirely or partly within the County, or within two miles of County boundaries, or of any land owned or used by the County.

**Disclosure Category 4:** Persons in this category shall disclose all investments in, business positions in, and income (including gifts, loans and travel payments) from:

(1) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, including training or consulting services, to the Social Services Agency;

(2) all sources that are subject to the monitoring, investigatory, or enforcement authority of the Social Services Agency; and

(3) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies (a) from or through the Social Services Agency, or (b) from or through the County related to the work of the Social Services Agency; and sources that receive referrals to provide assessments and/or treatments that are required or recommended by the Social Services Agency.

**Disclosure Category 5:** Persons in this category shall disclose all investments in, business positions in, and income (including gifts, loans and travel payments) from:

(1) all sources that are subject to the monitoring, investigatory, or enforcement authority of the Social Services Agency; and

(2) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies (a) from or through the Social Services Agency, or (b) from or through the County related to the work of the Social Services Agency; and sources that receive referrals to provide assessments and/or treatments that are required or recommended by the Social Services Agency.

**Disclosure Category 6:** Persons in this category shall disclose all investments in, business positions in, and income (including gifts, loans and travel payments) from:

(1) all sources that provide facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the County to address the needs of men and women who served in the Armed Forces of the United States of America, their dependents and survivors; and

(2) all sources that receive, are planning to apply to receive, or have received in the last two years, grants or other monies from or through the County to address the needs of men and women who served in the Armed Forces of the United States of America, their dependents and survivors.