

APPENDIX

CONFLICT OF INTEREST CODE OF THE COUNTY OF SANTA CLARA

EXHIBIT “A”
LIST OF DESIGNATED POSITIONS FOR
EMPLOYEE SERVICES AGENCY

Designated Position	Disclosure Category
Administration	
Administrative Services Manager II	3
Administrative Support Officer II	3
Administrative Support Officer III	3
Deputy Director, Employee Services Agency	1
Director, Employee Services Agency	1
Director, Executive Services	3
Human Resources Analyst, Administration	3
Management Analyst, Administration	3
Program Manager II, Administration	3
Program Manager III, Administration	3
Service Center Manager	4
Senior Business Systems Analyst	5
Senior Human Resources Analyst, Administration	3
Senior Management Analyst, Administration	3
Senior Training and Staff Development Specialist	3
Training and Staff Development Specialist	3
Benefits & Employee Service Center	
Employee Benefits Director	3
Employee Benefits Program Manager	4
Human Resources Analyst, Benefits	4

Designated Position	Disclosure Category
Management Analyst, Benefits	4
Senior Human Resources Analyst, Benefits	4
Fiscal & Systems Division	
Departmental Fiscal Officer	3
Director, Financial and Business Operations	3
Senior Departmental Fiscal Officer	3
Senior Financial Analyst	3
Human Resources	
Assistant Human Resources Director	3
Human Resources Director	3
Human Resources Manager	3
Senior Human Resources Analyst, Human Resources	3
Labor Relations	
Assistant Labor Relations Director	1
Associate Labor Relations Representative	3
Labor Relations Director	1
Labor Relations Representative	3
Management Analyst, Labor Relations	3
Principal Labor Relations Representative	3
Program Manager II, Labor Relations	3
Senior Management Analyst, Labor Relations	3
Applicable to Entire Department	
Consultant	2

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EXHIBIT "B" DISCLOSURE CATEGORIES FOR EMPLOYEE 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 Employee Services Agency shall have the following categories:

Disclosure Category 3: 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 goods or services related to public sector labor relations, public administration or risk management, including all functional areas (i.e., organizational development, management, affirmative action, testing, recruiting selection, discipline, training, workers' compensation, unemployment, labor contract negotiation, insurance, and claims management) of the type utilized by the County of Santa Clara; and

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

Disclosure Category 4: Persons in this category shall disclose all investments in, business positions in, and income (including gifts, loans and travel payments) from all sources that provide insurance services covering employee benefits such as group medical or dental plans, or employee benefit plans such as deferred compensation or pension plans, of the type utilized by the County of Santa Clara.

Disclosure Category 5: Persons in this category shall disclose all investments in, business positions in, and income (including gifts, loans and travel payments) from all sources that provide facilities, goods, software, hardware, or related technology, equipment, machinery, or services, including training or consulting services, related to information systems, computers, networks, applications, technological infrastructures or architectures, or telecommunications of the type utilized by Employee Services Agency.