

RESOLUTION NO. 2018 - ____

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SHASTA ADOPTING THE SHASTA COUNTY CONFLICT OF
INTEREST CODE AND DESIGNATED POSITIONS (EXHIBIT A), AND REPEALING
RESOLUTION NO. 2015-130**

WHEREAS, pursuant to the Political Reform Act of 1974, as amended (Gov. Code, §§81000, *et seq.*), the County of Shasta is required to adopt and promulgate a conflict of interest code; and

WHEREAS, Shasta County has incorporated by reference the provisions of Title 2, California Code of Regulations, section 18730 as its Conflict of Interest Code; and

WHEREAS, the Shasta County Conflict of Interest Code includes a list of positions entitled: “EXHIBIT ‘A’ DESIGNATED POSITIONS;” and

WHEREAS, from time to time the list of designated positions requires amendment so as to update the titles of positions, add new positions which should be required to file disclosure statements, reevaluate the disclosure categories of various positions, and delete those positions or titles no longer in use; and

WHEREAS, the categories of disclosure in “EXHIBIT A: DESIGNATED POSITIONS” was amended by Resolution 2015-130 on November 3, 2015; and

WHEREAS, the Shasta County Conflict of Interest Code provides for three categories of disclosure in “EXHIBIT ‘B’ DISCLOSURE CATEGORIES.”

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Shasta hereby incorporates by reference the provisions of Title 2, California Code of Regulations, section 18730, as its Conflict of Interest Code.

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Shasta hereby adopts “EXHIBIT ‘A’ DESIGNATED POSITIONS” of the Shasta County Conflict of Interest Code, as amended, to reflect appropriate changes, which are attached and incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Shasta hereby adopts “EXHIBIT ‘B’ DISCLOSURE CATEGORIES,” without change, which is attached and incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Shasta hereby repeals Resolution No. 2015-130.

DULY PASSED AND ADOPTED this _____ day of _____, 2018, by the Board of Supervisors of the County of Shasta by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSE:

LES BAUGH, CHAIRMAN
Board of Supervisors
County of Shasta County
State of California

ATTEST:

LAWRENCE G. LEES
Clerk of the Board of Supervisors

By: _____
Deputy

SHASTA COUNTY CONFLICT OF INTEREST CODE

EXHIBIT “A” DESIGNATED POSITIONS (2018)

Disclosure Category¹

ACCOUNTANT-AUDITORS, CHIEF FISCAL OFFICERS, SENIOR STAFF ANALYSTS, STAFF SERVICES MANAGERS, CONSULTANTS, COMMISSIONS, BOARDS, & GRAND JURY:

Accountant-Auditor I, II, III ²	II
Chief Fiscal Officer ³	I
Senior Staff Analyst ⁴	I
Staff Services Manager ⁵	I
Consultant ⁶	I
Member, Airport Land Use Commission	I
Member, Assessment Appeals Board	I
Member, Grand Jury	III
Member, Inter-Mountain Fair Board	I
Member, Local Community Benefit Committee	I
Member, Community Action Board	I

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES:

Agricultural Commissioner and Sealer of Weights and Measures	I
Deputy Agricultural Commissioner/Sealer of Weights and Measures	I

¹ Disclosure Categories are described in Exhibit “B.”

² All persons occupying the position of Accountant-Auditor I, II, or III, regardless of the County Department where employed, are in Disclosure Category II.

³ All persons occupying the position of Chief Fiscal Officer, regardless of the County Department where employed, are in Disclosure Category I.

⁴ All persons occupying the position of Senior Staff Analyst, regardless of the County Department where employed, are in Disclosure Category I.

⁵ All persons occupying the position of Staff Services Manager, regardless of the County Department where employed, are in Disclosure Category I.

⁶ Consultants are, as a general rule, subject to Disclosure Category I. However, County Counsel may determine in writing that a particular Consultant is not required to fully comply with the disclosure requirement of Disclosure Category I. (See Exhibit “B,” Disclosure Category I.)

Disclosure Category

Agricultural and Standards Investigator I, II, III	I
Agricultural and Standards Program Assistant I, II	II
Agricultural and Standards Program Associate	II

ASSESSOR-RECORDER:

Assessor-Recorder	I
Deputy Assessor/Recorder-Administration	I
Deputy Assessor/Recorder-Valuation	II
Senior Specialist Real Property Appraiser	I
Real Property Appraisers I, II, III	II
Auditor Appraisers I, II, III	I
Appraisal Manager – Real Property	I
Appraisal Manager – Audit	I

AUDITOR-CONTROLLER:

Auditor-Controller	I
Assistant Auditor-Controller	I
Managing Accountant Auditor	I
Chief Deputy Auditor	I
Supervising Accountant	I

CHILD SUPPORT SERVICES:

Director of Child Support Services	I
Assistant Director of Child Support Services	I
Child Support Program Manager	I
Chief Child Support Attorney	I
Child Support Attorney I, II, III	I

COUNTY ADMINISTRATIVE OFFICE:

Administrative Analyst I, II, Senior, Principal	I
County Chief Financial Officer	I

CLERK OF THE BOARD:

Chief Deputy Clerk of the Board	I
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COUNTY CLERK/REGISTRAR OF VOTERS:

County Clerk/Registrar of Voters	I
Assistant County Clerk/Registrar of Voters	I

Disclosure Category

COUNTY COUNSEL:

Assistant County Counsel	I
Senior Deputy County Counsel	I
Deputy County Counsel I, II, III	I

COUNTY FIRE:

Fire Warden	I
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DISTRICT ATTORNEY:

Chief Deputy District Attorney	I
Senior Deputy District Attorney	I
Deputy District Attorney I, II, III	I
Chief District Attorney's Investigator	I

HEALTH AND HUMAN SERVICES AGENCY:

Health and Human Services Agency Director	I
Health and Human Services Agency Deputy Director	I
Health and Human Services Agency Branch Director	I
Health and Human Services Agency Program Manager	I
Mental Health Business Office Supervisor	I
Chief of Psychiatry	II
Alcohol and Drug Program Administrator	II
Clinical Division Chief	II
Health Officer	I
Deputy Health Officer	I
Public Health Program and Policy Analyst	I
Public Health Program Manager	I
Program Manager I, II	II
Senior Staff Services Analyst	I
Staff Services Manager	I
Supervising Accountant	I

HOUSING AUTHORITY/COMMUNITY ACTION AGENCY:

Director of Housing and Community Action Programs	I
Housing and Community Programs Specialist I, II	I
Housing Rehabilitation Specialist I, II	III
Housing Assistance Coordinator	I

Disclosure Category

INFORMATION TECHNOLOGY:

Chief Information Officer	I
Deputy Director of Information Technology	I
Information Technology Supervisor	II

PROBATION:

Chief Probation Officer	I
Assistant Chief Probation Officer	I
Probation Division Director	II

PUBLIC DEFENDER:

Public Defender	I
Assistant Public Defender	I
Senior Deputy Public Defender	I
Deputy Public Defender I, II, III	I
Chief Public Defender Investigator	I

PUBLIC WORKS:

Public Works Director	I
Deputy Public Works Director - Engineering	I
Supervising Engineer	II
County Real Property/Right-of-Way Agent	I
Chief Public Works Planner	I
Senior Planner	I
Facilities Manager	I
Public Works Director – Administration	I
Operations Superintendent	I
Maintenance Supervisor	I

Disclosure Category

RESOURCE MANAGEMENT:

Director of Resource Management	I
Assistant Director of Resource Management	I
Environmental Health Division Manager	I
Senior Environmental Health Specialist	I
Environmental Health Specialist	I
Environmental Health Specialist Trainee	I
Community Education Specialist I, II	I
Air Quality District Manager	I
Senior Air Pollution Inspector	I
Air Pollution Inspector I, II	I
Associate Planner	I
Assistant Planner	I
Senior Planner	I
Building Division Manager	I
Building Inspector I, II, III	I
Deputy Director of Resource Management – Administration	I

SHERIFF-CORONER:

Sheriff-Coroner (Emergency Services Director)	I
Undersheriff	I
Captain	II
Lieutenant	II
Sheriff's Program Manager	II
Correctional Plant Manager	II

SUPPORT SERVICES:

Director of Support Services	I
Assistant Director of Support Services	I
Personnel Analyst I, II, III	II
Risk Management Analyst I, II, III	II
Workers' Compensation Analyst I, II, III	I
Workers' Compensation Adjuster I/II-Confidential	I
Agency Staff Services Analyst I/II-Confidential	I
Fleet Management Supervisor	I

TREASURER-TAX COLLECTOR/PUBLIC ADMINISTRATOR:

Deputy Public Administrator	I
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VETERANS SERVICES:

Veteran's Service Officer

I

NOTE:

The following positions are not designated by the County of Shasta Conflict of Interest Code because they are subject to Article 2, Chapter 7, Title 9 (commencing with Section 87200) of the Government Code and file Statements of Economic Interests with the Shasta County Clerk.

Member of the Board of Supervisors

County Executive Officer

County Counsel

District Attorney

Planning Commissioner

Treasurer-Tax Collector/Public Administrator

Deputy Treasurer-Tax Collector-Treasurer/Public Administrator

Deputy Treasurer-Tax Collector/Collections

SHASTA COUNTY CONFLICT OF INTEREST CODE

EXHIBIT “B” DISCLOSURE CATEGORIES (2018)

- I. A person in a Disclosure Category I designated position shall complete all schedules of FPPC Form 700 as may be applicable to that person.

Consultants shall disclose pursuant to this disclosure category subject to the following limitation:

The county counsel 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 of this Disclosure Category I. 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 county counsel’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.

- II. A Person in a Disclosure Category II designated position shall report any reportable interests in the following:

- (a) Investments;
- (b) Personal Income;
- (c) Income from a business entity, including income from a sole proprietorship;
- (d) Management positions.

The above sources of income and management positions are reportable if the source of income or activity of a business entity from which income is received or in which a management position is held, is located in Shasta County or is doing business or is planning to do business in Shasta County within two years prior to the end of the last calendar year.

- III. A person in a Disclosure Category III designated position shall report any reportable interests in the following:

- (a) Interest in real property;
- (b) Investments and business positions held in business entities which have done business with the county government in the previous two years;
- (c) Income from business entities which have done business with the county government in the previous two years; and
- (d) Income from individuals who are county employees.