

CIVIL RIGHTS DEPARTMENT
CONFLICT OF INTEREST CODE

The Political Reform Act (Gov. Code, § 8100 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 (Cal. Code Regs., tit. 2, § 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's regulation. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of California Code of Regulations, title 2, section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation, and the attached appendices designating positions and establishing disclosure requirements, shall constitute the conflict of interest code of the **Civil Rights Department (CRD)**.

The Director and Members of the Civil Rights Council must file their statements of economic interests electronically with the **Fair Political Practices Commission**. All other individuals holding designated positions must file their statements with **CRD**. All statements must be made available for public inspection and reproduction under Government Code Section 81008.

NOTE: Authority cited: Sections 81008, 87300, 87306, Government Code. Reference: Section 87302, Government Code.

CONFLICT OF INTEREST CODE**CIVIL RIGHTS DEPARTMENT****APPENDIX A**

Division/Position	Disclosure Category
Executive Administration	
Director	1
Chief Deputy Director	1
Enforcement Division	
Career Executive Assignment (all levels)	1
Administrator, FEH (all levels)	1
Staff Services Manager (all levels)	2
FEH Consultant, all ranges	4
Associate Governmental Program Analyst	4
Staff Services Analyst	4
Information Technology Services Division	
Chief Information Officer	3
Information Technology Manager I	3
Information Technology Supervisor (all levels)	3
Information Technology Specialist (all levels)	3
Administrative Services Division	
Career Executive Assignment (all levels)	1
Accounting Administrator (all levels)	2
Staff Services Manager (all levels)	2
Labor Relations Manager I	5
Associate Governmental Program Analyst	4
Staff Services Analyst	4
Accounting Officer	4
Associate Accounting Analyst	4

Legal Division	
Chief Counsel	1
Career Executive Assignment (all levels)	1
Assistant Chief Counsel	1
Attorney (all levels)	1
Staff Services Manager (all levels)	2
Associate Governmental Program Analyst – Pay Data Reporting Program	1
Associate Governmental Program Analyst – Not Assigned to Pay Data Reporting Program	4
FEH Consultant III	4
Legal Analyst (all levels)	4
Dispute Resolution Division	
Career Executive Assignment (all levels)	1
Assistant Chief Counsel	1
Attorney (all levels)	1
Staff Services Manager I	2
Executive Programs Division	
Deputy Director of Executive Programs	1
Career Executive Assignment (all levels)	1
Assistant Chief Counsel	1
Attorney (all levels)	1
Staff Services Manager (all levels)	2
Associate Governmental Program Analyst	4
FEH Consultant III	4
Staff Services Analyst	4
Member, Civil Rights Council	1
Public Affairs Division	
Deputy Director of Communications	1
Information Officer (all levels)	4
Consultants/New Positions	*

*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this conflict of interest code subject to the following limitation: The Director may determine in writing that a particular consultant or new position, although holding 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 described in this section. The Chairperson of the Civil Rights Council may make this written determination with respect to consultants to the Civil Rights Council. 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’s or Chairperson’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.

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APPENDIX B

The jurisdiction of CRD is the State of California. Designated positions required to disclose investments and sources of income need only disclose investments in, and sources of income from, business entities that do business in the jurisdiction, plan to do business in the jurisdiction, or have done business within the jurisdiction in the last two years. Designated positions required to disclose gifts must disclose gifts regardless of the jurisdiction.

Disclosure Category 1

Individuals holding designated positions assigned to disclosure category 1 shall report interests in real property located within the State of California; investments and business positions in business entities; and income (including loans, gifts, and travel payments) from all sources.

Disclosure Category 2

Individuals holding designated positions assigned to disclosure category 2 shall report investments and business positions in business entities, and income (including receipt of gifts, loans, and travel payments) from sources of the type to provide services, supplies, materials and/or equipment to the CRD. Such services include, but are not limited to, legal recording/reporting services and rental of meeting and/or administrative hearing space.

Disclosure Category 3

Individuals holding designated positions assigned to disclosure category 3 shall report investments and business positions in business entities, and income (including receipt of gifts, loans, and travel payments) from sources of the type to provide information technology or telecommunications services, goods, and/or supplies, including, but not limited to, software, hardware, or data retrieval and/or security services.

Disclosure Category 4

Individuals holding designated positions assigned to disclosure category 4 must determine whether, during the reporting period, they had a financial interest in any of their assignments. If they had no such interest, they shall file Fair Political Practices Commission Form 700-A. Otherwise, they shall disclose their pertinent financial interests on the schedules for Fair Political Practices Commission Form 700.

Disclosure Category 5

Individuals holding designated positions assigned to disclosure category 5 must report investments, positions in business entities, and income (including receipt of loans, gifts, and travel payments) received from department employees and from any of the following sources: training and educational services, labor specialists, and human resource management services.