

## **Department of Child Support Services Conflict of Interest Code**

### **Proposed Text**

**PLEASE NOTE:** The proposed text is illustrated for greater accessibility. Proposed changes are illustrated with additions underlined and the following bracketed text, [begin underline] and [end underline], to show the beginning and end of the underline where new text is added. Text proposed for deletion is shown in ~~strikeout~~ with the bracketed language, [begin strikeout] and [end strikeout], to denote the beginning and end of stricken text.

### **Amend Section 123000 of Chapter 13 of Division 13 of Title 22 of the California Code of Regulations as follows:**

§ 123000. California Department of Child Support Services Conflict-of-Interest Code.

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 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. 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 2 California Code of Regulations 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 categories, shall constitute the conflict-of-interest code of the Department of Child Support Services (Department).

Individuals holding designated positions shall file their statements of economic interests with the Department, which shall make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) Upon receipt of the statement for the Director, the Department shall make and retain copies and forward the original to the Fair Political Practices Commission. All other statements will be retained by the Department.

### Designated Positions Appendix A

<i>Designated Positions</i>	<i>Disclosure Categories</i>
EXECUTIVE DIVISION	
Director	1, 2, 6
Chief Deputy Director	1, 2, 6
<u>Staff Services Manager I, Director's Office</u>	<u>1, 2, 6</u>
All Regional Administrators	4
Chief Counsel	1, 2, 6
Assistant Chief Counsel	1, 2, 6
Attorney (All Levels)	2, 4
Supervising Management Auditor	5
Senior Management Auditor	5
Staff Management Auditor	4
CEA B, CSSAS Project	1, 2, 6
CEA A, Office of Legislative Affairs	1, 2, 6
Assistant Director, Office of Communication & Public Affairs	1, 2, 6
Assistant Director, Office of Executive Programs	2, 4
CEA A, Office of Payment Management	2, 4
<del>CEA A, Office of Enterprise Project Management</del> <u>CEA A, Office of Strategic Planning</u>	1, 2, 6
All Staff Services Managers II	4
All Staff Services Managers III	2, 4
All Information Technology Managers I and II	8
Staff Services Manager I (Sp), Equal Employment Opportunity Office	7
CHILD SUPPORT SERVICES DIVISION	
CEA B	3
CEA A	3, 4
All Staff Services Managers III	3, 4
All Staff Services Managers II	4

OPERATIONS DIVISION	
CEA B	3
All Staff Services Managers II and III	3
TECHNOLOGY SERVICES DIVISION	
CEA B	1, 2, 6
All Information Technology Supervisors I and II	8
All Information Technology Managers I and II	8
ADMINISTRATIVE SERVICES DIVISION	
CEA (All Levels)	1, 2, 6
All Staff Services Managers II and III Financial Services Branch	2
All Accounting Administrators II and III	2
All Other Staff Services Manager III	3, 6
Information Technology Supervisor [ <u>begin underline</u> ] I <u>and</u> [ <u>end underline</u> ] II	8
Staff Services Manager I, Procurement and Contract Branch	2
All Information Technology Specialists I	8
All Information Technology Associates	8
All Associate Governmental Program Analysts Contract Unit	2
Staff Services Manager I, Facilities Services Unit	3, 6
All Associate Governmental Program Analysts, Security Services	3
Staff Services Manager II, Business Support Section	2, 6
All Staff Services Managers I and II, Personnel Services Section	7
All Staff Services Managers I and II, Employee Relations Section [begin strikeout] ( <del>except Organization Development and Recruitment Unit</del> ) [end strikeout] [ <u>begin underline</u> ] ( <u>except for Performance Management Unit</u> ) [end underline]	2, 7

[begin strikethrough] Staff Services Manager I, Organizational Development and Recruitment Unit [end strikethrough]	Z
[begin underline] Staff Services Manager I, Performance Management Unit [end underline]	[begin underline] Z [end underline]
Consultants/New Positions	*

\* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in this code, subject to the following limitation: The Director 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 the 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'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. (Government Code Section 81008)

### **Disclosure Categories Appendix B**

#### CATEGORY 1

Designated positions assigned to this category must report:

All investments, business positions in business entities and sources of income, including receipt of gifts, loans and travel payments from a source that is subject to oversight, regulation and enforcement of the Agency or contracts with the Agency to perform its mandated authority. Such sources include those that participate in programs that locate a parent, establish paternity; that assist or are subject to a Department enforcement action (including real property liens). This disclosure category includes all sources that are subject to or assist the department in establishing, modifying and enforcing a court order for child support or health coverage.

#### CATEGORY 2

Designated positions assigned to this category must report:

All investments, business positions and income, including receipt of gifts, loans and travel payments, from, sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the Department.

### CATEGORY 3

Designated positions assigned to this category must report:

All investments, business positions and income, including receipt of gifts, loans and travel payments, from, sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the designated position's Division.

### CATEGORY 4

Designated positions assigned to this category must report:

All investments, business positions and income, including receipt of gifts, loans and travel payments, from, sources that are subject to the regulatory authority of the Department.

### CATEGORY 5

Designated positions assigned to this category must report:

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.

### CATEGORY 6

Designated positions assigned to this category must report:

All interests in real property in the State of California that is of the type that may be owned by, leased, or rented by the Department.

### CATEGORY 7

Designated positions assigned to this category must report:

All investments, positions in business entities, and income including receipt of loans, gifts, and travel payments received from a department employee and from any of the following sources: training and educational sources, labor specialists, and human resource management services.

### CATEGORY 8

Designated positions assigned to this category must report:

All investments, positions in business entities and sources of income including receipt of gifts, loans and travel payments if the business entity or source provides information technology or telecommunications goods, products or services including computer hardware or software companies, computer consultant services, IT training companies, data processing firms and media services.

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