

**OFFICE OF THE CITY ATTORNEY
REVISED CONFLICT OF INTEREST CODE (2006)
SCHEDULE A – DESIGNATED POSITIONS**

CLASSIFICATION

DISCLOSURE CATEGORY

EXECUTIVE MANAGEMENT BRANCH

City Attorney	1**
Chief Deputy	1
Chief Advisor	1
Chief -- Administrative Branch	1
Chief – Civil Liability Management Branch	2
Chief – Criminal & Special Litigation Branch	2
Chief – Municipal Branch	2
Chief – Proprietary Depts. & Outside Counsel	2
Special Assistant	2
Special Assistant – Neighborhood & School Safety	3
Special Counsel – Civil Management	2
Special Counsel – Criminal Management	2
Director of Communications	28
Community Affairs Administrative Coordinator	3
Legislative Policy Analyst	2
Tenure Exempt Employee (as defined in Section 274 Of the City Charter, if not otherwise holding a designated position assigned to the same or a higher category on Schedule B)	
Executive Assistant to the City Attorney	11

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COMMISSION

Special Counsel to the Council 2

CRIMINAL & SPECIAL LITIGATION BRANCH

Criminal & Special Litigation Branch Chief 2

Training Program Attorney 14

**Branch Operations
(includes Branch Operations and Gang Prosecutions)**

Criminal Branch Operations Division Deputy Chief 2

Supervising Attorney 3

Prosecuting Attorney 3

Law Clerk (unless otherwise specified) 3

Paralegal (unless otherwise specified) 3

Hearing Officer 3

Legal Assistant 3

Investigator 3

Support Staff Supervisor (unless otherwise specified) 11

Victim Assistance Program Administrative Coordinator 13

Victim Assistance Program Witness Service Coordinator 13

**Special Operations
(includes Family Violence, Environmental Justice, Special Litigation,
Criminal Appellate, Prosecutorial Ethics, Legislation & Trial Support, Crime
Prevention & Youth Protection, and Corruption, Frauds & Enforcement)**

Special Operations Deputy Chief 2

Special Operations Supervising Attorney 3

Special Operations Prosecutor	3
Special Operations Investigator	3
Special Operations Law Clerk	3
Special Operations Legal Assistant	3
Special Operations Support Staff Supervisor	11
Family Violence Division Program Administrative Coordinator	13A
Family Violence Division Investigator	13A
Family Violence Division Program Witness Service Coordinator	13A
Criminal Appeals Supervising Attorney	2
Criminal Appeals Attorney	3
Prosecutorial Ethics, Legislation & Support Attorney	14
Prosecutorial Ethics, Legislation & Support Administrative Coordinator	14
Special Litigation Supervising Attorney	2
Corruption, Frauds & Enforcement Supervising Attorney	2
Tobacco Enforcement Administrative Coordinator	27
Elder Abuse Witness Service Coordinator	13B
Domestic Violence Legislative & Policy Advisor	3
Safe Neighborhoods (includes CNAP, NPP, Housing Enforcement & Problem Properties and Dispute Resolution)	
Safe Neighborhoods Deputy Chief	3
Safe Neighborhoods Managing Assistant City Attorney	3
Safe Neighborhoods Division Attorney	3
Safe Neighborhoods Division Administrative Coordinator	3

Safe Neighborhoods Division Paralegal	3
Safe Neighborhoods Division Law Clerk	3
Safe Neighborhoods Division Support Staff Supervisor	11
Dispute Resolution Coordinator	3

CIVIL LIABILITY MANAGEMENT BRANCH

Civil Liability Management Branch Chief	2
Civil Liability Management Branch Law Clerk (unless otherwise specified)	3
Civil Liability Management Branch Paralegal (unless otherwise specified)	4
Civil Liability Management Branch Support Staff Supervisor	11

**Civil Litigation Division
(includes General Litigation, Employment Litigation, Police Litigation, Complex Police Litigation, Business & Complex Litigation and Claims)**

Civil Litigation Managing Assistant City Attorney	2
Civil Litigation Attorney	4
Civil Litigation Division Investigator	4
Civil Litigation Division Law Clerk	4
Civil Litigation Division Paralegal	4
Civil Litigation Division Claims Representative	4

**Police General Counsel Division
(includes Police Administrative Law, Police Discovery, and Police General Counsel)**

Police General Counsel Division Managing Assistant City Attorney	2
Police General Counsel Division Attorney	3

Police General Counsel Division Paralegal	3
Police General Counsel Division Support Staff Supervisor	11
Subrogation/Workers' Comp Division	
Subrogation/Workers' Comp Division Managing Assistant City Attorney	2
Subrogation Attorney	3
Subrogation Coordinator (Collections)	3
Subrogation Investigator	3
Workers' Comp Division Attorney	20
Workers' Comp Division Investigator	20
Workers' Comp. Division Senior Legal Assistant	20
Workers' Comp. Division Paralegal	20
Civil Appellate Division	
Civil Appellate Division Managing Assistant	2
Civil Appellate Division Attorney	5
Civil Appellate Division Law Clerk	5
Civil Appellate Division Paralegal	5

MUNICIPAL COUNSEL BRANCH

Municipal Counsel Branch Chief	2
Municipal Counsel Branch Support Staff Supervisor	11
Municipal Counsel Branch Law Clerk	3
Municipal Counsel Branch Legal Assistant	3
Municipal Counsel Branch Hearing Officer	3

General Counsel Practice Group (includes Community Services & Infrastructure, City Management, Neighborhood Council & Public Integrity)

General Counsel Practice Group Managing Assistant City Attorney	2
General Counsel Practice Group Attorney	2
General Counsel Practice Group Paralegal	2

Real Estate & Economic Development Practice Group (REED) (includes Land Use, Real Property & Environment, Housing, and Economic Development)

REED Practice Group Managing Assistant City Attorney	2
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Land Use Division

Land Use Division Managing Assistant City Attorney	2
Land Use Division Attorney	3
Land Use Law Clerk	3
Land Use Paralegal	3

Real Property & Environment Division

Real Property & Environment Managing Assistant City Attorney	2
Real Property & Environment Division Attorney	2

Real Property Law Clerk	2
Real Property Paralegal	2

Housing Division

Housing Division Managing Assistant City Attorney	2
Housing Division Attorney	3

Economic Development Division

Economic Development Division Managing Assistant City Attorney	2
Economic Development Division Attorney	3

Labor Relations

Labor Relations Managing Assistant Attorney	2
Labor Relations Attorney	15
Labor Relations Law Clerk	15
Labor Relations Paralegal	15

Retirement Benefits

Retirement Benefits Managing Assistant City Attorney	2
Retirement Benefits Attorney	6

PRORIETARY DEPARTMENTS & OUTSIDE COUNSEL BRANCH
(includes Airports, Water & Power, Harbor, Proprietary/Municipal
Appellate and Outside Counsel Oversight)

Chief – Proprietary Departments & Outside Counsel	2
Airport Division	
Airport Division Managing Assistant	2
Airport Division Deputy Managing Assistant	2
Airport Division Attorney	16
Airport Division Law Clerk	16
Airport Division Senior Legal Assistant	16
Airport Division Support Staff Supervisor	11
Water & Power Division	
Water & Power Division Managing Assistant	2
Water & Power Division Deputy Managing Assistant	2
Water & Power Division Attorney	22
Water & Power Division Collections Attorney	23
Water & Power Division Contracts Attorney	22
Water & Power Division Employee Relations Attorney	17
Water & Power Division Water, Rates, & Environmental Attorney	24
Water & Power Division Liability Attorney	12
Water & Power Division Workers' Compensation Attorney	21
Harbor Division	
Harbor Division Managing Assistant	2
Harbor Division Deputy Managing Assistant	2

Harbor Division Attorney	7
Harbor Division Investigator	8
Harbor Division Law Clerk	7
Harbor Division Legal Assistant	7
Proprietary/Municipal Appellate Division	
Proprietary/Municipal Appellate Division Managing Assistant City Attorney	2
Proprietary/Municipal Appellate Division Attorney	2
Proprietary/Municipal Appellate Law Clerk	2
Proprietary/Municipal Appellate Paralegal	2
Outside Counsel Oversight Division	
Outside Counsel Oversight Division Managing Assistant City Attorney	2
Outside Counsel Oversight Division Attorney	2

ADMINISTRATIVE BRANCH

Administrative Branch Chief	1
Administrative Division (includes Facilities, Law Library and Personnel)	
Administrative Branch Office Space, Furniture & Equipment Coordinator	10
Law Librarian	9
Director of Personnel	18
Assistant Director of Personnel	18
Administrative Coordinator, Personnel	18
Budget & Finance Division (includes Budget & Finance, Business Office & Liability Claims)	
Budget Director	25
Business Office Manager	26
Budget & Planning Analyst	25
Liability Claims Manager	25
Administrative Coordinator, Grants	25
Consultant	*

* A "consultant" is an individual who, pursuant to a contract with the Office of the City Attorney, either (i) makes a governmental decision as defined by the Political Reform Act or (ii) serves in a staff capacity with the office and participates in making government decisions within the meaning of the Act or (iii) performs the same or substantially all the same duties that would otherwise be performed by an employee of the office who would be required to file statements of economic interest pursuant to this Code. Whether an individual is a consultant will be determined by the City Attorney who will also determine which of the Disclosure Categories is applicable to the consultant.

** Government Code Section 87200 requires that all filers in this classification disclose all investments, income, and interests in real property as defined in this Conflict of Interest Code.

**OFFICE OF THE CITY ATTORNEY
REVISED CONFLICT OF INTEREST CODE
SCHEDULE B - DISCLOSURE CATEGORIES**

GENERAL PROVISION

A designated employee is required to disclose that he or she is a director, officer, partner, trustee, employee or holds any position of management in a business entity if he or she would be required to disclose income from that entity. Income includes loans and gifts.

CATEGORY 1

Any investment, interest in real property, income, or business position.

CATEGORY 2

A. Any investment.

B. Any interest in real property.

C. Any income or business position, with the exception of any gifts received from any person or business entity which does not and has not for the past twelve months resided in nor done business in or with the City of Los Angeles, nor owned an interest in real property within the jurisdiction.

CATEGORY 3

A. Any investment; provided, however that no investment in a business entity shall be considered an investment solely by reason of the ownership by the business entity of an interest in real property located more than two miles outside the boundaries of the City of Los Angeles.

B. Any interest in real property located within the City of Los Angeles or not more than two miles outside the boundaries of the City.

C. Any income or business position with the exception of gifts received from any person or business entity which does not and has not for the past twelve months resided in nor done business in or with the City of Los Angeles, nor owned an interest in real property within the City of Los Angeles or not more than two miles outside the boundaries of the City.

CATEGORY 4

A. Any investment in, income from or business position with any person or business entity which filed a claim for money, damages or other relief against the City of Los Angeles which is being or during the past twelve months was assigned to the person's division in the Civil Liability Management Branch or any attorney or law firm that represents those persons or entities.

B. Any investment in, income from or business position with any person or business entity which currently is or during the past twelve months was a party to any litigation assigned to the person's division in the Civil Liability Management Branch or any attorney or law firm that represents those persons or entities.

C. Any investment in, income from or business position with any insurance company, with the exception of any such company which issues only title insurance.

D. Any investment in, income from or business position with any person or business entity which provides litigation support services, including but not limited to court reporting services, expert witnesses, scientific, technical or economic consultants, investigators, or persons or entities which prepare trial exhibits and similar litigation aids.

CATEGORY 5

A. Any investment in, income from or business positions with any person or business entity which currently is or during the past twelve months was a party to any litigation assigned the Civil Liability Management Branch or the Civil Liability Appeals Division.

B. Any investment in, income from or business position with any insurance company, with the exception of any such company which issues only title insurance.

C. Any investment in, income from or business position with any person or business entity which provides printing and/or filing services for appellate briefs.

CATEGORY 6

A. Any investment in, income from or business positions with any business entity which has marketable stocks or bonds currently outstanding.

B. Any interest in real property.

C. Income from any active member of one of the retirement or pension plan systems.

D. Any investment in, income from or business positions with any financial

institution, investment advisor or stock/commodities broker.

CATEGORY 7

- A. Any investment, income or business position, as defined by this Code.
- B. Any interest in real property located on or within two miles of land which is under the jurisdiction of the Harbor Department.
- C. Any interest in real property which is zoned for industrial uses and which is located within the City of Los Angeles or within two miles of the boundaries of the City.

CATEGORY 8

Any investment in or income from any person or business entity which does business with the Harbor Department or uses Harbor Department property, and is either the subject of investigation by the Harbor Department or is now or within the past twelve months was a party to a legal proceeding (whether administrative or judicial) involving the Harbor Department.

CATEGORY 9

Any investment in, income from or business positions with a person or business entity which:

- A. Leases, sells, repairs, or provides office or business equipment or furniture;
- B. Sells or provides other office supplies;
- C. Publishes or sells law books, legal reference or legal educational materials; or
- D. Leases, sells or provides automated legal research equipment or services.

CATEGORY 10

Any investment in, income from or business positions with any person or business entity which:

- A. Leases, sells, repairs or provides office or business equipment or furniture;
- B. Sells or provides other office supplies;
- C. Provides court reporter or other legal support services;
- D. Publishes or sells law books, legal reference or legal educational materials; or

F. Leases, sells or provides automated legal research equipment or services.

CATEGORY 11

A. Income from any support staff employee of the division or other unit of the Office of the City Attorney whom he or she supervises.

B. Income from any employee organization which represents employees whom he or she supervises.

C. Any investment in, income from or business positions with any person or business entity engaged in consulting services with respect to employment standards.

CATEGORY 12

A. Any investment in, income from or business positions with any person or business entity which filed a claim for money, damages or other relief against the City of Los Angeles which is being or during the past twelve months was processed by the Water and Power Division.

B. Any investment in, income from or business positions with any person or business entity which is or during the past twelve months was a party to any litigation assigned to the Water and Power Division.

C. Any investment in, income from or business positions with an insurance company, with the exception of any such company which issues only title insurance.

D. Any investment in, income from or business positions with any person or business entity which provides litigation support services, including but not limited to court reporter services, expert witnesses, scientific, technical or economic consultants, copying services, investigators, or persons or entities which prepare trial exhibits and similar litigation aids.

CATEGORY 13

Any investment in, income from or business position with any person or business entity, including governmental, nonprofit and for profit entity, which now or during the past twelve months was engaged in providing services for victims of crime.

CATEGORY 13A

Any investment in, income from or business position with any person or business entity, including governmental, nonprofit and for profit entity, which now or during the past twelve months was engaged in providing services for victims of domestic violence.

CATEGORY 13B

Any investment in, income from or business positions with a social service agency including governmental, nonprofit and for profit entities which now or during the past twelve months was engaged in providing services for the elderly.

CATEGORY 14

Any investment in, income from or business positions with any person or business entity which:

- A. Manufactures, sells, rents or distributes educational audio-visual equipment;
- B. Manufactures, sells, rents or supplies office or courtroom equipment or furniture;
- C. Publishes or sells law books or legal educational materials;
- D. Provides training or education for attorneys;
- E. Seeks to influence any legislation sponsored by the Office of the City Attorney.

CATEGORY 15

A. Income from any employee of the City of Los Angeles or from a member of the immediate family of such employee.

B. Income from any employee organization which represents or seeks to represent employees of the City of Los Angeles.

C. Any investment in, income from or business positions with any person or business entity engaged in consulting services with respect to employment standards.

D. Any investment in, income from or business positions with any person or business entity which provides litigation support services, including but not limited to expert witnesses, scientific, technical or economic consultants, investigators, or persons or entities which prepare trial exhibits and similar litigation aids.

E. Any investment in, income from or business positions with any person or business entity which is now or during the past twelve months was a party to litigation assigned to the Labor Relations Division.

CATEGORY 16

- A. Any investment, income or business position, as defined by this Code.

B. Any interest in real property located on or within two miles of land which is under the jurisdiction of the Los Angeles World Airports Department.

CATEGORY 17

A. Income from any employee of or applicant for employment with the Department of Water and Power, or from a member of the immediate family of such employee or applicant.

B. Income from any employee organization which represents or seeks to represent employees of the Department of Water and Power.

C. Any investment in, income from or business positions with any person or business entity engaged in consulting services with respect to employment practices.

D. Any investment in, income from or business positions with any person or business entity which provides litigation support services, including but not limited to court reporter services, expert witnesses, scientific, technical or economic consultants, copying services, investigators, or persons or entities which prepare trial exhibits and similar litigation aids.

CATEGORY 18

A. Any investment in, income from or business positions with any person or business entity which may:

1. contract to provide personnel services to the Office of the City Attorney;
2. lease, sell or otherwise provide published employment tests;
3. sell or otherwise provide psychological consulting service;
4. provide testing services or background investigation services;
5. provide training services under contract or letter of agreement;
6. provide facilities or services for the conduct of conferences, seminars or other training; or
7. provide an advertising service in the form of newspaper or magazine space or artistic lay-out and printing of recruitment brochures.

B. Income from any employee of the Office of the City Attorney or from a member of the immediate family of such employee.

CATEGORY 19

Any investment in, income from or business positions with any person or business entity which leases, sells, installs, repairs, maintains or provides computer hardware, software or services.

CATEGORY 20

A. Income from any employee of the City of Los Angeles or from a member of the immediate family of such employee.

B. Any investment in, income from or business positions with any person or business entity which is a physician or medical services group doing business in the City of Los Angeles.

C. Any investment in income from or business positions with any person or business entity which provides court reporting, copying, private investigation or messenger services in the City of Los Angeles.

CATEGORY 21

A. Income from any employee of the Department of Water and Power or from a member of the immediate family of such employee.

B. Any investment in, income from or business positions with any person or business entity which provides litigation support services, including but not limited to court reporter services, expert witnesses, scientific, technical or economic consultants, copying services, investigators, or persons or entities which prepare trial exhibits and similar litigation aids.

CATEGORY 22

A. Any investment in, income from or business position with any person or business entity which filed a claim for money, damages or other relief against the City of Los Angeles that is or during the past twelve months was assigned to the Water & Power Division.

B. Any investment in, income from or business position with any person or business entity which filed is a party to the litigation that is or within the past twelve months was assigned to the Water & Power Division.

C. Any investment in, income from or business position with any person or business entity which is or during the last twelve months was a party to a contract to which the Department of Water & Power is also a party or submitted a bid or proposal on such a contract.

D. Any interest in real property located within two miles of real property in which the Department of Water & Power owns an interest.

CATEGORY 23

A. Any investment in, income from or business position with any person or business entity which is or during the past twelve months was a customer of the Department of Water & Power.

B. Any interest in real property which is served by the Department of Water & Power.

C. Any investment in, income from or business positions with any person or business entity which provides litigation support services, including but not limited to court reporter services, expert witnesses, scientific, technical or economic consultants, copying services, investigators, or persons or entities which prepare trial exhibits and similar litigation aids.

CATEGORY 24

A. Any investment in, income from or business position with any person or business entity which filed a claim for money, damages or other relief against the City of Los Angeles relating to water, utility rates, or environment issues (including, but not limited to, toxic or environmental cleanup) that is or during the past twelve months was assigned to the Department of Water & Power ("DWP").

B. Any investment in, income from or business position with any person or business entity which is a party to the litigation relating to water, utility rates, or environment issues (including, but not limited to, toxic or environmental cleanup) that is or within the past twelve months was assigned to DWP.

C. Any investment in, income from or business position with any person or business entity which is or during the last twelve months was a party to a contract to which the DWP is also a party or submitted a bid or proposal on such a contract.

D. Any interest in real property within two miles of property owned, used or operated by DWP (including, but not limited to, property which DWP has ever used or disposed of toxic materials or any interest in real property within two miles of a site where DWP has ever used or disposed of toxic materials).

CATEGORY 25

A. Any investment in, income from or business position with any person or business entity which does business with the City Attorney's Office through the provision of services or goods.

B. Any investment in, income from or business position with any person or business entity which filed a claim for money, damages or other relief against the City Attorney's Office.

C. Any investment in, income from or business position with any person or business entity that provides grant funding to the City Attorney's Office.

CATEGORY 26

A. Any investment in, income from or business position with any person or business entity which does business with the City Attorney's Office through the provision of services or goods.

B. Income from any employee of the Office of the City Attorney or from a member of the immediate family of such employee.

CATEGORY 27

Any investment in, income from or business position with the following:

A. Any trade association of grocers or any person or business entity that engages in the retail sale of tobacco products.

B. Any public health organization that has taken a position on tobacco legislation.

C. Manufacturers and wholesalers of tobacco products.

CATEGORY 28

A. Income from any employee whom he or she supervises.

B. Income from any employee organization which represents employees whom he or she supervises.