

CITY CLERK'S OFFICE
CONFLICT OF INTEREST CODE – SCHEDULE A
List of Designated Financial Disclosure Filing Positions

ETHICS COMMISSION
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REC'D BY

<u>Position Title</u>	<u>Disclosure Category</u>
City Clerk	1
Executive Officer City Clerk	1
Chief Management Analyst	1
Legislative Assistant I, II	1
Senior Management Analyst I, II	1
Personnel Director I	1
Sr. Project Coordinator	1
Records Management Officer	2
Chief Creative Services Division	3
Sr. Project Assistant	3
Senior Management Analyst I (Elections)	4
Senior Management Analyst II (Elections)	4
Management Analyst II (Election Accounting)	6
Management Analyst II (In House Elections)	5
Management Analyst II (Maps/Election Precincting)	8
Management Analyst II (Vote By Mail Administrator)	5
Management Analyst II (Election Service Center)	5
Chief Clerk (Elections)	4

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<u>Position Title</u>	<u>Disclosure Category</u>
Director of Systems	9
Senior Systems Analyst I (Applications/Election Systems)	9
Senior Systems Analyst II	4,9
Systems Analyst II (Applications/Election Systems)	9
Systems Programmer I	4,9
Programmer Analyst III	4,9
Consultant	*

*Whether any individual is a consultant shall be determined by the City Clerk,
who also determines which of the above categories is applicable to that
consultant.

CITY CLERK'S OFFICE
CONFLICT OF INTEREST CODE – SCHEDULE B
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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, or income as defined by this Code, except income from persons who are not residents in, do not own an interest in real property, and do not do business in or with the City of Los Angeles.

Category 2

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

1. manufactures filing equipment or other records storage equipment;
2. provides consulting services for Records Management.

Category 3

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

1. produces or sells specialized engraving services, plaques, or supplies used to make special presentations to the public by City officials.
2. any individual who is or was employed by the Election Division of the City Clerk's Office during the past 12 months or was considered for such employment during this period;
3. income from any person who is or during the past two years was a candidate for City office.

Category 4

All investments in and income from the following sources:

1. any business entity dealing in the sales or servicing of data processing equipment including computers, equipment designed to "read" ballot cards and machines designed to furnish "print-outs" from these types of equipment;
2. any business entity which furnishes computer software services or any other service or material used by or as support for data processing equipment;
3. any business entity which furnishes computer hardware or software services or any other services or material used by or as support for electronic voting systems;
4. any business entity which sells paper supplies, such as tabulables, boxes, computer paper, envelopes or newsprint;
5. any business entity which rents office furniture;
6. any business entity which provides moving and /or storage services;
7. any business entity which provides warehouse supplies and equipment;
8. any business entity which furnishes cartographic services such as film negatives, auto positive prints, ozalid blue-line prints or any similar items or services used in cartography;
9. any business entity which sells printing, binding or mailing services for such items as ballot pamphlets, sample ballots or similar printed election items;
10. any business entity which furnishes or services vote recorders or materials used in the assembly of these recorders;
11. any business entity which rents or leases vehicles;
12. any business entity which furnishes any type of election consulting services;

Category 4 (Cont'd)

13. any business entity which would provide personnel to assist in the conduct of elections including but not limited to an employment agency;
14. any individual who is or was employed by the Election Division of the City Clerk's Office during the past 12 months or was considered for such employment during this period;
15. income from any person who is or during the past two years was a candidate for City office.

Category 5

All investments in, and income from, the following sources:

1. any business entity which sells such papers supplies as tabulables, boxes, computer printer paper, envelopes or newsprint;
2. any business entity which rents office furniture;
3. any business entity which provides moving and/or storage services;
4. any business entity which sells such office supplies and equipment as lettering pens, pensils, steel brushes, colored chalk, felt markers, staplers or other similar items;
5. any business entity which sells printing, binding or mailing services for such items as ballot pamphlets, sample ballots or similar printed election items;
6. any business entity which provides any type of election consulting services;
7. any business entity which would provide personnel to assist in the conduct of elections including, but not limited to, an employment agency;
8. Any individual who is or was employed by the Election Divison of the City Clerk's Office during the past 12 months or was considered for such employment during this period;

Category 5 (Cont'd)

9. Income from any person who is or during the past two years was a City official or who is or during the past two years was a candidate for City office.

Category 6

All investments in and income from the following sources:

1. any business entity which retails such paper supplies as tabulables, boxes, computer print-out paper, envelopes or newsprint;
2. any business entity which retails printing, binding, or mailing services for such items as ballot pamphlets, sample ballots or similar printed election items;
3. any business entity which provides any type of election consulting services;
4. any business entity which would provide personnel to assist in the conduct of elections, including but not limited to an employment agency;
5. any individual who is or was employed by the Election Division of the City Clerk's office during the past 12 months or was considered for such employment during this period;
6. income from any person who is or during the past two years was a candidate for City office.

Category 7

All investments and income in the following sources:

1. any business entity which retails paper supplies, such as tabulables, boxes, computers printer paper, envelopes or newsprint;
2. any business entity which rents office furniture;

Category 7 (Cont'd)

3. any business entity which provides warehouse supplies and equipment;
4. any business entity which furnishes or services vote recorders or material used in the assembly of recorders;
5. any business entity which rents or leases vehicles;
6. any business entity which provides any type of election consulting services;
7. any business entity which would provide personnel to assist in the conduct of elections including but not limited to an employment agency;
8. any individual who is or was employed by the Election Division of the City Clerk's office during the past 12 months or was considered for such employment during this period;
9. income from any person who is or during the past two years was a candidate for City office.

Category 8

All investments in and income from the following sources:

1. any business entity which furnishes such cartographic services and film negatives, auto positive prints, ozalid blue-lime prints or any similar items or services used in cartography;
2. any business entity which furnishes computer hardware or software services or any other services or material used by or as support for geographical information systems (GIS) or mapping;
3. any business entity which provides any type of election consulting services;
4. any business entity which would provide personnel to assist in the conduct of elections, including but not limited to an employment agency;
5. any business entity which rents or leases vehicles;

Category 8 (Cont'd)

6. any person from whom income is received except persons who are not employed within the County of Los Angeles and at any time during the past 12 months have not been employed by the City of Los Angeles;
7. any individual who is or was employed by the Election Division of the City Clerk's office during the past 12 months or was considered for such employment during this period;
8. income from any person who is or during the past two years was a candidate for City office.

Category 9

All investments and income from the following sources:

1. any business entity dealing in the sales or servicing of data processing equipment including computers, equipment designed to "read" ballot cards and machines designed to furnish "print-outs" from these types of machines;
2. any business entity which furnishes computer hardware or software services or any other service or material used by or as support for electronic voting systems;
3. any business entity which furnishes (computer) "soft-ware" services, keypunch services, processing ribbon, card files or any other services or material used by or as support for data processing equipment;
4. any business entity which sells such paper supplies as tabulables, boxes, computer print-out paper, envelopes or newsprint;
5. any individual who is or was employed by the Election Division of the City Clerk's Office during the past 12 months or was considered for such employment during this period;
6. income from any person who is or during the past two years was a candidate for City office.