

OFFICE OF FINANCE
CONFLICT OF INTEREST CODE – SCHEDULE A
 List of Designated Financial Disclosure Filing Positions

<u>Position Title</u>	<u>Disclosure Category</u>
Director of Finance	1
Assistant Director of Finance	1
Chief Management Analyst <i>See Footnote A</i>	1
Personnel Analyst II <i>Administrative Division, Personnel (SEI Filing Official)</i>	1
Revenue Manager	1
Senior Management Analyst I, II <i>Revenue Management</i>	1
Senior Management Analyst I <i>Administration Division</i>	1
Fiscal Systems Specialist	1
Personnel Director	1, 5
Consultant <i>See Below</i>	2**
Senior Accountant I, II	2
Director of Systems	3
Senior Systems Analyst II	3
Accounting Records Supervisor II <i>Operations Support – Tellers Unit</i>	4
Chief Tax Compliance Officer I, <i>Tax & Permit Division</i>	4
Chief Tax Compliance Officer II, <i>Tax & Permit Division</i>	4
Principal Tax Compliance Officer	4
Principal Tax Auditor	4

**Office of Finance, Conflict of Interest Code
Schedule A, Cont.**

<u>Position Title</u>	<u>Disclosure Category</u>
Senior Management Analyst II <i>Tax & Permit Division</i>	4
Senior Tax Auditor	4
Tax Compliance Officer III	4, 5
Accounting Clerk II	5
Board of Review Public Member	6

Notes

**Whether any individual is a consultant shall be determined by the Director of Finance, who will also determine which of the categories is applicable to the consultant.

OFFICE OF FINANCE
CONFLICT OF INTEREST CODE – SCHEDULE B
List of Designated Financial Disclosure Filing Positions

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

- A. Any investments in, or income from, or business positions with any person or business entity conducting business with or within the City of Los Angeles.

- B. Any interest in or income from real property against which the City possesses, or during the calendar year possessed a lien.

CATEGORY 2

- A. Income from any person who is, or during the past twelve months was, employed by and/or providing contractual services to the Office of Finance, including the Treasury Division.

- B. Any investment in, income from, or business positions with any person or business entity engaged in providing accounting or auditing services.

CATEGORY 3

- A. Any investment in, income from, or business positions with any person or business entity which manufactures, sells, maintains, or distributes computer systems, hardware and/or software application products, or provides computer consulting services.

- B. Any investment in, income from, or business positions with any person or business entity which markets computer-based training services or management services.

**Office of Finance, Conflict of Interest Code
Schedule B, Cont.**

CATEGORY 4

- A. Income from or investment in any business which is subject to any of the taxes administered by the Office of Finance, Revenue Management and Tax and Permit Divisions.
- B. Any interest or investment in income-producing real property with the City of Los Angeles.
- C. Any investment in any person or business entity engaged in the performance of:
 - accounting services;
 - bookkeeping services;
 - business management;
 - consultation services of any kind where advice is given regarding any of the taxes administered by the Revenue Management and Tax and Permit Divisions;
- D. Income from or investment in any business providing contractual services of the Office of Finance, Revenue Management and Tax and Permit Divisions.

CATEGORY 5

- A. Any income from any individual who is or during the past twelve months was employed temporarily or permanently or applied for such employment by the Office of Finance.
- B. Any investment in any business entity, or income from any business entity, or individual, which may provide:
 - 1. Training services under contract or letter of agreement;
 - 2. Facilities or services for the conduct of conference; management institutes, or seminars.

**Office of Finance, Conflict of Interest Code
Schedule B, Cont.**

CATEGORY 6

A. Income from or investment in any business which is subject to any of the taxes administered by the Office of Finance, Revenue Management and Tax and Permit Divisions.

B. Any investment in any person or business entity engaged in the performance of:

- accounting services;
- bookkeeping services;
- business management;
- consultation services of any kind where advice is given regarding any of the taxes administered by the Revenue Management and Tax and Permit Divisions;