

**PUBLIC WORKS – BUREAU OF CONTRACT ADMINISTRATION  
CONFLICT OF INTEREST CODE  
SCHEDULE “A” – DESIGNATED POSITIONS**

<u><b>CLASSIFICATION</b></u>	<u><b>DISCLOSURE CATEGORY</b></u>
<u>Administration</u>	
Inspector of Public Works (Director)	1
Assistant Director	1
Civil Engineer	1
Chief Management Analyst	1
Chief Construction Inspector	2
Principal Construction Inspector	2
Senior Construction Inspector	3
Construction Inspector	3
Assistant Inspector IV	3
<u>Inspection Trades</u>	
Senior Electrical Inspector	3
Electrical Inspector	3
<u>Contract Compliance Division (Investigative Personnel)</u>	
Contract Compliance Program Manager II	1
Senior Management Analyst I	4
Management Analyst I, II	4
Management Assistant	4
Management Aide	4

General Services Division

Management Analyst I 4

Administrative Services Division

Senior Management Analyst II (Asst. Division Head) 5

Senior Management Analyst I (Personnel and Procurement) 6

Senior Systems Analyst II 7

Consultants \*

\* Whether any individual is a consultant shall be determined by the Board of Public Works, which also determines which of the above categories is applicable to that consultant.

**PUBLIC WORKS – BUREAU OF CONTRACT ADMINISTRATION  
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SCHEDULE “B” – DISCLOSURE CATEGORIES**

**GENERAL PROVISIONS**

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 she or he would be required to disclose income from that entity. Income includes loans and gifts.

**CATEGORY 1**

Any investment in, interest in real property, or income as defined in this Conflict of Interest Code, except gifts 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**

- A. Any investment in, income from, or business positions with any business entity or other organization which conducts a construction function;
- B. Any interest in real property owned or used by any organization which conducts a construction function;
- C. Any investment in, income from, or business positions with:
  - 1. Any business entity which retails or wholesales:
    - a. Construction materials
    - b. Architectural or engineering services
    - c. Real estate investment
  - 2. Any laboratory or testing agency
  - 3. Any business entity which may provide construction services, equipment or machinery used by they City in connection with public works construction in the City of Los Angeles.
- D. Any interest in real property on which is located any business entity named in Item C, Category 2 above;

- E. Any individual from whom income is received except persons who are not employed within the County of Los Angeles and, for the past 12 months, have not been employed by the City of Los Angeles.

### **CATEGORY 3**

- A. Any investment in, income from, or business positions with any person or business entity engaged in:
1. Construction
  2. Real estate brokerage
  3. Subdivision development
  4. Materials testing
  5. Architectural or engineering services
  6. Construction materials supply
  7. Construction equipment and machinery supply
- B. Any interest in real property on which is located any business entity named in Item A, Category 3, above.
- C. Any investment in, income from, or business positions with any person or business entity which has submitted public works, public utilities, or public improvements plans for plan checking for construction and/or electrical compliance, code interpretation, and enforcement, inspection and investigation, of for the issuance of permits within the last 12 months or where a plan check or permit is pending.

### **CATEGORY 4**

- A. Any investment in, income from, or business positions with any person or business entity engaged in:
1. Construction
  2. Construction materials supply
  3. Construction equipment and machinery supply
- B. Any investment in, income from, or business positions with any person or business entity which does business as a construction contractor or vendor within the City of Los Angeles.
- C. Any investment in, income from, or business positions with any employment agency or other hiring source, which provides personnel to construction contractors or vendors doing business with the City of Los Angeles.

- D. Any investment in, income from, or business positions with any MBE/WBE/DBE which currently is certified, or during the past 12 months has submitted an application for certification that was reviewed, approved, denied, or sought an appeal.

**CATEGORY 5 (Asst. Div. Head – Budget/Finance/Admin. Support)**

Any investment in, income from, or business positions with any person or business entity which provides accounting, auditing, management consulting, or other types of financial services utilized by the Department of Public Works.

**CATEGORY 6 (Personnel and Procurement)**

- A. Any investment, income from, or business positions with a business entity, organization, or individual who provides or seeks to provide personnel services for City agencies or employees. Such services include, but are not limited to, training, counseling, clerical and record keeping, employee relations, personnel research, employee rehabilitation, or services related to affirmative action, job analysis and examinations, or employee benefits.
- B. Any income from any individual who is, or during the past 12 months, was employed by the Department of Public Works or who applied for such employment during said period.

**CATEGORY 7**

Any investment in, income from, or business positions with any person or business entity which retails or wholesales, maintains, repairs or installs, computer hardware, software, services or supplies.