

ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/17/2024

Approved as Recommended ☒

Other ☐

Unanimous ☒ Tam: ☐ Haubert: ☐ Miley: ☐ Márquez: ☐ Carson: ☐ - ☒

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Documents to be signed by Agency/Purchasing Agent:

File No. 31142
Item No. 66

Copies sent to:

Nina Hinton QIC 26012

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:
Clerk of the Board
Board of Supervisors

By: 
Deputy



Lakeside Plaza Building
1401 Lakeside Drive, Suite 500
Oakland, CA 94612-4305
TDD: (510) 272-3703

December 17, 2024

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

SUBJECT: APPROVAL OF AMENDED CONFLICT-OF-INTEREST CODE FOR THE HUMAN
RESOURCE SERVICES DEPARTMENT

Dear Board Members:

RECOMMENDATION:

Approve and adopt an amended Conflict-of-Interest Code ("Code") and Appendix of Designated Positions for the Human Resource Services Department.

DISCUSSION:

The Political Reform Act (Gov. Code Section 81000 et. seq.) requires most state and local government officials and employees to publicly disclose their personal assets and income. They must also disqualify themselves from participating in decisions that may affect their personal economic interests. The Political Reform Act (Government Code Section 81000, et. Seq.) also requires every local government agency to review its Code biennially to determine if it is accurate or alternately if the code should be amended.

The Board of Supervisors approved the current Code for the Human Resource Services ("HRS") Department on October 4, 2022. The Code includes the Appendix of Designated Positions, which identifies positions required to file a Statement of Economic Interests (Form 700), and the Appendix of Disclosure Categories, which specifies the types of interests to be reported.

The HRS Department has revised its Code's Appendix of Designated Positions by updating the titles of existing positions and deleting classifications that do not meet the definition that require filing. The changes are shown in Track Changes in the attached document. Staff requests your Board approve the attached revised Conflict-of-Interest Code for the HRS Department.

FINANCING:

Approval of this recommendation will have no impact on net County costs.

VISION 2026 GOAL:

This initiative supports the Vision 2026 10x goal of Employment for All in delivering services through highly skilled agile and responsive County employees.

Very truly yours,

DocuSigned by:

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Margarita Zamora, Director
Human Resource Services

Attachments:

1. Conflict-of-Interest Code
2. Appendix of Disclosure Categories
3. Appendix of Designated Positions

c: County Administrator's Office
Clerk of the Board

CONFLICT OF INTEREST CODE
HUMAN RESOURCE SERVICES, COUNTY OF ALAMEDA

This Conflict-of-Interest Code is promulgated under the authority of the Political Reform Act, Government Code Section 81000 et seq., which requires all state and local government agencies to adopt and promulgate a conflict-of-interest code. Regulation 2, California Code of Regulations, Section 18730, as adopted by the Fair Political Practices Commission, contains the terms of a standard conflict of interest code, which may be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act.

Therefore, the terms of Regulation 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 and, along with the attached Appendix of Designated Positions in which employees are designated and disclosure categories are set forth, constitute the Conflict-of-Interest Code of the Human Resource Services Department.

Designated employees, other than the Director, shall file their Statements of Economic Interests with the Department Liaison of Human Resource Services who will make the statements available for public inspection and reproduction (Government Code Section 81008). The original Statement of Economic Interest of the Director shall be forwarded to the Clerk of the Board of Supervisors and a copy shall be retained by the Department Liaison of Human Resource Services.

**APPENDIX OF DISCLOSURE CATEGORIES
HUMAN RESOURCE SERVICES, COUNTY OF ALAMEDA**

<u>Category</u>	<u>Disclosure Required</u>
1	Persons in this category must disclose all investments and business positions in business entities, sources of income and interests in real property.
2	Persons in this category must disclose those investments and business positions in business entities, sources of income and interests in real property of the type utilized by the unit for which the designated employee is director, manager or responsible.

REVISED

**APPENDIX OF DESIGNATED POSITIONS
HUMAN RESOURCE SERVICES, COUNTY OF ALAMEDA**

<u>2024</u> <u>CLASSIFICATIONS</u>	<u>ASSIGNED</u> <u>CATEGORY</u>
Civil Service Commissioner, <u>JC 0010</u>	2
Director, Human Resource Services Director of Human Resource Services, JC 0295	1
Labor Relations Manager, <u>JC 0292</u>	1
Human Resource Services Division Manager – Administration Human Resource Services Division Manager, JC 0294 – Administrative Services	2
Human Resource Services Division Manager – Benefits Human Resource Services Division Manager, JC 0294 – Employee Benefits Center	2
Human Resource Services Division Manager, <u>JC 0294</u> – Personnel Services	1
Human Resource Services Division Manager, <u>JC 0294</u> – Training and Education Center	2
Medical Leaves and Accommodation Services Administrator, <u>JC 0463</u>	2
Personnel Services Program Manager, <u>JC 0293</u>	2
Training and Organizational Development Manager Training and Education Center Organizational Development Manager, JC 0471	2
TAP (<u>Temporary Assignment Pool</u>) Program Manager, <u>JC 0296</u>	2
Benefits Administration Supervisor, <u>JC 0262</u>	2
Business Analyst <u>REMOVE</u>	2