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September 15, 2022

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

Dear Board Members:

**SUBJECT: APPROVE AN AMENDMENT TO THE GENERAL SERVICES AGENCY  
CONFLICT OF INTEREST APPENDIX OF DESIGNATED POSITIONS**

**RECOMMENDATION:**

Approve an amendment to the General Services Agency Conflict of Interest Code of Appendix of Designated Positions.

**DISCUSSION/SUMMARY:**

The Conflict of Interest Code for the General Services Agency (GSA) has been revised to conform to the format recommended by the code of enforcement unit of the California Fair Political Practices Commission.

GSA positions have been revised and retitled, deleted, added, and reallocated to different departments since the last amendment. Approval of this amendment to the Appendix of Designated Positions is requested to account for these changes.

**FINANCING:**

This recommendation has no financial impact on Alameda County.

**VISION 2026 GOAL:**

This amended Code of Appendix of Designated Positions meets the 10X goal pathway of **Employment for All** in support of our shared vision of a **Prosperous and Vibrant Economy**.

Respectfully Submitted,

DocuSigned by:  
  
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Kimberly Gasaway  
Director, General Services Agency

Attachments

**CONFLICT OF INTEREST CODE FOR THE  
GENERAL SERVICES AGENCY**

The 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 conflict of interest codes. Regulation 2 Cal. Code of Regs., 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 the 2 Cal. Code of Regs., 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 in which employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the General Services Agency.

Designated employees shall file their statements of economic interest with the Administrative Secretary of the Director of the Agency who will make the statements available for public inspection and reproduction. (Gov. Code Section 81008)

## ATTACHMENT B

The General Services Agency may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties, and based upon that description, a statement of the extent of disclosure requirements. The General Services Agency's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

### APPENDIX OF DISCLOSURE CATEGORIES CATEGORY 1

All sources of income, interests in real property and investments and business positions in business entities located in or doing business in Alameda County.

**APPENDIX OF THE DISCLOSURE CATEGORIES  
GENERAL SERVICES AGENCY**

<b>Category</b>	<b>Disclosure Required</b>
1	Persons in this category must disclose all sources of income, interest in real property, investments and business positions in business entities located in or doing business in Alameda County

Note: Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Services Agency Director may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties, and based upon that description, a statement of the extent of disclosure requirements. The General Services Agency Director determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**APPENDIX OF DESIGNATED POSITIONS  
FOR THE GENERAL SERVICES AGENCY**

<b><u>Class/Position</u></b>	<b><u>Assigned Category</u></b>	<b><u>Department</u></b>
Administrative Specialist II	1	Administration
Chief Departmental Human Resources Administrator	1	Administration
Chief Deputy, Administration	1	Administration
Chief Deputy of Operations	1	Administration
Chief Financial Manager	1	Administration
<del>Child Care Services Program Administrator</del>	<del>4</del>	<del>Administration</del>
Director, General Services Agency	1	Administration
Executive Program Coordinator	1	Administration
Financial Services Officer	1	Administration
Financial Services Specialist II	1	Administration
<del>Human Resources Officer</del>	<del>4</del>	<del>Administration</del>
Information Systems Director	1	Administration
Management Analyst	1	Administration
Real Estate Program Manager	1	Administration
Real Estate Projects Manager	1	Administration
Strategic Facilities Capital Program Manager	1	Administration
Sustainability Program Manager	1	Administration
Administrative Specialist II	1	BMD
Deputy Director – BMD	1	BMD
Facilities Manager	1	BMD
Janitor Supervisor II	1	BMD
Manager, Communications	1	BMD

<u>Class/Position</u>	<u>Assigned Category</u>	<u>Department</u>
Manager, Janitorial Services	1	BMD
Project Manager	1	BMD
Real Estate Manager	1	BMD
Supervising Messenger	1	BMD
Supervisor, Building & Plant Maintenance	1	BMD
Supervisor, Carpentry, Paint & Lock	1	BMD
Administrative Specialist II	1	Capital Programs
Architect	1	Capital Programs
Capital Programs Manager	1	Capital Programs
Design and Construction Manager	1	Capital Programs
Deputy Director - Capital Program	1	Capital Programs
Energy Program Manager	1	Capital Programs
Energy Project Manager	1	Capital Programs
Environmental Programs Manager	1	Capital Programs
Environmental Project Manger	1	Capital Programs
Project Manager	1	Capital Programs
Senior Project Manager	1	Capital Programs
Administrative Specialist II	1	Logistics Services
Auto Mechanic Supervisor	1	Logistics Services
Logistics Services Manager	1	Logistics Services
Property & Salvage Supervisor	1	Logistics Services
<del>Supervising Administrative Specialist</del>	<del>1</del>	<del>Logistics Services</del>
Sustainability Project Manager	1	Logistics Services
Transportation & Parking Manager	1	Logistics Services
Assistant Business Analyst	1	Procurement
Business Analyst	1	Procurement
Contract Compliance Office	1	Procurement
Manager, Purchasing Division	1	Procurement
Procurement Administrator	1	Procurement
Procurement & Contracts Specialist I	1	Procurement
Procurement & Contracts Specialist II	1	Procurement
Procurement & Contracts Supervisor	1	Procurement
<del>Program Specialist</del>	<del>1</del>	<del>Procurement</del>