

RESOLUTION NO. 2024-012

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SHASTA
ADOPTING THE SHASTA COUNTY CONFLICT OF INTEREST CODE
AND DESIGNATED POSITIONS,
AND REPEALING RESOLUTION NO. 2022-032**

WHEREAS, pursuant to the Political Reform Act of 1974, as amended (Gov. Code, §§81000, *et seq.*), the County of Shasta is required to adopt and promulgate a conflict of interest code; and

WHEREAS, Shasta County has incorporated by reference the provisions of Title 2, California Code of Regulations, section 18730 as its Conflict of Interest Code; and

WHEREAS, the Shasta County Conflict of Interest Code includes a list of positions entitled: "EXHIBIT 'A' DESIGNATED POSITIONS;" and

WHEREAS, from time to time, the list of designated positions requires amendment so as to update the titles of positions, add new positions which should be required to file disclosure statements, reevaluate the disclosure categories of various positions, and delete those positions or titles no longer in use; and

WHEREAS, the categories of disclosure in "EXHIBIT 'A' DESIGNATED POSITIONS" were amended by Resolution No. 2022-032 on April 5, 2022; and

WHEREAS, the Shasta County Conflict of Interest Code provides for three categories of disclosure in "EXHIBIT 'B' DISCLOSURE CATEGORIES."

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Shasta hereby incorporates by reference the provisions of Title 2, California Code of Regulations, section 18730, as its Conflict of Interest Code.

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Shasta hereby adopts "EXHIBIT 'A' DESIGNATED POSITIONS" of the Shasta County Conflict of Interest Code, as amended, to reflect appropriate changes, which are attached and incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Shasta hereby adopts "EXHIBIT 'B' DISCLOSURE CATEGORIES," as amended, to reflect appropriate changes, which are attached and incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Shasta hereby repeals Resolution No. 2022-032.

Resolution No. 2024-012

February 27, 2024

Page 2 of 9

DULY PASSED AND ADOPTED this 27th day of February, 2024, by the Board of Supervisors of the County of Shasta by the following vote:

AYES: Supervisors Kelstrom, Crye, Garman, Rickert, and Jones
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None



KEVIN W. CRYE, CHAIR
Board of Supervisors
County of Shasta
State of California

ATTEST:

DAVID J. RICKERT
Clerk of the Board of Supervisors

By:  _____
Deputy

SHASTA COUNTY CONFLICT OF INTEREST CODE

**EXHIBIT "A"
DESIGNATED POSITIONS
(2024)**

Disclosure Category¹

ACCOUNTANT-AUDITORS, CHIEF FISCAL OFFICERS,
SENIOR STAFF ANALYSTS, SENIOR STAFF SERVICES ANALYSTS,
STAFF SERVICES MANAGERS, CONSULTANTS, COMMISSIONS,
BOARDS, & GRAND JURY:

Accountant-Auditor I, II, III ²	II
Chief Fiscal Officer ³	I
Senior Staff Analyst ⁴	I
Senior Staff Services Analyst ⁵	I
Staff Services Manager ⁶	I
Consultant ⁷	I
Member, Airport Land Use Commission	I
Member, Assessment Appeals Board	I
Member, Board of Building Appeals	I
Member, Community Action Board	I
Member, Grand Jury	III

¹ Disclosure Categories are described in Exhibit "B."

² All persons occupying the position of Accountant-Auditor I, II, or III, regardless of the County Department where employed, are in Disclosure Category II.

³ All persons occupying the position of Chief Fiscal Officer, regardless of the County Department where employed, are in Disclosure Category I.

⁴ All persons occupying the position of Senior Staff Analyst, regardless of the County Department where employed, are in Disclosure Category I.

⁵ All persons occupying the position of Senior Staff Services Analyst, regardless of the County Department where employed, are in Disclosure Category I.

⁶ All persons occupying the position of Staff Services Manager, regardless of the County Department where employed, are in Disclosure Category I.

⁷ Consultants are, as a general rule, subject to Disclosure Category I. However, County Counsel may determine in writing that a particular Consultant is not required to fully comply with the disclosure requirement of Disclosure Category I. (See Exhibit "B," Disclosure Category I.)

Disclosure Category

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES:

Agricultural Commissioner and Sealer of Weights and Measures	I
Agricultural and Standards Investigator I, II, III	I
Agricultural and Standards Program Assistant I, II	II
Agricultural and Standards Program Associate	II
Assistant Agricultural Commissioner/Sealer of Weights and Measures	I
Deputy Agricultural Commissioner/Sealer of Weights and Measures	I

ASSESSOR-RECORDER:

Appraisal Manager – Audit	I
Appraisal Manager – Real Property	I
Assessor-Recorder	I
Auditor Appraisers I, II, III	I
Deputy Assessor/Recorder-Administration	I
Deputy Assessor/Recorder-Valuation	I
Real Property Appraisers I, II, III	I
Senior Specialist Real Property Appraiser	I

AUDITOR-CONTROLLER:

Assistant Auditor-Controller	I
Auditor Accountant-Associate I, II, III	I
Auditor Accountant-Senior	I
Auditor Accountant-Senior-Confidential	I
Auditor Accountant-Supervisor	I
Auditor-Controller	I
Chief Deputy Auditor	I

CHILD SUPPORT SERVICES:

Assistant Director of Child Support Services	I
Chief Child Support Attorney	I
Child Support Attorney I, II, III	I
Child Support Program Manager	I
Director of Child Support Services	I

CLERK OF THE BOARD:

Agency Staff Services Analyst I/II-Confidential	I
Chief Deputy Clerk of the Board	I
Deputy County Executive Officer	I

	<u>Disclosure Category</u>
Public Information Officer	I
<u>COUNTY ADMINISTRATIVE OFFICE:</u>	
Administrative Analyst I, II, Senior, Principal	I
Assistant County Executive Officer	I
Deputy County Executive Officer	I
<u>COUNTY CLERK/REGISTRAR OF VOTERS:</u>	
Assistant County Clerk/Registrar of Voters	I
County Clerk/Registrar of Voters	I
<u>COUNTY COUNSEL:</u>	
Assistant County Counsel	I
Deputy County Counsel I, II, III	I
Senior Deputy County Counsel	I
<u>COUNTY FIRE:</u>	
Fire Warden	I
<u>DISTRICT ATTORNEY:</u>	
Chief Deputy District Attorney	I
Chief District Attorney's Investigator	I
Deputy District Attorney I, II, III	I
Program Manager I, II	I
Senior Deputy District Attorney	I
<u>HEALTH AND HUMAN SERVICES AGENCY:</u>	
Chief Deputy Public Guardian	I
Chief of Psychiatry	I
Clinical Division Chief	I
Community Development Coordinator	I
Deputy Health Officer	I
Health and Human Services Agency Assistant Director	I
Health and Human Services Agency Attorney I, II, III	I
Health and Human Services Agency Branch Director	I
Health and Human Services Agency Chief Fiscal Officer	I
Health and Human Services Agency Deputy Branch Director	I

	<u>Disclosure Category</u>
Health and Human Services Agency Director	I
Health and Human Services Agency Director of Mental Health Services	I
Health and Human Services Agency Program Manager	I
Health Officer	I
Housing and Community Programs Specialist III	I
Housing Rehabilitation Specialist I, II	III
Program Manager I, II	I
Public Health Assistant Lab Director	I
Public Health Lab Director	I
Public Health Program Manager	I
Supervising Accountant	I

INFORMATION TECHNOLOGY:

Chief Information Officer	I
County Information Security Officer	I
Deputy Director of Information Technology	I
Information Technology Services Manager	I
Information Technology Supervisor	II

PROBATION:

Assistant Chief Probation Officer	I
Chief Probation Officer	I
Probation Division Director	II

PUBLIC DEFENDER:

Assistant Public Defender	I
Chief Public Defender Investigator	I
Deputy Public Defender I, II, III	I
Public Defender	I
Senior Deputy Public Defender	I

PUBLIC WORKS:

Assistant Public Works Director	I
County Real Property/Right-of-Way Agent	I
Deputy Public Works Director – Administration	I
Facilities Manager	I
Fleet Manager	I
Fleet Management Supervisor	I
Maintenance Supervisor	I
Operations Superintendent	I

	<u>Disclosure Category</u>
Principal Engineer	I
Public Works Director	I
Supervising Engineer	II

RESOURCE MANAGEMENT:

Air Pollution Inspector I, II	I
Air Quality District Manager	I
Assistant Director of Resource Management	I
Assistant Planner	I
Associate Planner	I
Building Division Manager	I
Building Inspector I, II, III	I
Code Enforcement Manager	I
Code Enforcement Officer I, II, III	I
Community Education Specialist I, II	I
Deputy Director of Resource Management – Administration	I
Director of Resource Management	I
Environmental Health Division Manager	I
Environmental Health Specialist	I
Environmental Health Specialist Trainee	I
Hazardous Materials Specialist I/II/III	I
Permit Center Manager	I
Planning Division Manager	I
Senior Air Pollution Inspector	I
Senior Environmental Health Specialist	I
Senior Planner	I
Supervising Community Education Specialist	I

SHERIFF-CORONER:

Captain	II
Lieutenant	II
Sheriff-Coroner (Emergency Services Director)	I
Sheriff's Office Deputy Director-Administration	I
Undersheriff	I

SUPPORT SERVICES:

Agency Staff Services Analyst I/II-Confidential	I
Assistant Director of Support Services	I
Deputy Director of Support Services	I
Director of Support Services	I
Personnel Manager I, II, III	I

	<u>Disclosure Category</u>
Purchasing Manager I, II, III	I
Risk Manager I, II, III	I
Senior Agency Staff Services Analyst	I
Senior Staff Services Analyst-Confidential	I
Senior Workers' Compensation Adjuster-Confidential	I
Workers' Compensation Adjuster I/II-Confidential	I
Workers' Compensation Manager I, II, III	I

TREASURER-TAX COLLECTOR/PUBLIC ADMINISTRATOR:

Deputy Public Administrator	I
Chief Deputy Treasurer-Tax Collector/Collections	I
Chief Deputy Treasurer-Tax Collector/Public Administrator	I

VETERANS SERVICES:

Veterans Service Officer	I
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NOTE:

The following positions are not designated by the County of Shasta Conflict of Interest Code because they are subject to Article 2, Chapter 7, Title 9 (commencing with Section 87200) of the Government Code and file Statements of Economic Interests (Form 700) with the Shasta County Clerk.

Member of the Board of Supervisors
County Executive Officer
County Counsel
District Attorney
Planning Commissioner
Treasurer-Tax Collector/Public Administrator

SHASTA COUNTY CONFLICT OF INTEREST CODE

EXHIBIT "B"
DISCLOSURE CATEGORIES
(2024)

- I. A person in a Disclosure Category I designated position shall complete all schedules of Fair Political Practices Commission (FPPC) Form 700 as may be applicable to that person.

Consultants shall disclose pursuant to this disclosure category subject to the following limitation:

The county counsel 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 of this Disclosure Category I. 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 county counsel'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.

- II. A person in a Disclosure Category II designated position shall report any reportable interests in the following:

- (a) Investments;
- (b) Personal Income;
- (c) Income from a business entity, including income from a sole proprietorship; and
- (d) Management positions.

The above sources of income and management positions are reportable if the source of income or activity of a business entity from which income is received, or in which a management position is held, is located in Shasta County or is doing business or is planning to do business in Shasta County within two years prior to the end of the last calendar year.

- III. A person in a Disclosure Category III designated position shall report any reportable interests in the following:

- (a) Interest in real property;
- (b) Investments and business positions held in business entities which have done business with the county government in the previous two years;
- (c) Income from business entities which have done business with the county government in the previous two years; and
- (d) Income from individuals who are county employees.