

**RESOLUTION NO. 56-2011**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
COUNTY OF TEHAMA AMENDING THE CONFLICT OF INTEREST CODE FOR THE  
COUNTY OF TEHAMA, EFFECTIVE APRIL 26, 2011**

**WHEREAS** the Political Reform Act of 1974 (Gov. Code, §§ 81000 et seq.) requires every local government agency to adopt a Conflict of Interest Code; and

**WHEREAS** on January 2, 1974, the Tehama County Board of Supervisors adopted a Conflict of Interest Code ("Code") for the County of Tehama, including a listing of Designated Employees; and

**WHEREAS** the Code has since periodically been amended and updated as required by law; and

**WHEREAS** the County of Tehama has reviewed the Code and has concluded that the Code requires further modification; and

**WHEREAS** the Tehama County Board of Supervisors, in compliance with Government Code section 87311, has held a duly noticed public hearing to give the officers, employees, members, consultants, and residents of Tehama County adequate notice and a fair opportunity to present their views regarding the proposed modifications to the Code;

**NOW, THEREFORE, BE IT RESOLVED** that this Resolution and its attachments shall supersede the Code as amended and shall become the Conflict of Interest Code for the County of Tehama, effective April 26, 2011.

The foregoing resolution was offered on a motion by Supervisor Williams, seconded by Supervisor Garton, and carried by the following vote of the Board:

AYES: Supervisors Williams, Garton, Russell and Avilla

NOES: None

ABSENT OR NOT VOTING: Supervisor Warner

STATE OF CALIFORNIA        )  
  ) ss  
COUNTY OF TEHAMA)

I, BEVERLY ROSS, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said Board of Supervisors on the 26th day of April, 2011.

DATED: This 29th day of April, 2011.

BEVERLY ROSS, County Clerk and ex-officio Clerk of  
the Board of Supervisors of the County of Tehama,  
State of California.

By Mackenzi Parkinson Deputy

## ATTACHMENT A

### **CONFLICT OF INTEREST CODE FOR THE COUNTY OF TEHAMA**

The Political Reform Act of 1974 (Gov. Code, §§ 81000 et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (Cal. Code Regs., tit. 2, § 18730) which contains the terms of a standard Conflict of Interest Code. This regulation, including any future amendments made by the Fair Political Practices Commission, may be incorporated by reference into a local agency's Conflict of Interest Code. Therefore, the terms of California Code of Regulations, title 2, section 18730 and any future amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference into this Code and along with the attachments hereto constitutes the Conflict of Interest Code of the County of Tehama.

**ATTACHMENT B**

**COUNTY OF TEHAMA CONFLICT OF INTEREST CODE  
DESIGNATED EMPLOYEES**

Under provisions of the Code, Designated Employees shall file statements of economic interests. Listed below are the designated positions for County of Tehama “agency” and the appropriate disclosure category for filing the statement of economic interests:

**POSITION<sup>1</sup>** **DISCLOSURE CATEGORY:**

**BOARD OF SUPERVISORS, ADMINISTRATION, PURCHASING,  
PERSONNEL, FACILITIES MAINTENANCE, RISK MANAGEMENT:**

Administrative Analyst	I
Administrative Secretary III (Conf.)	II
Buyer I/II	I
Senior Buyer	I
Staff Analyst II	II
Personnel Director	I
Personnel Analyst II	II
Risk Manager/Fiscal Manager	I
Facilities Maintenance and Improvement Director	I

**AGRICULTURAL DEPARTMENT, ANIMAL SERVICES:**

Agricultural Commissioner & Director of Weights & Measures	I
Assistant Agricultural Commissioner/Sealer of Weights & Measures	I
Deputy Agricultural Commissioner/Sealer of Weights & Measures	III
Agricultural Biologist/Weights & Measures Specialist (ALL LEVELS)	III
Animal Care Center Manager	I
Office Manager I	II

**ASSESSOR:**

Assessor	I
Assistant Assessor	I
Transfer Analyst	IV
Principal Appraiser	IV
Senior Auditor Appraiser	IV
Appraiser I/II	IV
Senior Appraiser	IV
Office Manager III	II

---

<sup>1</sup> ALL POSITIONS INCLUDE BILINGUAL UNLESS OTHERWISE NOTED

**AUDITOR:**

Auditor - Controller I  
Assistant Auditor - Controller I

**BUILDING & SAFETY:**

Building Official I  
Code Enforcement Officer IV  
Plans Check Engineer IV  
Combination Building Inspector/Plans Examiner IV  
Combination Building Inspector IV

**CHILD SUPPORT SERVICES:**

Child Support Services Director I  
Child Support Attorney (ALL LEVELS) I  
Account Clerk Supervisor I II  
Staff Services Analyst(ALL LEVELS) II

**CONSERVATOR/PUBLIC GUARDIAN:**

Public Guardian/Public Administrator I  
Deputy Public Conservator/Public Guardian/Public Administrator I

**CONSULTANTS**

Consultants (Regardless of contracting Department) I

**COUNTY CLERK & RECORDER:**

County Clerk & Recorder I  
Assistant Recorder II  
Assistant Clerk of the Board II  
Assistant Registrar of Voters II

**COUNTY COUNSEL:**

Assistant County Counsel I  
Deputy County Counsel (ALL LEVELS) I  
Office Manager I II

**DISTRICT ATTORNEY:**

Assistant District Attorney I  
Deputy District Attorney (ALL LEVELS) I  
Victim/Witness Coordinator II  
Chief Investigator II  
Office Manager III II

**ENVIRONMENTAL HEALTH:**

Director of Environmental Health	I
Environmental Health Specialist Senior	III
Environmental Health Specialist I/II	III
Administrative Secretary III	II

**COUNTY FIRE:**

Fire Chief	I
Fire Marshal/ Battalion Chief assigned to Tehama County Fire	IV
Staff Services Analyst assigned to Tehama County Fire	II
Fire Equipment Manager assigned to Tehama County Fire	II
Fire Safety Inspector	IV

**LIBRARY:**

County Librarian	I
------------------	---

**HEALTH SERVICES AGENCY:**

Executive Director, Health Services Agency	I
Health Services Assistant Executive Director, Administration	I
Health Services Assistant Executive Director, Program	I
Mental Health Director	I
Public Health Director	I
Clinic Director	I
Drug and Alcohol Director	I
Physician/Medical Director	I
Health Officer	I
Licensed Clinical Supervisor	II
Quality Assurance Manager	II
Supervising Public Health Nurse	II
Compliance Officer	II
Fiscal Data Supervisor	II
Case Resource Supervisor	II
Drug/Alcohol Supervisor	II
Business Operations Supervisor	II
Community Health Education Supervisor	II
Supervising Clinic Nurse	II
Information Systems Specialist I/II	II
Supervising Registered Dietician	II
Licensed Clinical Nurse Supervisor	II

**PLANNING DEPARTMENT:**

Director of Planning	I
Planner (ALL LEVELS)	IV

**PROBATION, JUVENILE HALL:**

Chief Probation Officer	I
Division Director	I
Juvenile Hall Superintendent	I
Dietary Supervisor	II
Office Manager III	II

**PUBLIC WORKS, FLOOD CONTROL/WATER CONSERVATION,  
TRANSPORTATION:**

Director of Public Works	I
Chief Deputy Director of Public Works	I
Deputy Director of Public Works /Administration	I
Deputy Director of Public Works/Operations	I
Deputy Director of Public Works/Transportation	I
Deputy Director of Public Works/Water Resources	I
Senior Civil Engineer	IV
Civil Engineer	IV
Public Works Program Supervisor	IV
Fleet Maintenance Supervisor	II
Public Works Maintenance Supervisor	IV
Inventory Controller	II
Office Manager I	II
Chief Surveyor	IV
Right of Way Agent	IV
Pavement Manager	IV
Information Systems Specialist II	II

**SHERIFF-CORONER, JAIL, ANIMAL REGULATION:**

Sheriff-Coroner	I
Undersheriff	I
Captain	II
Dietary Supervisor	II
Lieutenant	II
Administrative Secretary III	II
Public Safety Equipment Mechanic I	II
Facilities Maintenance Tech. II	II
Sheriff's Services Officer III	II
Animal Regulation Officer	III

**DEPARTMENT OF SOCIAL SERVICES, COMMUNITY ACTION AGENCY:**

Social Services Director	I
Chief Deputy Social Services Director	I
Staff Services Manager II	I
Program Manager I	II
Senior Staff Services Analyst	II
Account Clerk Supervisor	II
Social Worker Supervisor I/II	II
Community Services Supervisor	II
Information Systems Supervisor	II

**TREASURER/TAX COLLECTOR:**

Assistant Treasurer/Tax Collector	I
-----------------------------------	---

**VETERANS SERVICE OFFICER:**

Veterans Service Officer	II
--------------------------	----

**AGRICULTURAL EXTENSION:**

Office Manager I	II
------------------	----

**GOVERNMENT CODE SECTION 87200 FILERS:**

These county positions are required to file per Section 87200 of the Government Code  
The Original documents will be sent to Fair Political Practices Commission, Copies are  
retained in the County Clerk's Office, Elections Division.

Members of the Board of Supervisors  
Chief Administrator  
District Attorney  
Planning Commissioners  
County Counsel  
County Treasurer  
Public Officials who manage public investments

## ATTACHMENT C

### **COUNTY OF TEHAMA CONFLICT OF INTEREST CODE COMMITTEES, COMMISSIONS, and SPECIAL DISTRICTS**

The following committees, commissions, and special districts (governed by the Board of Supervisors sitting *ex officio*) have been determined by the Tehama County Board of Supervisors to constitute part of the County of Tehama “agency” for purposes of this Code. Therefore, the following members, officers, and employees of these committees, commissions, and special districts are Designated Employees of the County of Tehama for purposes of this Code and shall file Conflict of Interest Statements at the same time and in the same manner as other Designated Employees.

#### **AGENCY/POSITIONS:**

#### **DISCLOSURE CATEGORY:**

<b>Air Pollution Control District</b>	
Air Pollution Control Officer	I
Air Pollution Control Specialist	III
Hearing Board Members	I
<b>Airport Land Use Commission</b>	
Members	I
<b>Building Inspection Board of Appeals</b>	
Members	I
<b>CalWorks Administrative Oversight Team</b>	
Members	I
<b>Community Action Agency Tripartite Advisory Board</b>	
Members	I
<b>In Home Support Services Public Authority</b>	
Executive Director	I
Manager	II
<b>Juvenile Justice Coordinating Council</b>	
Members	I
<b>Public Health Advisory Board</b>	
Members	I
<b>Technical Advisory Committee</b>	
Executive Officer	I
Members	I

**Tehama County Interagency Coordinating Council**  
Members

I

**Treasury Oversight Committee**  
Members

I

## ATTACHMENT D

### COUNTY OF TEHAMA CONFLICT OF INTEREST CODE DISCLOSURE CATEGORIES FOR DESIGNATED POSITIONS

#### CATEGORY I

Designated employees in this category shall disclose: All **interests in real property** within Tehama County,<sup>1</sup> and all **sources of income, investments, and business positions in business entities** located in, doing business in, planning to do business in, or which have done business during the previous two years in, or which have an interest in real property in Tehama County, and all **gifts**. A person in a Disclosure Category I designated position shall complete all schedules of the FPPC Form 700, if applicable. Disclosure Category I is intended to require the broadest possible disclosure, consistent with the provisions of the Political Reform Act of 1974 and its implementing regulations.

**Consultants**, as defined in California Code of Regulations, title 2, section 18701, subdivision (a)(2),<sup>2</sup> shall disclose pursuant to this disclosure category subject to the following limitations:

The Chief Administrator 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

---

<sup>1</sup> Pursuant to Government Code sections 82033 and 82035, for purposes of this Code, real property shall be considered "within Tehama County" if the property or any part of it is located within or not more than two miles outside the boundaries of the Tehama County or within two miles of any land owned or used by Tehama County.

<sup>2</sup> California Code of Regulations, title 2, section 18701, subdivision (a)(2) defines "Consultant" as follows:

"Consultant" means an individual who, pursuant to a contract with a state or local government agency:

(A) Makes a governmental decision whether to:

- (i) Approve a rate, rule, or regulation;
- (ii) Adopt or enforce a law;
- (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
- (iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
- (v) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
- (vi) Grant agency approval to a plan, design, report, study, or similar item;
- (vii) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(B) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Government Code section 87302.

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 Chief Administrator's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

#### CATEGORY II

Designated employees in this category shall disclose: All **interests in real property** within Tehama County, and all **sources of income** (including **gifts**), **investments**, and **business positions in business entities** which provide services, goods, property, supplies, materials, machinery or equipment of any type utilized by the County of Tehama.

#### CATEGORY III

Designated employees in this category shall disclose: All **income** (including **gifts**), **investments**, and **business positions in business entities** which provide services, goods, property, supplies, materials, machinery or equipment of any type to the County of Tehama during the disclosure period, or otherwise transact business with or have any contractual relationship with the County of Tehama during the disclosure period.

#### CATEGORY IV

Designated employees in this category shall disclose: All **interests in real property** within Tehama County, all **sources of income** (including **gifts**) located in, doing business in, planning to do business in, or which have an interest in real property in Tehama County, all **investments** located in, doing business in, planning to do business in, or which have an interest in real property in Tehama County, and all **business positions in business entities** located in, doing business in, planning to do business in, or which have an interest in real property in Tehama County.

## **ATTACHMENT E**

### **COUNTY OF TEHAMA CONFLICT OF INTEREST CODE PLACE OF FILING**

WHERE: County Clerk & Recorder  
633 Washington St., Rm 12  
P.O. Box 250  
Red Bluff, CA 96080

#### **Regular County Employees**

Every County department head shall be required to enclose a Form 700 - Statement of Economic Interest in the appointment packet and termination packet for every designated employee in their department. The department head shall also provide a Form 700 - Statement of Economic Interests to any employee in their department upon a change of class that affects the employee's filing status under this Code. The department head shall notify the filing officer (County Clerk) within seven days of each employee assuming or leaving any designated position. *The employee shall complete and file the form with the Clerk-Recorder at the above address within the time required by law.*

#### **Committee/Commission Members and Employees**

The County Clerk shall furnish to each designated member upon their appointment and termination a Form 700 - Statement of Economic Interests. The members shall submit the completed statement to the County Clerk where it shall be held on file.

#### **Consultants**

The County Administration office shall furnish a Form 700 - Statement of Economic Interest to each consultant upon approval of the consultant's contract with the County. The consultant shall submit the completed statement to the County Clerk where it shall be held on file.