

CONFLICT OF INTEREST CODE FOR THE  
**DUBLIN SAN RAMON SERVICES DISTRICT**

The Political Reform Act (Government Code Section 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 (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 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. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the **Dublin San Ramon Services District (District)**.

Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction. (Government Code Section 81008.) All statements will be retained by the **District**.

CONFLICT OF INTEREST CODE FOR THE  
DUBLIN SAN RAMON SERVICES DISTRICT

APPENDIX A  
DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
<b>Office of the General Manager</b>	
General Manager	1-5
Assistant General Manager	1-5
<b>Public Affairs Division</b>	
Public Affairs Supervisor	1
<b>Administrative Services Department</b>	
Administrative Services Director	1-5
Executive Services Supervisor	1
Financial Services Manager	1-5
Human Resources and Risk Manager	1
Information Technology Analyst II	7
Information Technology Manager	8
Senior Human Resources Analyst	1
Senior Utility Billing and Customer Services Representative	1
Utility Billing and Customer Services Supervisor	1
<b>Operations Department</b>	
Operations Director	1-5
Environmental Compliance Inspector I/II (Pretreatment)	6
Environmental Health and Safety Program Administrator	1
Instrumentation, Controls and Electrical Supervisor	6
Laboratory and Environmental Compliance Manager	6
Mechanic II	6
Mechanic II (Crane Certified)	6
Mechanical Superintendent	6
Mechanical Supervisor	6
Operations Compliance Manager	6
Pretreatment Programs Administrator	6
Principal Electrical Engineer	1-5
Senior Electrician	6
Senior Environmental Chemist	6
Senior Environmental Compliance Inspector	6
Senior Instrumentation and Controls Technician	6
Senior Mechanic	6
Senior Mechanic (Crane Certified)	6

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DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Senior Process Wastewater Treatment Plant Operator	6
Wastewater Treatment Plant Operations Superintendent	6
<b>Engineering and Technical Services Department</b>	
Engineering Services Director	1-5
Associate Engineer	1-5
Clean Water Programs Administrator	6
Construction Inspector I/II	6
Environmental Compliance Inspector I/II (Clean Water)	6
Principal Engineer	1-5
Principal Water/Wastewater Systems Engineer	1-5
Senior Engineer	1-5
Senior Water/Wastewater Systems Operator	6
Water/Wastewater Systems Superintendent	6
Water/Wastewater Systems Supervisor	6
Consultants/New Positions	*

\*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’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 (Gov. Code Sec. 81008).

The following positions are NOT covered by the conflict-of-interest code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- Board of Directors
- Administrative Services Director/Treasurer

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

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**APPENDIX B  
DISCLOSURE CATEGORIES**

Designated positions must disclose pursuant to the categories below.

1. Investments and business positions in business entities and sources of income, including receipt of loans, gifts, and travel payments from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the District.
2. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from sources (including business entities, governmental entities, and non-profits) for which the agency has oversight authority. Sources include those subject to regulation, permits, fines or citations.
3. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from sources that engage in the acquisition, appraisal, disposal, or development of real property within the District.
4. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from sources that regularly engage in the preparation of environmental impact statements or reports.
5. Interests in real property located within the jurisdiction of the District or within two miles of the boundaries of the jurisdiction of the District, or within two miles of any land owned or used by the District.
6. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division.
7. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, and data processing firms of the type utilized by the designated position's division.
8. Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, and data processing firms of the type utilized by the District.

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## **CERTIFICATION OF FPPC APPROVAL**

Pursuant to Government Code Section 87303, the conflict of interest code for the  
was approved on .

This code will become effective on .

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Sukhi K. Brar

Assistant Chief Counsel

Fair Political Practices Commission