

**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. (Gov. Code Sec. 81008.) All statements will be retained by the **District**.

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APPENDIX A
DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Office of the General Manager	
General Manager	1-5
Assistant General Manager	1-5
Management Services Division	
Executive Services Supervisor/District Secretary	1
Public Information Division	
Community Affairs Supervisor	1
Administrative Services Department	
Administrative Services Manager	1-5
Organizational Services Manager	1-5
Human Resources and Risk Supervisor	1
Financial Services Supervisor	1-5
Buyer	1-5
Customer Services Supervisor	1
Customer Services Representative III	1
Information Services Supervisor	8
Information Technology Analyst II	7
Operations Department	
Operations Manager	1-5
Senior Electrical Engineer – Supervisory	1-5
WWTP Operations Supervisor	6
Environmental Services Administrator	6
Laboratory Supervisor	6
Senior Environmental Chemist	6
Mechanical Supervisor	6
Field Operations Supervisor	6
Electrical & Instrumentation Supervisor	6
Co-generation Specialist	6
Senior Mechanic	6
Operations Control System Specialist	6
Maintenance Supervisor	6

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DESIGNATED POSITIONS**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Fleet Mechanic	6
Senior Electrical/Electronic Technician	6
Process Lead Wastewater Treatment Plant Operator IV-V	6
Senior Mechanical Engineer Supervisory	6
Senior Electrician	6
Senior Mechanic – Crane Certified	6
Senior Instrumentation and Controls Technician	6
Associate Civil Engineer – SME	6
Safety Officer	1
Water/Wastewater Systems Lead Operator	6
Engineering Department	
Engineering Services Manager/District Engineer	1-5
Principal Engineer – Supervisory	1-5
Principal Engineer – SME	1-5
Senior Civil Engineer – SME	1-5
Senior Engineer – Supervisory	1-5
Senior Planner	1-5
Associate Planner	1-5
Associate Engineer – Supervisory	1-5
Associate Civil Engineer – SME	1-5
Construction Inspector I/II	6
Senior Environmental Compliance Inspector	6
Clean Water Programs Specialist	6
Environmental Compliance Inspector I/II – Clean Water	6
Environmental Compliance Inspector I/II – Pretreatment	6
Consultants/New Positions	*

*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest 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 written 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.

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Officials Who Manage Public Investments

It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200.

- Directors
- Administrative Services Manager/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 sources 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.

This is the last page of the conflict of interest code for **Dublin San Ramon Services District**.



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for **Dublin San Ramon Services District** was approved on 7/26/ 2017. This code will become effective on 8/25/ 2017.

A handwritten signature in blue ink, appearing to be "B. Lau", written over a horizontal line.

Brian G. Lau
Senior Commission Counsel
Fair Political Practices Commission