San Bernardino County Superintendent of Schools

Policy 2135

CONFLICT OF INTEREST REPORTING

Pursuant to FPPC (Fair Political Practices Commission) Reg. 18730 and Government Code 87302, each year San Bernardino County Superintendent of Schools will notify the Board of trustees and certain employees of the need to complete California Form 700, Statement of Economic Interest for Designated Employees. This notification will be sent by Human Resources and will include all necessary forms and instructions for completing. It is the sole responsibility of any Individual receiving this information to complete and return it to the designated person by the stated deadline.

The following San Bernardino County Superintendent of Schools designated positions will be required to submit California Form 700. Positions may be added or deleted as deemed necessary to meet the requirement of including all persons who manage public investments and who make or participate in making governmental decisions which could affect their personal financial interests.

- Administrator
- Fiscal/Systems Support Analyst
- Area Director
- Assistant Superintendent
- Assistant to the Superintendent
- Board of Trustees
- Business Services Advisor
- Chief Executive Officer
- Chief Administrative Officer
- Chief Business Officer
- Chief Equity & Access
- Consultant*
- Director
- Director, Communications & Intergovernmental Relations
- Director, District Financial Services
- Fiscal Analyst II
- HR Special Projects Manager
- In-House Counsel West End SELPA
- JPA Financial Officer
- Manager
- Members, County Committee on School District Organization
- Operations Manager
- Program Manager
- Project Analyst
- Purchasing/Bids Supervisor
- Senior Manager
- Superintendent
- Warehouse Manager

**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 Superintendent or designee 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 executive officer'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.*

Upon receipt of the completed forms and by the required deadline, Human Resources will forward to the San Bernardino County Clerk of the Board of Supervisors.

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