



SUSAN S. MURANISHI  
COUNTY ADMINISTRATOR

C O U N T Y   A D M I N I S T R A T O R

July 19, 2021

Honorable Board of Supervisors  
County of Alameda  
1221 Oak Street, Suite 536  
Oakland, CA 94612

Dear Board Members:

**SUBJECT:    CONFLICT OF INTEREST CODE AMENDMENT – COUNTY ADMINISTRATOR’S  
OFFICE**

**RECOMMENDATION:**

Approve the amended Conflict of Interest Code for the County Administrator’s Office.

**DISCUSSION:**

The Political Reform Act, Government Code Section 81000 et seq., requires every local government agency to review its Conflict of Interest Code to determine if it is accurate.

The Conflict of Interest Code for the County Administrator’s Office has been reviewed and revised to reflect the current location for filing statements of economic interest and the List of Designated Positions has been updated to reflect the deletion of five positions and the addition of nine positions. This amended Code supersedes any prior Conflict of Interest Code.

**FINANCING:**

Approval of this recommendation will have no impact on net County costs.

**VISION 2026 GOAL:**

This action meets the County’s Vision 2026 operating principle of fiscal stewardship.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Muranishi", is written over a faint blue circular stamp.

Susan S. Muranishi  
County Administrator

SSM:LL:bl  
Attachment

**CONFLICT OF INTEREST CODE FOR THE  
OFFICE OF THE COUNTY OF ALAMEDA COUNTY ADMINISTRATOR**

The Conflict of Interest Code is promulgated under the authority of the Political Reform Act, Government Code Section 81000, et seq., which requires all state and local government agencies to adopt and promulgate conflict of interest codes. Regulation 2, California Code of Regulations, Section 18730, as adopted by the Fair Political Practices Commission contains the terms of a standard conflict of interest code; which may be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings 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 and, along with the attached Appendix in which employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the County Administrator's Office.

Employees holding designated positions, other than the County Administrator, shall file their statements of economic interests with the Clerk, Board of Supervisors who will make the statements available for public inspection and reproduction (Gov't. Code section 81008). The original of the County Administrator's statement of economic interest shall be forwarded to the Auditor-Controller's Office and a copy shall be retained by the Auditor-Controller's Office.

**APPENDIX OF DESIGNATED POSITIONS  
FOR THE COUNTY ADMINISTRATOR'S OFFICE, INCLUDING RISK MANAGEMENT,  
ECONOMIC DEVELOPMENT, ALL IN, AND CLERK, BOARD OF SUPERVISORS**

<u>CLASSIFICATION/POSITION</u>	<u>ASSIGNED CATEGORY</u>
County Administrator	1
Deputy County Administrator	1
Assistant County Administrator	1
Principal Administrative Analyst	1
Management Analyst	1
Management Specialist	1
Management Associate I/II	1
Administrative Analyst	1
Assistant Administrative Analyst	1
Program Specialist	1
Executive Director, East Bay Economic Development Alliance	1
Deputy Director, East Bay Economic Development Alliance	1
Economic Development Analyst I/II	1
Director of Interagency Children's Policy Council	1
Director, Risk Manager	1
Assistant Risk Manager	1
Risk Analyst	1
Workers' Compensation Administrator	1
Risk Coordinator	1
Senior Risk & Insurance Analyst	1
Employee Health Services Administrator	1
Clerk, Board of Supervisors	1
Assistant Clerk, Board of Supervisors	1

Physician - ALL IN	1
Countywide Initiatives Program Coordinator	1
Program Services Coordinator	1
Financial Services Specialist I	1
Assessment Appeals Board Member	1
Hearing Officer	1
Consultant*	1

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Positions added: Deputy County Administrator, Management Analyst, Director of Interagency Children's Policy Council, Physician, Countywide Initiatives Program Coordinator, Program Services Coordinator, Financial Services Specialist I, Management Associate I/II, Assistant Administrative Analyst

Positions deleted: Finance Officer, Public Information Officer, Diversity Manager, Assistant Diversity Manager, Clerk Services Manager, BOS

\*The County 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 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 County Administrator'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.

## APPENDIX OF DISCLOSURE CATEGORIES

### CATEGORY 1

All sources of income, interests in real property and investments and business positions in business entities located in or doing business in Alameda County.