

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS**

INDEX NUMBER C-6

REFERENCE: Board Rules, Chapter XIV	TOPIC: Designated Positions
ISSUE DATE: January 10, 1986	INITIATED BY: Office of General Counsel
CHANGES: Entire Regulation Renumbered Category 6 to Category 5 Revised Chancellor's Office and college positions Revised Chancellor's Office and college positions Revised to add JLMBC Committee Members, add Category 7, update position titles, and update disclosure categories	DATE OF CHANGES: September 5, 2001; March 28, 2003; September 28, 2004; January 2, 2007; March 1, 2010

The Board Rules which implement the District's Conflict of Interest Code requires the adoption of a list of designated positions which are subject to the District's Conflict of Interest Code. The designated positions and the disclosure categories are hereby listed. Any changes adopted by the District must be submitted to the County Board of Supervisors, 383 Hall of Administration, Los Angeles, California 90012.

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

BOARD OF TRUSTEES:

Board Members	1, 2, 3
Student Board Member	4

CHANCELLOR'S OFFICE:

Chancellor	1, 2, 3
Deputy Chancellor	1, 2, 3
General Counsel	1, 2, 3
Chief Financial Officer/Treasurer	2, 3
Administrator for College and District Public Relations	4
Executive Assistant to the Chancellor	2, 3
Associate General Counsel	1, 2, 3
Assistant General Counsel	4
Director of District Foundation	1, 5
Director of Internal Audit	2, 3

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

FACILITIES PLANNING AND DEVELOPMENT:

Executive Director of Facilities Planning and Development	1, 2, 3
Director of Facilities, Planning and Development	1, 2, 3
Facilities Project Managers	1, 4
Construction Project Inspector	4
Director of College Facilities Manager, Facilities Planning	1, 2, 3
	1, 2, 3

BUDGET AND MANAGEMENT ANALYSIS:

Director of Budget and Management Analysis	2, 3
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ACCOUNTING AND DISBURSEMENTS:

Director of Accounting	4
Assistant Director	4
Accounts Payable Manager	4
Accounting Manager	4
Financial Aid Manager, CFAU	4, 7

BUSINESS SERVICES:

Director of Business Services	1, 2, 3
Contracts Manager	1, 2, 3
Contracts Analyst	4
Risk Manager	4
Employee Benefits Specialist	4, 7
Occupational and Safety Health Specialist	4
Purchasing Agent	4
College Procurement Specialist	1, 2, 3

EDUCATIONAL SUPPORT SERVICES:

Vice Chancellor	4
Dean	4
Associate Dean	4

ECONOMIC AND WORKFORCE DEVELOPMENT:

Vice Chancellor	4
Dean	4
Associate Dean	4

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

INSTITUTIONAL EFFECTIVENESS:

Vice Chancellor	4
Dean	4
Associate Dean	4

HUMAN RESOURCES DIVISION:

Senior Associate Vice Chancellor	2, 3
Associate Vice Chancellor	4, 7
Personnel Manager	4, 7
Assistant Director of Employer- Employee Relations	4, 7
Director of Employer-Employee Relations	4, 7

INFORMATION TECHNOLOGY:

Chief Information Officer	4
Systems & Programming Manager	4
Computer and Network Operations Manager	4
Assistant Computer and Network Operations Manager	4
Data Services Manager	4
Software Systems Engineering Manager	4
Enterprise Resources Planning (ERP) Project Coordinator	2, 3
SAP Project Coordinator	2, 3
ERP Technical Architect	4
SAP/ERP Manager	4

OFFICE OF DIVERSITY PROGRAMS:

Director of Diversity Programs	4
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PERSONNEL COMMISSION:

Commission Members	4, 7
Personnel Director	4, 7

JOINT LABOR-MANAGEMENT BENEFITS COMMITTEE:

Committee Members	4, 7
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DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

COLLEGE POSITIONS:

Presidents	1, 2, 3
Vice Presidents, Administration/Admin. Services	1, 2, 3
Vice Presidents, Academic Affairs	1, 4
Vice Presidents, (Academic Affairs) Workforce Education, Economic Development and Community Education	1, 4
Vice Presidents, Student Services	4
Associate Vice Presidents, Administrative Services	4
Deans, Academic Affairs/Center for Economic Development and Continuing Education/ Service Careers/Tech Career/Arts and Sciences	4
Deans, Resource Development and Community Relations	4
Associate Deans of Trade, Technical and Occupational Departments	4
Deans/Associate Deans, CalWorks	4
Financial Aid Manager, CFAU	4, 7
Director of College Facilities	1, 2, 3
College Financial Administrators	4
Bookstore Managers	4
Director of Foundation	1, 5
CalWorks Directors	4
College Procurement Specialist	1, 2, 3

DISTRICT AND COLLEGE POSITIONS:

Consultants	6
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- Consultants are included in the list of designated employees and disclose pursuant to the broadest category in the code subject to the following limitation:

The Chancellor may determine in writing that a particular consultant, although a "designated position," is being hired to perform a range of duties that is limited in scope and is therefore not required to comply fully with the disclosure requirements described in this Conflict of Interest Code. Such determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Chancellor'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.

Section 18701(a)(2) of Title 2 of the California Code of Regulations states that the term "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 [Title 2, Code of Regulations, section] 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."