



JUDICIAL COUNCIL OF CALIFORNIA

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REPORT TO THE JUDICIAL COUNCIL

For business meeting on November 30, 2018

Title

Judicial Council Administration: Judicial
Council Conflict of Interest Code

Agenda Item Type

Action Required

Effective Date

December 1, 2018

Rules, Forms, Standards, or Statutes Affected
Amend Judicial Council Conflict of Interest
Code

Date of Report

November 7, 2018

Recommended by

Judicial Council staff
Patrick Farrales, Supervising Analyst
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Human Resources

Contact

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Executive Summary

Judicial Council staff recommends amending the *Conflict of Interest Code for the Judicial Council of California* (Code) to replace office names and job titles with leadership areas and job classifications. The proposed changes would provide flexibility in the event of an organizational restructuring—which may require the transfer of positions between offices—and will ensure that classifications required to report their economic interests will continue to do so regardless of office or organizational changes. The Judicial Council must review proposed amendments to the Code and approve the Code as amended or direct that it be further revised and resubmitted for approval.

Recommendation

Judicial Council staff recommends amending the *Conflict of Interest Code for the Judicial Council of California*, effective December 1, 2018, to:

1. Change its effective date from 2015 to 2018;

2. Consolidate Judicial Council member classifications into Voting and Nonvoting Members and Voting and Nonvoting Attorney Members;
3. Consolidate the Governmental Affairs, Audit Services classifications under the Executive Level structure;
4. Consolidate all Supervisor and Manager classifications into one disclosure category, Supervisorial and Management-Level Classifications, under both the Executive Level and the All Divisions structures;
5. Consolidate the classifications within the Leadership Services Division, Operations & Programs Division, and Administrative Division into the All Divisions structure;
6. Under the All Divisions structure:
 - a. Consolidate all Attorney and Supervising Attorney classifications into one disclosure category, All Attorney and Supervising Attorney Classifications; and
 - b. Add disclosure category 3 to the Legislative Advocate classification; and
7. To the All Divisions structure, add the following classifications:
 - a. Facilities Analyst, with an assigned disclosure category (ADC) of 7;
 - b. Engineer, with an ADC of 7;
 - c. All Classifications in Procurement & Contracts and Phoenix Purchasing Support Services, with ADCs of 3 and 4;
 - d. Information Technology Architect, with an ADC of 5;
 - e. Education Developer and Senior Education Developer, with an ADC of 6; and
 - f. Administrative Coordinators in Conference & Registration Services, with ADCs of 3 and 4.

The text of the amended code is attached at pages 5–15.

Relevant Previous Council Action

On July 29, 2014, the Judicial Council acted on the rule amendment to unite the governing body and staff under the Judicial Council name and retired the use of the name “Administrative Office of the Courts.” Discontinuing the use of the names “Administrative Office of the Courts” and “AOC” necessitated the consolidation of the conflict of interest codes of both the Judicial Council and the former Administrative Office of the Courts.

In addition, the Judicial Council of California implemented a new classification structure following an agencywide study conducted by Fox Lawson and Associates. The revised Code captured the number of Judicial Council staff classification changes resulting from the study. In addition, the Judicial Council members were separated into voting and nonvoting categories, subcategorizing the voting members into justices, judges, legislators, and attorneys. Although the Code had previously been amended to consolidate and clarify the disclosure categories for designated employees, these minor structural adjustments required additional amendments to the Code.

Analysis/Rationale

Policy implications

The Political Reform Act of 1974 (Gov. Code, § 81000 et seq.) requires public agencies to adopt conflict of interest codes. (Gov. Code, § 87300.) In 1984, the Legislature amended the Political Reform Act to require agencies and employees of the judicial branch to comply with the act. (Stats. 1984, ch. 727, amending Gov. Code, §§ 82011, 82019, 82041, 82048, 82049, and 87200, and adding § 87311.5.) Every conflict of interest code, including amended codes, must be submitted to and approved by a “code reviewing body.” (Gov. Code, §§ 87303, 87306.)

The Judicial Council is the code reviewing body for “any state agency within the judicial branch of government,” where no other code reviewing body has been specified (Gov. Code, § 82011(h)), which includes the Judicial Council and its staff.

The Government Code further states that an agency’s conflict of interest code must be amended “when change is necessitated by changed circumstances.” (Gov. Code, § 87306.) The Judicial Council has undergone a significant transformation, with organizational restructuring and responsibility shifts between divisions and classifications. When the current Code was implemented, the list of designated classifications was a snapshot of how the agency was structured in 2015. The recent restructuring has introduced offices and classifications with decisionmaking authority that are not listed under the current Code. The Code must be amended to reflect the new structure of the agency and to accurately capture all roles that should disclose their financial interests.

In addition, the current Code has seven divisions, further separated into seventeen office designations. As the agency continues to evolve, offices may undergo further restructuring and shifting of responsibilities. By consolidating all offices into one list of designated classifications containing all the necessary roles and disclosure categories, the Code will maintain transparency and increase flexibility. The amended Code will require all employees with decisionmaking authority to disclose their financial interests regardless of office, ensuring that all employees with decisionmaking authority will maintain the reporting requirements of the California Fair Political Practices Commission, irrespective any restructuring or reorganization of offices.

Comments

Judicial Council staff posted the proposed amendments to the Conflict of Interest Code on the “Invitations to Comment” page of the California Courts website (www.courts.ca.gov/) for 30 days for the purpose of receiving comments from the public. The sole commenter agreed with the proposal, if modified. A summary of the comments and responses thereto are attached at page 16.

Alternatives considered

Per Government Code section 87306, periodic reviews of the *Conflict of Interest Code for the Judicial Council of California* are required to ensure that the Code reflects the current structure of the agency and properly identifies all officials and employees who should file a *Statement of*

Economic Interests (form 700). The Code does not accurately reflect the current structure of the Judicial Council, and leaving the Code in its current format places the council at risk of noncompliance with the California Fair Political Practices Commission. The proposed amendments to the Code do not provide for any alternative actions other than those presented in this report.

Fiscal and Operational Impacts

Approving this recommendation will create no financial impact on the Judicial Council. To implement the amended Code, the Judicial Council will need to ensure that its members and employees in the designated classifications timely submit the *Statement of Economic Interests* (form 700) required under the Code and the Political Reform Act. If approved, the amended Code will take effect on December 1, 2018, and will be applied accordingly to filers in 2019.

Attachments and Links

1. Amended *Conflict of Interest Code for the Judicial Council of California*, at pages 5–15
2. Chart of Comments, at page 16
3. Attachment A: Current *Conflict of Interest Code for the Judicial Council of California*

CONFLICT OF INTEREST CODE
FOR THE
JUDICIAL COUNCIL OF CALIFORNIA
(Revised effective ~~December 11, 2015~~ [TBD])

The Political Reform Act (Gov. Code, § 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, California Code of Regulations, title 2, section 18730 which contains the terms of a standard conflict of interest code, and can be incorporated by reference into an agency's code. After public notice and hearing, the code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of (Cal. Code Regs., tit. 2, § 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 shall constitute the Conflict of Interest Code for the Judicial Council of California.

Designated employees and contractors shall file statements of economic interests with the Administrative Director as prescribed by the Fair Political Practices Commission.

Appendix A. Judicial Council Members

Under Article VI, section 6, of the California Constitution, Judicial Council voting membership is limited to justices, judges, legislators, and attorneys. Two nonvoting court administrators and such other nonvoting members are determined by the voting membership of the council. Council members, voting or nonvoting, who are justices, judges, state legislators, court executive officers, and court administrator and clerks are required to file disclosure statements at their primary position because they are subject to comprehensive disclosure requirements arising out of their primary offices, pursuant to Government Code sections 87200 and 87300. When filing their annual statement of economic interests, council members, voting or non-voting, should indicate on the cover sheet of the Conflict of Interest-Form 700 that their statements are being filed for both their primary and their Judicial Council positions.

Designation of Positions

1. Voting Council Members

a. Justices, Judges, Legislators

- i. **Disclosure of Financial Interests:** Council members must disclose all investments, sources of income, interests in real property, and positions in business entities, including those of their spouses, registered domestic partners, and/or dependent children.
- ii. **Manner of Reporting:** When filing their annual statement of economic interests, council members should indicate on the cover sheet of Conflict of Interest-Form 700 that their statements are being filed for both their primary and their Judicial Council positions.

b. Attorneys

- i. **Disclosure of Financial Interests:** The disclosure requirements under this code for the designated attorney members are limited to those in Business and Professions Code section 6036, subdivision (d). Under this provision, a member required to disqualify himself or herself because of a conflict of interest shall (1) immediately disclose the interest, (2) withdraw from any participation in the matter, (3) refrain from attempting to influence another member, and (4) refrain from voting. Consistent with section 6036, subdivision (d), it is sufficient that the member indicate only that he or she has a disqualifying financial or personal interest, without disclosing the specific interest.
- ii. **Manner of Reporting:** Attorney members of the Judicial Council of California shall file the Statement of Economic Interests (form FPPC-2). This form requires

members to (1) disclose whether or not they were required to disqualify themselves from making, participating in making, or attempting to influence a decision of the Judicial Council during the reporting period because of a conflict of interest under Business and Professions Code section 6036, and (2) identify each decision requiring disqualification.

2. Nonvoting Council Members

- a. Justices, Judges, Court Executive Officers, Court Administrators, and Clerks, and such other nonvoting members as determined by the voting membership of the council**
 - i. Disclosure of Financial Interests:** Council members must disclose all investments, sources of income, interests in real property, and positions in business entities, including those of their spouses, including registered domestic partners, and/or dependent children.
 - ii. Manner of Reporting:** When filing their annual statement of economic interests, council members should indicate on the cover sheet of Conflict of Interest-Form 700 that their statements are being filed for both their primary and their Judicial Council positions.

Appendix B.

Judicial Council Member and Staff List of Designated Classifications and Assigned Disclosure Categories

List of Designated Classifications	Assigned Disclosure Categories
1. Judicial Council Members	
a. Voting	
i. Justice	1a
ii. Judge	1a
iii. Legislator	1a
iv. Attorney	2a
b. Nonvoting	
i. Justice	1a
ii. Judge	1a
iii. Court Administrator and Clerk	1a
iv. Court Executive Officer	2a
v. Other nonvoting members	1a
<u>a. Voting and Nonvoting Members</u>	<u>1a</u>
<u>b. Voting and Nonvoting Attorney Members</u>	<u>2a</u>
2. <u>Executive OFFICE Level</u>	
i. a. Administrative Director Supervisorial and Management-Level Classifications	1b
ii. b. Chief Officer-Zone 2 All Attorney and Supervising Attorney Classifications	1 2b
iii. c. Chief Officer-Zone 1 <u>Legislative Advocate</u>	1 <u>3, 4</u>
iv. <u>d. Principal Advisor</u>	<u>3, 4</u>
3. GOVERNMENTAL AFFAIRS	
i. Director	1
ii. Principal Manager-Zone 1	1
iii. Attorney-I	4
iv. Legislative Advocate	4

4. LEADERSHIP SERVICES DIVISION

a. Audit Services

- i. Principal Manager Zone 1 1
- ii. Audit Supervisor 3, 4

b. Judicial Council Support

- i. Supervising Analyst 4

c. Legal Services

- i. Director, Chief Counsel 1
- ii. Principal Manager Zone 2 1
- iii. Principal Manager Zone 1 1
- iv. Supervising Attorney 2b
- v. Attorney II 2b

d. Special Projects

- i. Principal Manager Zone 1 1

e. Trial Court Liaison

- i. Manager 4
- ii. Supervising Analyst 4

5. OPERATIONS & PROGRAMS DIVISION

a. Appellate Court Services

- i. Director 1
- ii. Manager 1

b. Capital Program

- i. Director 1
- ii. Principal Manager Zone 1 1
- iii. Manager 1
- iv. Senior Project Manager 7
- v. Project Manager 7

c. Center for Families, Children & the Courts

- i. Director 1
- ii. Principal Manager Zone 2 1
- iii. Principal Manager Zone 1 4
- iv. Supervising Attorney 2b
- v. Supervising Analyst 4

vi. Attorney II 2b

d. Center for Judicial Education and Research

i. Attorney I 6
ii. Director 1
iii. Supervising Attorney 6
iv. Principal Manager Zone 1 6
v. Media Production Supervisor 6

e. Court Operations Services

i. Director 1
ii. Principal Manager Zone 1 1
iii. Manager 4
iv. Supervising Analyst 4

f. Criminal Justice Services

i. Director 1
ii. Attorney II 2b
iii. Supervising Attorney 2b
iv. Supervising Analyst 4

6. ADMINISTRATIVE DIVISION

a. Administrative Support

i. Manager 3
ii. Administrative Support Supervisor II 3
iii. Media Telecom Support Supervisor 3,4

b. Finance

i. Director 1
ii. Principal Manager Zone 1 1
iii. Manager 3
iv. Fiscal Supervisor 3
v. Fiscal Services Support Supervisor 3

c. Human Resources

i. Director 1
ii. Principal Manager Zone 1 4
iii. Manager 4
iv. Human Resources Supervisor 4
v. Business Systems Supervisor 5

~~d. Information Technology~~

i. Director	1
ii. Principal Manager Zone 1	5
iii. Manager	5
iv. Information Systems Supervisor I, II	5

~~e. Real Estate and Facilities Management~~

i. Director	1
ii. Principal Manager Zone 2	1
iii. Principal Manager Zone 1	1
iv. Manager	7
v. Engineering Specialist	7
vi. Facilities Management Administrator	7
vii. Project Manager	7
viii. Senior Facilities Analyst	7
ix. Engineering Supervisor	7
x. Facilities Operations Supervisor	7
xi. Facilities Supervisor	7

~~f. Trial Court Administrative Services~~

i. Director	1
ii. Principal Manager Zone 1	1
iii. Manager	1
iv. Business Systems Supervisor	5
v. Fiscal Supervisor	3
vi. Human Resources Supervisor	4
vii. Supervising Analyst	4

~~7. 3.All Divisions*~~

a. Supervisorial and Management-Level Classifications	1b
b. All Attorney and Supervising Attorney Classifications	2b
c. Facilities Management Administrator	7
d. Senior Facilities Analyst and Facilities Analyst	7
e. Senior Project Manager and Project Manager	7
f. Engineering Specialist and Engineer	7
g. All Classifications in Procurement & Contracts and Phoenix Purchasing Support	

Services	3, 4
h. Information Technology Architect	5
i. Education Developer and Senior Education Developer	6
j. Administrative Coordinators in Conference & Registration Services	3, 4
i. <u>k.</u> Special Consultant	<u>1b</u>
ii. <u>l.</u> Contractor	<u>1b</u>

*Consultants (contractors) 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 Administrative Director may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described 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 consultant must comply with all other provisions of this code. The Administrative Director’s determination is a matter of public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Per Policy 8.3(B) of the *Judicial Council Personnel Policies and Procedures Manual*, “[i]f an employee determines that he or she must not be involved in a decision on a particular matter because of a financial interest, then the employee must immediately withdraw from participating in the decision, refrain from influencing others, and disclose the financial interest in writing to his or her supervisor.”

Appendix C.

Judicial Council Staff Disclosure Categories

An employee need only disclose a financial interest, or a spouse's financial interest, in a business entity included in an assigned category if the employee's duties involve making recommendations and/or decisions concerning that type of business entity. In this appendix, "positions" includes employee, partner, officer, director, trustee, and any other management position. "Providers" includes business entities and individuals that are manufacturers, distributors, vendors, sellers, lessors, suppliers, contractors, subcontractors, and other providers of the supplies, equipment, real property, and services indicated in the category.

1. Executive authority

All investments, sources of income, interests in real property, and positions in business entities

- a. Council members who are justices, judges, legislators, court executive officers, court administrators and clerks are required to file disclosure statements at their primary position because they are subject to comprehensive disclosure requirements arising out of their primary offices, pursuant to Government Code section 87200 and 87300. When filing their annual statement of economic interests, council members, voting or nonvoting, should indicate on the cover sheet of Conflict of Interest-Form 700 that their statements are being filed for both their primary and their Judicial Council positions.
- b. Designated Judicial Council staff are required to file all investments, sources of income (including gifts, loans, and travel payments), interests in real property, and positions in business entities.

2. Attorneys

Attorneys are required to (1) disclose whether or not they were required to disqualify themselves from making, participating in making, or attempting to influence a decision of the Judicial Council during the reporting period because of a conflict of interest under Business and Professions Code section 6036, and (2) identify each decision requiring disqualification.

- a. Attorneys who are Judicial Council members shall file the Statement of Economic Interests for the Judicial Council on form FPPC-2.
- b. Attorneys who are Judicial Council staff shall file the Statement of Economic Interests for the Judicial Council on form FPPC-1.

3. Decisionmaking authority affecting the purchasing of office equipment, materials, and supplies

Investments, sources of income, and business positions in entities that are providers of office equipment, materials, and supplies including, but not limited to, commercial and noncommercial furniture, fixtures, publication materials, printing, graphics, publishing services, audiovisual equipment and/or any other non-IT electronic devices of the type used by the Judicial Council.

4. Decisionmaking authority affecting external consultants and contracts

Investments, sources of income, and business positions in business entities that are providers of services used by any office in the Judicial Council for the purposes of, including, but not limited to, personnel and employment services, editing, publications, data gathering, data management, researching and surveying, policy analysis, real estate management, fleet management, conference and travel services, financial services, external legal counsel, and court security.

5. Decisionmaking authority affecting information technology

Investments, sources of income, and business positions in business entities that are providers of information technology, data management systems, computer software, computer equipment, and hardware of the type used by the Judicial Council.

6. Decisionmaking authority affecting judicial education

Investments, sources of income, and business positions in business entities that are providers of training and educational development services of the type used by the Judicial Council.

7. Decisionmaking authority affecting real property and management

Investments, sources of income, and business positions in business entities that are providers of real estate purchasing, maintenance, construction, and development.

Appendix D. Reporting Instructions

1. Time of filing statements and reporting period

- a. **Annual Statement: The statement shall disclose the information required in section 3 for the previous 12-month period.**
 - i. Each Judicial Council member and each designated Judicial Council employee and contingent worker shall file a statement of economic interest in accordance with the Fair Political Practices Commission's regulations (Cal. Code Regs., tit. 2, § 18723.)
 - Judicial Council Members who are not attorneys shall file an annual statement by March 1.

All others, including but not limited to:

 - Judicial Council members who are Attorneys, shall file by April 1.
- b. **Statements when assuming office:** Under Government Code sections 87200 and 87300, every Judicial Council member or designated staff incumbent shall file a statement within 30 days after assuming office.
- c. **Statements after leaving offices:** Under Government Code sections 87200 and 87300, each former council member or designated staff incumbent shall file a statement within 30 days after leaving office. The statement shall disclose the information required by section 3 for the period between the closing date of the last statement required to be filed and the date of leaving office.

2. Place of filing statements

- a. Judicial Council members and designated staff incumbents shall file the required statements with the Secretary of the Judicial Council (Administrative Director) on the Statement of Economic Interests for Judicial Council Members Conflict of Interest-Form 700, FPPC-1, or FPPC-2.

3. Assistance to members

- a. A member may request assistance concerning duties under this code from the Fair Political Practices Commission under section 83114 of the Government Code.

SP18-14

Judicial Administration: Amendment to the Judicial Council Conflict of Interest Code

All comments are verbatim unless indicated by an asterisk (*).

	Commentator	Position	Comment	Committee Response
1.	Carmieshra Gorman, Interested Stakeholder 1050 Wilshire Boulevard Los Angeles, CA 90017 (323)-533-8297 resourcestoachieve@hotmail.com	AM	<p>At first glance the proposed restructuring or classification reordering does not seem to offer a means to better oversight which it should. The restructuring of reporting classifications seems to promote the impression that bias may or may not be important to the Judicial Council, and that there may be occasion to allow influence to control the process. Additionally, the classification system and it's regrouping of Management and Supervisors into one category hints at a proposed pay structure whereby the new "executives" might reap pay increases from this proposed plan or "proposed staff promotion".</p> <p>It seems to me that if there is to be any restructuring and reordering of classifications, that those should also accompany suggestions on how judicial staff will be vetted for hire, promoted, and demoted (with the intent to proactively reduce the indiscretions that reporting requirements are attempting to expose). Additionally, within those suggestions, I would note that a clear standard for service that recognizes time limits and takes into account performance reviews around service - for those within the higher classification codes, along with performance reviews around service as a prerequisite for promotion - for those with the lower reporting classification codes is suggested. **Also, an adequate performance review would take into account all stakeholders and might require development.**</p>	<p>The proposed amendments to the Judicial Council Conflict of Interest Code will not have any impact on the pay structure, hiring/promotion practices, and performance reviews of Judicial Council employees. Such items do not fall within the scope of this Code or its intended amendments.</p> <p>Rather, the intent of the changes is to provide flexibility in ensuring that classifications required to report their economic interests will continue to do so regardless of office or organizational changes.</p>

Positions: A = Agree; AM = Agree if modified; N = Do not agree; NI = Not indicated.

CONFLICT OF INTEREST CODE
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Designated employees and contractors shall file statements of economic interests with the Administrative Director as prescribed by the Fair Political Practices Commission.

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Designation of Positions

1. Voting Council Members

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- ii. Manner of Reporting:** When filing their annual statement of economic interests, council members should indicate on the cover sheet of Conflict of Interest-Form 700 that their statements are being filed for both their primary and their Judicial Council positions.

b. Attorneys

- i. Disclosure of Financial Interests:** The disclosure requirements under this code for the designated attorney members are limited to those in Business and Professions Code section 6036, subdivision (d). Under this provision, a member required to disqualify himself or herself because of a conflict of interest shall (1) immediately disclose the interest, (2) withdraw from any participation in the matter, (3) refrain from attempting to influence another member, and (4) refrain from voting. Consistent with section 6036, subdivision (d), it is sufficient that the member indicate only that he or she has a disqualifying financial or personal interest, without disclosing the specific interest.
- ii. Manner of Reporting:** Attorney members of the Judicial Council of California shall file the Statement of Economic Interests (form

FPPC-2). This form requires members to (1) disclose whether or not they were required to disqualify themselves from making, participating in making, or attempting to influence a decision of the Judicial Council during the reporting period because of a conflict of interest under Business and Professions Code section 6036, and (2) identify each decision requiring disqualification.

2. Nonvoting Council Members

a. Justices, Judges, Court Executive Officers, Court Administrators, and Clerks, and such other nonvoting members as determined by the voting membership of the council.

- i. Disclosure of Financial Interests:** Council members must disclose all investments, sources of income, interests in real property, and positions in business entities, including those of their spouses, including registered domestic partners, and/or dependent children.
- ii. Manner of Reporting:** When filing their annual statement of economic interests, council members should indicate on the cover sheet of Conflict of Interest-Form 700 that their statements are being filed for both their primary and their Judicial Council positions.

Appendix B. Judicial Council Member and Staff Designations

List of Designated Classifications

Assigned Disclosure Categories

1. JUDICIAL COUNCIL MEMBERS

a. Voting

i. Justice	1a
ii. Judge	1a
iii. Legislator	1a
iv. Attorney	2a

b. Nonvoting

i. Justice	1a
ii. Judge	1a
iii. Court Administrator and Clerk	1a
iv. Court Executive Officer	2a
v. Other nonvoting members	1a

2. EXECUTIVE OFFICE

i. Administrative Director	1
ii. Chief Officer-Zone 2	1
iii. Chief Officer-Zone 1	1
iv. Principal Advisor	3, 4

3. GOVERNMENTAL AFFAIRS

i. Director	1
ii. Principal Manager-Zone 1	1
iii. Attorney I	4
iv. Legislative Advocate	4

4. LEADERSHIP SERVICES DIVISION

a. Audit Services

i. Principal Manager-Zone 1	1
ii. Audit Supervisor	3, 4

b. Judicial Council Support	
i. Supervising Analyst	4
c. Legal Services	
i. Director, Chief Counsel	1
ii. Principal Manager-Zone 2	1
iii. Principal Manager-Zone 1	1
iv. Supervising Attorney	2b
v. Attorney II	2b
d. Special Projects	
i. Principal Manager-Zone 1	1
e. Trial Court Liaison	
i. Manager	4
ii. Supervising Analyst	4
5. OPERATIONS & PROGRAMS DIVISION	
a. Appellate Court Services	
i. Director	1
ii. Manager	1
b. Capital Program	
i. Director	1
ii. Principal Manager-Zone 1	1
iii. Manager	1
iv. Senior Project Manager	7
v. Project Manager	7
c. Center for Families, Children & the Courts	
i. Director	1
ii. Principal Manager-Zone 2	1
iii. Principal Manager-Zone 1	4
iv. Supervising Attorney	2b
v. Supervising Analyst	4
vi. Attorney II	2b

d. Center for Judicial Education and Research

i. Attorney I	6
ii. Director	1
iii. Supervising Attorney	6
iv. Principal Manager-Zone 1	6
v. Media Production Supervisor	6

e. Court Operations Services

i. Director	1
ii. Principal Manager-Zone 1	1
iii. Manager	4
iv. Supervising Analyst	4

f. Criminal Justice Services

i. Director	1
ii. Attorney II	2b
iii. Supervising Attorney	2b
iv. Supervising Analyst	4

6. ADMINISTRATIVE DIVISION

a. Administrative Support

i. Manager	3
ii. Administrative Support Supervisor II	3
iii. Media Telecom Support Supervisor	3, 4

b. Finance

i. Director	1
ii. Principal Manager-Zone 1	1
iii. Manager	3
iv. Fiscal Supervisor	3
v. Fiscal Services Support Supervisor	3

c. Human Resources

i. Director	1
ii. Principal Manager-Zone 1	4
iii. Manager	4
iv. Human Resources Supervisor	4
v. Business Systems Supervisor	5

d. Information Technology

i.	Director	1
ii.	Principal Manager-Zone 1	5
iii.	Manager	5
iv.	Information Systems Supervisor I, II	5

e. Real Estate and Facilities Management

i.	Director	1
ii.	Principal Manager-Zone 2	1
iii.	Principal Manager-Zone 1	1
iv.	Manager	7
v.	Engineering Specialist	7
vi.	Facilities Management Administrator	7
vii.	Project Manager	7
viii.	Senior Facilities Analyst	7
ix.	Engineering Supervisor	7
x.	Facilities Operations Supervisor	7
xi.	Facilities Supervisor	7

f. Trial Court Administrative Services

i.	Director	1
ii.	Principal Manager-Zone 1	1
iii.	Manager	1
iv.	Business Systems Supervisor	5
v.	Fiscal Supervisor	3
vi.	Human Resources Supervisor	4
vii.	Supervising Analyst	4

7. All Divisions*

i.	Special Consultant	1
ii.	Contractor	1

*Consultants (contractors) 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 Administrative Director may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described 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 consultant must comply with all other provisions of this code. The Administrative Director’s determination is a matter of public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Appendix C. Judicial Council Staff Disclosure Categories

An employee need only disclose a financial interest, or a spouse's financial interest, in a business entity included in an assigned category if the employee's duties involve making recommendations and/or decisions concerning that type of business entity. In this appendix, "positions" includes employee, partner, officer, director, trustee, and any other management position. "Providers" includes business entities and individuals that are manufacturers, distributors, vendors, sellers, lessors, suppliers, contractors, subcontractors, and other providers of the supplies, equipment, real property, and services indicated in the category.

1. Executive authority

All investments, sources of income, interests in real property, and positions in business entities

- a. Council members who are justices, judges, legislators, court executive officers, court administrators and clerks are required to file disclosure statements at their primary position because they are subject to comprehensive disclosure requirements arising out of their primary offices, pursuant to Government Code section 87200 and 87300. When filing their annual statement of economic interests, council members, voting or nonvoting, should indicate on the cover sheet of Conflict of Interest-Form 700 that their statements are being filed for both their primary and their Judicial Council positions.

2. Attorneys

Attorneys are required to (1) disclose whether or not they were required to disqualify themselves from making, participating in making, or attempting to influence a decision of the Judicial Council during the reporting period because of a conflict of interest under Business and Professions Code section 6036, and (2) identify each decision requiring disqualification.

- a. Attorneys who are Judicial Council members shall file the Statement of Economic Interests for the Judicial Council on form FPPC-2.
- b. Attorneys who are Judicial Council staff shall file the Statement of Economic Interests for the Judicial Council on form FPPC-1.

3. Decisionmaking authority affecting the purchasing of office equipment, materials, and supplies

Investments, sources of income, and business positions in entities that are providers of office equipment, materials, and supplies including, but not limited to, commercial and noncommercial furniture, fixtures, publication materials, printing, graphics, publishing services, audiovisual equipment and/or any other non-IT electronic devices of the type used by the Judicial Council.

4. Decisionmaking authority affecting external consultants and contracts

Investments, sources of income, and business positions in business entities that are providers of services used by any office in the Judicial Council for the purposes of, including, but not limited to, personnel and employment services, editing, publications, data gathering, data management, researching and surveying, policy analysis, real estate management, fleet management, conference and travel services, financial services, external legal counsel, and court security.

5. Decisionmaking authority affecting information technology

Investments, sources of income, and business positions in business entities that are providers of information technology, data management systems, computer software, computer equipment, and hardware of the type used by the Judicial Council.

6. Decisionmaking authority affecting judicial education

Investments, sources of income, and business positions in business entities that are providers of training and educational development services of the type used by the Judicial Council.

7. Decisionmaking authority affecting real property and management

Investments, sources of income, and business positions in business entities that are providers of real estate purchasing, maintenance, construction, and development.

Appendix D. Reporting Instructions

1. Time of filing statements and reporting period

- a. Annual Statement:** The statement shall disclose the information required in section 3 for the previous 12-month period.
 - i.** Each Judicial Council member and each designated Judicial Council employee and contingent worker shall file a statement of economic interest in accordance with the Fair Political Practices Commission's regulations (Cal. Code Regs., tit 2, § 18723.)
 - Judicial Council Members who are not attorneys shall file an annual statement by March 1.

All others, including but not limited to:

 - Judicial Council members who are Attorneys, shall file by April 1.
- b. Statements when assuming office:** As pursuant to Government Code sections 87200 and 87300, every Judicial Council member or designated staff incumbent shall file a statement within 30 days after assuming office.
- c. Statements after leaving offices:** As pursuant to Government Code sections 87200 and 87300, each former council member or designated staff incumbent shall file a statement within 30 days after leaving office. The statement shall disclose the information required by section 3 for the period between the closing date of the last statement required to be filed and the date of leaving office.

2. Place of filing statements

- a.** Judicial Council members and designated staff incumbents shall file the required statements with the Secretary of the Judicial Council (Administrative Director) on the Statement of Economic Interests for Judicial Council Members Conflict of Interest-Form 700, FPPC-1, or FPPC-2.

3. Assistance to members

- a.** A member may request assistance concerning duties under this code from the Fair Political Practices Commission under section 83114 of the Government Code.