

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 04/18/2023*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Tam: ☐ Haubert: ☒ Miley: ☐ Márquez: ☐ Carson: ☐ - ☒

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Documents to be signed by Agency/Purchasing Agent:

File No. 30950  
Item No. 57

Copies sent to:

Tamara Lawrence (QIC 20203)

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By:   
Deputy



Andrea Ford  
Agency Director

AGENDA \_\_\_\_\_ April 18, 2023

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Oakland, California 94607  
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[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

March 3, 2022

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

Dear Board Members:

**SUBJECT:** CONFLICT OF INTEREST CODE – ALAMEDA COUNTY SOCIAL SERVICES AGENCY

**RECOMMENDATION:**

Approve the amended Conflict of Interest Code for the Social Services Agency to remain in compliance with regulations in the Political Reform Act of 1974.

**SUMMARY/DISCUSSION:**

California Government Code 87306.5 requires local agencies to submit their Conflict of Interest Code to the reviewing body via a biennial report identifying changes in its code, or a statement that their code is not in need of amendment.

The Social Services Agency (SSA) has reviewed its Conflict of Interest Code and has determined that our Agency's code should be amended to include two classifications that transferred to the agency from the County Administrator's Office that were already designated in the Code and to include a new SSA classification.

The proposed revision affects only the attached Appendix A of Designated Positions.

**SELECTION CRITERIA/PROCESS:**

Not applicable.

**FINANCING:**

This recommended action will not result in any new County costs.

**VISION 2026 GOAL:**

Updating the Conflict of Interest Code for the Social Services Agency meets the 10x Goal Pathway of **Employment for All** in support of our shared vision of a **Prosperous and Vibrant Economy**.

Sincerely,

DocuSigned by:

*Andrea Ford*

CFBDBF387EBC493...

Andrea Ford  
Agency Director

Attachments:

Form 700 Appendix A

Appendix of Designated Positions

## **CONFLICT OF INTEREST**

### **APPENDIX OF DESIGNATED POSITIONS 2022-2023**

Assistant Agency Directors	Establish policy for and directs the activities of the departments of Adult & Aging Services, Children & Family Services, Government & Community Relations, Workforce & Benefits Administration and Agency Administration & Finance
Assistant Director, Workforce Development Board	Implements state, federal and local employment and training programs for job seekers and employers and is also accountable to the Workforce Development Board for program results and outcomes. Supervises professional-level financial, administrative, and program staff that is involved in both workforce system and employer focused services.
Countywide Initiative Program Coordinator	Plans, develops, organizes, and directs the activities and staff on Alameda County initiatives sponsored by the Board of Supervisor, the County Administrator or another County designee. Introduces countywide policy and legislative activities, in support of specific initiatives. Leads strategic planning efforts with County agencies/ departments and outside sources to develop initiatives.
Director, Interagency Children's Policy Council	Plans, organizes and directs the Alameda County Interagency Children's Policy Council (ICPC) through collaborative teamwork and with the assistance of subordinate professional level and supervisory staff. Provides interagency cross systems, planning, policy development, and specific activities toward improved outcomes for Alameda County's children, youth and their families.
Director, Social Services Agency	Establishes Agency goals and provides general guidelines to achieve those goals to Assistant Agency Directors. Recommends to the County Administrator and Board of Supervisors methods for the implementation of social welfare and manpower programs for Alameda County.
Division Directors – Children & Family Services (CFS)	CFS Division Directors make decisions about funding CBBO's to deliver services to families involved in the child welfare system. They monitor contracts with substantial funding approved by the Board of Supervisors. They make placement recommendations which can impact a provider's income. They are directly involved in several interagency and community partnerships and are often asked to provide support letters for grant applicants. They work in

## CONFLICT OF INTEREST

### APPENDIX OF DESIGNATED POSITIONS 2022-2023

collaboration with entities that have provided grants to support the department's work. They report to the grantor on the expenditures. They are often pressured by organizations or other county agencies to support funding them.

#### Division Directors

Directs or oversees the business and financial affairs of divisional programs. Prepares budget estimates and monitors expenditures. Estimates personnel needs and maintenance of required records and statistics. Determines mandated services versus discretionary for budgetary purposes. Approves minor building maintenance and repairs. Researches and recommends major building alterations and remodeling. Oversees and monitors grant processes.

#### Divisional Operations Services Manager

Assists in the day-to-day administrative operations and support of the Workforce and Benefits Administration Department of the Social Services Agency. Plans, organizes, provides guidance and technical assistance to subordinate staff, and directs multiple programs in the department's Program Planning and Support units, assists with department organizational planning, department facilities maintenance, department personnel management, departmental training and development, and serves as the department labor liaison.

#### Financial Analyst, Social Services Agency

Evaluates the availability of program funds that are spent on goods and services. Participates in policy analysis that leads to expenditure of funds in the community and may cause funds to be spent on one type of provider rather than another or may, in some circumstances, cause funds to be spent with one particular provider, rather than another.

#### Financial Services Deputy Director, Social Services Agency

Oversees, budgeting, accounting, claiming and assistance/special payments, contracts and procurement. Oversees revenue maximization efforts. Coordinates efforts of budget and accounting staffs.

#### Financial Services Director, Social Services Agency

Plan, organize and direct the fiscal operations for the Social Services Agency; direct the revenue-raising operations of the Agency; serve as liaison to the Auditor-Controller, other County departments and external funding, and regulatory agencies; and establish and supervise proper accounting, and fiscal systems and procedures.

## **CONFLICT OF INTEREST**

### **APPENDIX OF DESIGNATED POSITIONS 2022-2023**

Financial Services Officers	Manage and oversee various financial service staff and functions; serve in a consultative role to management in addressing and resolving financial, revenue, contract, grant and related administrative, programmatic and policy matters; facilitate the implementation of a wide variety of programs and projects.
Management Analyst, Workforce Development Board	Plan, design and conduct operational, policy and programmatic studies; recommend and assist with the implementation of program, policy and procedure modifications; assist with the general administrative support of the Workforce Development Board.
Policy Director	Responsible for coordinating agency-wide policy, legislative activities and supporting operating departments' strategic planning efforts; lead the development and implementation of complex departmental initiatives and programs; direct and coordinate the activities of a unit.
Senior Program Systems Coordinators	Supervise a unit of Program Systems Coordinators responsible for acting as liaisons between end-users in the Social Services Agency and the Data Processing Department and other information systems providers participating in the evaluation, planning, organization, design, modification and implementation of existing and new information systems to ensure that program regulations are implemented, and procedures are developed and meet functional requirements for end-users.
Supervising Administrative Specialist (Procurement)	Provide supervision for administrative and operational functions in the Social Services Agency Finance Department for Procurement; provide complex professional-level operational, systems and administrative services; facilitate the implementation of a wide variety of programs and projects; thorough management of the goods purchasing function with influence over vendors from whom good are purchased.
Workforce Development Board Director	Influences, plans, coordinates, and implements effective workforce development strategies for all job training and workforce programs under the Workforce Innovation and Opportunity Act (WIOA) and related programs operated by the County of Alameda. This position has a leadership role in developing the County's workforce development strategies.

**CONFLICT OF INTEREST CODE (2022/2023)****APPENDIX A**

<b><u>CLASSIFICATION</u></b>	<b><u>JOB CODE</u></b>	<b><u>DISCLOSURE/CATEGORY</u></b>
Assistant Agency Directors	6080M	1
Assistant Director, Workforce Development Board	6053M	1
Countywide Initiative Program Coordinator	0258M	1
Director, Interagency Children's Policy Council	0401M	1
Director, Social Services Agency	6085M	1
Division Directors, Social Services Agency	6050M	2
Divisional Operations Services Manager, Workforce & Benefits Administration, Social Services Agency	6125M	1
Financial Analysts, Social Services Agency	0209M	2
Financial Services Deputy Director, Social Services Agency	6070M	2
Financial Services Director, Social Services Agency	6075M	1
Financial Services Officers	0217M	2
Management Analyst, Workforce Development Board	0206M	2
Policy Director, Social Services Agency	6047M	1
Senior Program Systems Coordinators	0304M	2
Supervising Administrative Specialist (Procurement)	0220M	2
Workforce Development Board Director	6051M	1