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**Date:** February 4, 2004

**Code:** HR 2004-05

**To:** CSU Presidents

**From:** Jackie R. McClain  
Vice Chancellor  
Human Resources



**Subject:** **Conflict of Interest Update – Requirement for Newly Approved Designated Positions**

The Fair Political Practices Commission (FPPC) has approved California State University's (CSU's) Conflict of Interest (COI) Code amendment adopted by the Trustees at the July 2003 Board meeting. Changes to the designated position list that were submitted in response to last year's filing notice (HR 2003-03) have been incorporated into the CSU's COI Code and are reflected in each campus' designated position list.

*As required by law, employees in these newly designated positions must file an "Initial Statement" of Form 700 (Statement of Economic Interests) within 30 days after the effective date of the code or amendment. For these employees, the filing deadline for the initial statement is March 5, 2004. Campus conflict of interest filing officers must notify employees in these newly designated positions of this filing requirement.* Attachment A provides updated lists of campus-specific designated positions. Newly designated positions are denoted with an underlined designated position together with an underlined disclosure category and these individuals must file initial statements. An underlined designated position together with a deleted position reflects an updated designated position title and employees in these positions do not need to file initial statements, as they are current filers.

Please note that the 2004 annual Conflict of Interest filing process will be addressed in a separate correspondence.

Questions regarding the COI filing process should be directed to Pamela Chapin at (562) 951-4414. This document is also available on the Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcC/fb

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