

The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4201
(562) 951-4411

Date: February 23, 2005

Code: HR 2005-08

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 2004 Board meeting. Changes to the designated position list that were submitted in response to last year's filing notice (HR 2004-06) 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 approved 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. Campus conflict of interest filing officers must notify employees in these newly designated positions of this filing requirement. For these employees, the filing deadline for the initial statement is March 25, 2005. 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.

Ethics Training Requirement

With the approval of these newly designated positions to the CSU's Conflict of Interest Code, employees in these positions must be identified for purposes of meeting the CSU's ethics training requirement. These employees must complete the Ethics Training within six months of appointment in a designated position. In the case of these newly approved designated positions, individuals must complete the training requirement by August 25, 2005.

Distribution:

With Attachment: Conflict of Interest Filing Officers

Without Attachment:

Vice Presidents, Academic Affairs
Vice Presidents, Administration
Vice Presidents, Information Systems
Vice Presidents/Deans of Students
Associate Vice Presidents/Deans, Faculty Affairs

Business Managers
Human Resources Directors
Payroll Managers
General Counsel
Director, SOSS

Please note that the 2005 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 also is available on the Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcC/fb

Attachment