

Conflict of Interest Code  
of the

**LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION  
(LACERA)**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section  
18730) by Reference

The Political Reform Act (Government Code Section 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 (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the Conflict of Interest Code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the Conflict of Interest Code of the Los Angeles County Employees Retirement Association (LACERA).

Place of Filing of Statements of Economic Interests

All officials and employees required by this Conflict of Interest Code to submit a statement of economic interests shall file their statements with LACERA's Chief Executive Officer; or his or her designee.

LACERA shall retain the originals of statements for all Designated Positions named in this Conflict of Interest Code and for positions listed under "Officials Who Manage Public Investments". All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

**LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION  
(LACERA)**

**EXHIBIT “A” – DISCLOSURE CATEGORIES**

**CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction that would be suitable for housing all or part of LACERA’s operations and all real property within two miles of that property. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the County of Los Angeles or within two miles of any land used to conduct LACERA’s operations.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

**CATEGORY 2**

Persons in this category shall disclose all investments and business positions in, and all income (including gifts, loans and travel payments) received from, business entities that are the type utilized by LACERA.

**CATEGORY 3**

Persons in this category shall disclose all business positions and investments in business entities that are the type in which LACERA’s trust funds may be invested (include securities, real estate and business entities), all income (including gifts, loans and travel payments) from such business entities, and all interests in real estate co-owned with or purchased from such business entities.

**CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by LACERA and associated with the job assignment of designated positions assigned to this disclosure category.

**CATEGORY 5**

Persons in this category shall disclose all income (including gifts, loans and travel payments) from, investments in and business positions with any member of LACERA, any agent or employee association representing any such member, and business positions with, investments in or income (including gifts, loans and travel payments) from any entity owned or controlled by any such member or any such member’s spouse or other financial dependent.

**LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION**

**EXHIBIT "A" – DISCLOSURE CATEGORIES (Continued)**

**CATEGORY 6**

Persons in this category shall disclose all income (including gifts, loans and travel payments) received from any LACERA member, or agent of any such LACERA member, with a disability retirement application before the Board of Retirement (during the reporting period) and all business positions with, investments in, or income (including gifts, loans and travel payments) received, from any entity owned or controlled by any such member.

# LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

## EXHIBIT "B"

### Designated Positions

### Disclosure Categories

#### **Board of Retirement:**

First Member (Treasurer and Tax Collector)	1, 2, 5
Alternate First Member (Chief Deputy, Treasurer and Tax Collector)	1, 2, 5
Second Member (Elected General Member)	1, 2, 5
Third Member (Elected General Member)	1, 2, 5
Fourth Member (Appointed by Board of Supervisors)	1, 2, 5
Fifth Member (Appointed by Board of Supervisors)	1, 2, 5
Sixth Member (Appointed by Board of Supervisors)	1, 2, 5
Seventh Member (Elected Safety Member)	1, 2, 5
Eighth Member (Elected Retired Member)	1, 2, 5
Ninth Member (Appointed by Board of Supervisors)	1, 2, 5
Alternate Safety Member (Elected by Safety Members)	1, 2, 5
Alternate Retired Member (Elected by Retired Members)	1, 2, 5

#### **Retirement Administration:**

Assistant Executive Officer, LACERA, Unclassified	1, 2, 3, 5
Assistant Executive Officer, LACERA	1, 2, 3, 5
Deputy Chief Executive Officer, LACERA	1, 2, 3, 5
Senior Staff Counsel, LACERA	1, 2, 3, 5
Staff Counsel, LACERA	1, 2, 3, 5
Chief Counsel, LACERA (Disability Litigation Section)	4, 6
Senior Staff Counsel, LACERA (Disability Litigation Section)	6
Senior Investment Officer, LACERA	1, 2, 3
Finance Analyst III, LACERA	1, 2, 3
Finance Analyst II, LACERA	1, 2, 3
Chief, Internal Audit, LACERA	4, 5
Chief Financial Officer, LACERA	4, 5
Division Manager, LACERA	4, 5
Assistant Chief Financial Officer, LACERA	4, 5
Assistant Division Manager, LACERA	4, 5
Director, Human Resources, LACERA	4
Administrative Services Officer, LACERA	4, 5
Disability Retirement Specialist Supervisor	4, 6
Contract Analyst, LACERA	4
Special Assistant, LACERA	4
Creative Coordinator, LACERA	4
Chief, Communications, LACERA	4
Director, Retiree Health, LACERA	4, 5
Principal Internal Auditor, LACERA	4, 5
Chief, Quality Assurance and Metrics, LACERA	4, 5
Section Head, LACERA	4, 5
Information Systems Manager, LACERA	4, 5

# LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

## EXHIBIT "B" (Continued)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Chief Information Technology Officer, LACERA	4
Information Security Officer, LACERA	4
Assistant Information Systems Manager, LACERA	4
Consultants/New Positions*	

\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in this code, subject to the following limitations:

The Chief Executive Officer or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer or his or her designee'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. (Gov. Code Section 81008.)

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

# LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

## EXHIBIT "B" (Continued)

### **Officials Who Manage Public Investments:**

The following positions are not covered by the code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only.

### **Board of Investments:**

First Member (Treasurer and Tax Collector)  
Alternate First Member (Chief Deputy, Treasurer and Tax Collector)  
Second Member (Elected General Member)  
Third Member (Elected General Member)  
Fourth Member (Elected Safety Member)  
Fifth Member (Appointed by Board of Supervisors)  
Sixth Member (Appointed by Board of Supervisors)  
Seventh Member (Appointed by Board of Supervisors)  
Eighth Member (Elected Retired Member)  
Ninth Member (Appointed by Board of Supervisors)

### **LACERA Officials:**

Chief Executive Officer, LACERA  
Chief Executive Officer, LACERA, Unclassified  
Chief Counsel, LACERA  
Chief Investment Officer, LACERA, Unclassified  
Deputy Chief Investment Officer, LACERA  
Principal Investment Officer, LACERA, Unclassified  
Principal Investment Officer, LACERA  
LACERA's independent contractors, consultants, and any of their employees, who pursuant to a contract with LACERA, manage public investments or perform the same or substantially all the same functions as the Chief Investment Officer.

**EFFECTIVE DATE: 9/27/2023**

**Agency Report of:  
New Positions**

**A Public Document**

**California Form 804**

<b>1. Agency Name</b> (Also include, Division, Department, or Region (if applicable)) Los Angeles County Employees Retirement Association		<input type="checkbox"/> <b>Amendment</b>  Date of Original Filing: _____ (month, day, year)
<b>Agency Contact</b> Steven Rice, Chief Counsel		
<b>Phone Number</b> (626) 564-6000	<b>Email</b> srice@lacera.com	

**2. New Position Information**

Position Title/Classification and Job Summary	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date (Optional)
Information Technology Manager I (Class Specifications attached)	4			Start <u>   </u> / <u>   </u> / <u>   </u> m / d / yr
Information Technology Manager II (Class Specifications attached)	4			Start <u>   </u> / <u>   </u> / <u>   </u> m / d / yr
				Start <u>   </u> / <u>   </u> / <u>   </u> m / d / yr
				Start <u>   </u> / <u>   </u> / <u>   </u> m / d / yr
				Start <u>   </u> / <u>   </u> / <u>   </u> m / d / yr
				Start <u>   </u> / <u>   </u> / <u>   </u> m / d / yr
				Start <u>   </u> / <u>   </u> / <u>   </u> m / d / yr

**3. Verification**

*I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.*

	Santos H. Kreimann	Chief Executive Officer	11/17/23
Signature	Name	Title	(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

Print
Clear

**Agency Report of:  
New Positions**

**A Public Document**

State and local government agencies may use this form to identify new positions that will make or participate in making governmental decisions on behalf of the agency. An individual in a newly created position must file a Statement of Economic Interests (Form 700) within 30 days of assuming office.

This form identifies the Statement of Economic Interests, Form 700, disclosure requirements for individuals serving in new positions. This form is for the agency's internal use and should be maintained by the agency in the same manner as the agency's conflict of interest code. For more information, refer to the FPPC website [www.fppc.ca.gov](http://www.fppc.ca.gov) and Regulations 18700.3 and 18734.

**Disclosure Requirements**

- Disclosure requirements should conform to the range of duties.
- Alternatively, the agency must require an individual to file under the broadest disclosure category in the agency's conflict of interest code or, if the agency does not have a conflict of interest code, full disclosure.

Full disclosure includes reporting all investments, business positions, and interests in real property held on the date of assuming office and income received during the 12 months immediately preceding assuming office.

When a new position is added, in addition to completing this form, the agency should begin the process to amend the conflict of interest code.

*Examples:*

*An agency added a new data processing manager position. The individual will be assigned the same disclosure category that the agency's other IT staff are assigned.*

*An agency implemented a new licensing program and a new manager position was added. Because this was a new program, the agency provided a written description of the individual's disclosure requirements which included sources subject to the licensing procedures.*

*An agency reorganized and changed the duties of several positions listed in the conflict of interest code. This form is not required as positions are not new. The agency should begin to amend its conflict of interest code if the range of authority and types of decisions changed.*

*An agency changed the titles but not the duties and responsibilities of several positions. This form is not required. The agency must file an amendment to update the conflict of interest code.*

**Instructions**

**Part 1**

Identify the agency, contact information, and provide the amendment explanation in the comment section when applicable.

**Part 2**

Identify the new position(s) and describe the position's duties. Identify the disclosure by:

- Assigning an existing category(s) in the agency's code, or
- Writing a disclosure requirement.

Complete if the agency knows the employment date.

**Part 3**

The agency's conflict of interest code should identify the position that is responsible for the verification.

**Example**

Agency Report of: New Positions		A Public Document		California Form 804
1. Agency Name (Also include Division, Department, or Region if applicable) CA Joint Powers Authority			<input type="checkbox"/> Amendment	
Agency Contact Smith, Adam Executive Director			Date of Original Filing: _____ (month, day, year)	
Phone Number 555-555-5555		Email adam.smith@cjpa.ca.gov		
2. New Position Information				
Position Title/Classification and Job Summary	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date (Optional)
Data Processing Manager (manages IT Dept)	3			Start 3 / 3 / xx m / d / yr
Licensing Director (duty statement attached)	3		All investments, business positions in business entities, and sources	Start 3 / 8 / xx m / d / yr
Licensing Director (duty statement attached)	3		of income, including gifts, loans, and travel payments, from entities	Start ____ / ____ / ____ m / d / yr
Licensing Director (duty statement attached)	3		that are of the type subject to licensing by the Department or are subject	Start ____ / ____ / ____ m / d / yr
Licensing Director (duty statement attached)	3		to regulation by the Department.	Start ____ / ____ / ____ m / d / yr
Licensing Director (duty statement attached)	3		(Alternately, attach a written explanation.)	Start ____ / ____ / ____ m / d / yr
				Start ____ / ____ / ____ m / d / yr
3. Verification				
<small>I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosures assigned herein(s) set forth above, is in accordance with its provisions.</small>				
_____ Adam Smith Signature		_____ Adam Smith Name		_____ Executive Director Title
				3-10-XX (month, day, year)
<small>COMMENTS: (Use this space or an attachment for any additional information.)</small>				





# Information Technology Manager I, LACERA

Class Code:  
0803

Bargaining Unit: Non-represented (exempt)

LACERA  
Established Date: Jun 6, 2018  
Revision Date: Jan 13, 2021

## SALARY RANGE

\$10,519.43 - \$15,922.01 Monthly  
\$126,233.16 - \$191,064.12 Annually

### DEFINITION:

Under direction, plans, organizes and directs the activities of a major information systems section providing services to support achievement of LACERA's mission and objectives.

### POSITION INFORMATION:

Positions allocable to this class are allocated to LACERA's Retirement Systems Division and are responsible for managing the staff and resources of a large section providing information technology (IT) services to business users. Information Technology Managers must possess a high degree of professional information technology knowledge as well as a broad range of management skills including organizational design, strategic planning, budgeting, and personnel management.

This classification is distinguished from Information Technology Specialists in that their work focus is on effective management and integration of customer, staff and project relationships, and results.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Plans, organizes, manages, integrates and evaluates the work of a section with subordinate supervisors and/or staff.

Provides full administrative and technical supervision of staff including approving time off, evaluation of performance and takes or recommends disciplinary action, up to and including termination.

Develops and directs the implementation of operational plans to support the department's

business goals.

Works with department/ business managers to evaluate current and anticipated IT requirements.

Develops and negotiates service level agreements and manages to ensure their attainment.

Coordinates information systems activities with other divisions/sections or County departments to optimize use of existing hardware and software and leverage design of new systems.

Manages and/or supervises and participates in the assessment and analysis of business requirements and development and maintenance of applications.

Drafts or reviews draft Requests for Proposals or Information (RFPs, RFIs) and evaluates responses and recommends vendor selection.

Administers vendor contracts, reviews and acts on contract change request and approves deliverable developed by vendors or contract staff.

Directs and/or participates in managing development, infrastructure and/or hardware/software migration projects.

Manages, directs and evaluates the work of staff providing data center operations and support of hardware, software and other technology support functions.

Coordinates problem solving, conflict resolution, escalations, restart and recovery.

Meets and consults with customers and vendors regarding service delivery needs.

Establishes performance requirements and personal development targets for assigned staff and monitors and evaluates performance. Provides coaching for performance improvement and development.

Assess skill gaps and provides training to ensure skills stay current with the technology requirements for current and future work assignments.

Promotes efficient, cost effective uses of advanced technologies and manages the migration to next-generation technologies.

Conducts or oversees research and special studies and implements recommended organizational, procedural and other changes and benchmarks internal operations against best practices of other agencies and organizations.

Manages and/or participates in department disaster recovery planning and systems security administration.

Coordinates the development, implementation and administration of technical training program for business users.

Manages enterprise, organizational, cross-functional, or large-scale projects

Performs other related duties as assigned.

## **REQUIREMENTS:**

**TRAINING AND EXPERIENCE:**

**OPTION A:** A Bachelor's Degree from an accredited college in Computer Science, Information Systems, or a closely related field, and four (4) years of progressively responsible, full-time, paid experience in a centralized Information Technology organization performing information systems analysis and design, application development, network administration or operating systems analysis; one (1) year must have been in a supervisory capacity.

**OPTION B:** Two (2) year of experience at the level of Information Technology Specialist I, LACERA, or Information Systems Manager I, LACERA.

**OPTION C:** Three (3) years at the level of Data Systems Coordinator, LACERA, or Data Systems Supervisor I, LACERA.

**OPTION D:** Six (6) years of progressively responsible, full-time, paid experience in a centralized Information Technology organization with at least two (2) years functioning in a supervisory capacity.

**LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:**

2 – Light



# Information Technology Manager II, LACERA

Class Code:  
0804

Bargaining Unit: Non-represented (exempt)

LACERA  
Established Date: Dec 7, 2021  
Revision Date: Feb 18, 2022

## SALARY RANGE

\$11,308.39 - \$17,116.17 Monthly  
\$135,700.68 - \$205,394.04 Annually

### DEFINITION:

Under direction, plans, organizes and directs the activities of a major information systems section providing effective technology programs and services to support achievement of LACERA's mission and objectives.

### POSITION INFORMATION:

Positions allocable to this class report to the Chief, Information Technology, LACERA and are responsible for managing staff and resources of a large section providing comprehensive information technology (IT) programs and services for business users. Information Technology Managers must possess a high degree of professional IT knowledge as well as a broad range of management skills including organizational design, strategic planning, budgeting, and personnel management.

Information Technology Manager II, LACERA is distinguished from the Information Technology Manager I, LACERA, in that the former requires deeper and broader experience and technical knowledge in assigned functions. Incumbents in this series are distinguished from Information Technology Specialists in that their work focus is on effective management and integration of customer, staff and project relationships and results.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Plans, organizes, manages, integrates and evaluates the work of a section with subordinate supervisors and/or staff.

Develops and directs the implementation of operational plans to support LACERA's business goals.

Works with department/business managers to evaluate current and anticipated IT requirements.

Develops and negotiates service level agreements and manages to ensure their attainment.

Coordinates information systems activities with other divisions/sections to optimize use of existing hardware and software and leverage design of new systems.

Supervises and participates in the assessment and analysis of business requirements and development and maintenance of applications.

Drafts or reviews draft Requests for Proposals or Information (RFPs, RFIs) and evaluates responses and recommends vendor selection.

Administers vendor contracts; reviews and acts on contract change request and approves deliverable developed by vendors or contract staff.

Directs and/or participates in managing development, infrastructure and/or hardware/software migration projects.

Manages, directs and evaluates the work of subordinate supervisors whose staff provide data center operations and support of hardware, software and other technology support functions.

Coordinates problem solving, conflict resolution, escalations, restart and recovery.

Meets and consults with customers and vendors regarding service delivery needs.

Establishes performance requirements and personal development targets for assigned staff and monitors and evaluates performance. Provides coaching for performance improvement and development.

Assesses skill gaps and provides training to ensure skills stay current with the technology requirements for current and future work assignments.

Promotes efficient, cost effective uses of advanced technologies and manages the migration to next-generation technologies.

Conducts or oversees research and special studies and implements recommended organizational, procedural and other changes and benchmarks internal operations against best practices of other agencies and organizations.

Manages and/or participates in department disaster recovery planning and systems security administration.

Manages the development, implementation, and administration of technical training program for business users.

Manages enterprise, organizational, cross-functional, or large-scale projects.

May perform other related duties as assigned.

## **REQUIREMENTS:**

**OPTION A:** A Bachelor's Degree from an accredited college in Computer Science, Information Systems, or a closely related field, -AND- Five (5) years of progressively responsible, full-time, paid experience in a centralized Information Technology organization, performing information systems analysis and design, application development, network administration or operating systems analysis; of which two (2) years must be in a management capacity.

**OPTION B:** Three (3) years of experience at the level of Information Technology Manager I, LACERA, or Information Technology Specialist I, LACERA.

**OPTION C:** Five (5) years of progressively responsible, full-time, paid experience in managing the design, development, implementation, operation, and maintenance of a large complex information systems program in a large, multi-service public or private sector organization.

**LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:**

2 - Light