

DEPARTMENT OF GENERAL SERVICES
CONFLICT OF INTEREST CODE

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 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code 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 by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Department of General Services (Department)**.

Individuals holding designated positions shall file their statements of economic interests with the **Department**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) The Director must file their statement of economic interests electronically with **the Fair Political Practices Commission**. All other individuals holding designated positions must file their statements with the Department. All statements must be made available for public inspection and reproduction under Government Code Section 81008.

NOTE: Authority cited: Sections 81008, 87300, 87306, Government Code. Reference: Section 87302, Government Code.

APPENDIX A

Designated Positions

List of Designated Positions

Disclosure Categories

ADMINISTRATION DIVISION

Deputy Director, Administration Division (CEA)	1
Staff Services Manager 1 (Specialist)	2

Enterprise Technology Solutions

Chief Information Officer, Enterprise Technology Solutions (CEA)	1
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	3
IT Manager (all levels): <i>only those whose duties include leadership of the Chief Technology Office and/or the Information Security Office</i>	2
IT Manager (all levels) <i>all other positions</i>	3
IT Specialist (all levels)	3
IT Supervisor (all levels)	3
Staff Services Manager (all levels)	3

Office of Business and Acquisition Services

Chief, Office of Business and Acquisition Services (CEA)	1
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	2
Staff Services Manager (all levels)	2

Office of Fiscal Services

Chief, Office of Fiscal Services (CEA)	1
Accounting Administrator (all levels)	2

Associate Governmental Program Analyst/Staff Services Analyst	
<i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	3
Staff Services Manager (all levels)	2

Office of Human Resources

Chief, Office of Human Resources (CEA)	1
Associate Governmental Program Analyst/Staff Services Analyst	
<i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	4
Labor Relations Manager (all levels)	4
Labor Relations Specialist	4
Staff Services Manager (all levels)	4

Office of Training and Administrative Standards

Chief, Office of Training and Administrative Standards	1
Associate Governmental Program Analyst/Staff Services Analyst	
<i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	3
Staff Services Manager (all levels)	2

Office of Risk and Insurance Management

Chief, Office of Risk and Insurance Management (CEA)	1
Associate Governmental Program Analyst	
<i>only those with duties that include handling of claims related to the State Motor Vehicle Insurance Account (MVIA) or the Government Claims Program</i>	3
Associate Governmental Program Analyst/Staff Services Analyst	
<i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	3
Associate Risk Analyst	3
Staff Risk Manager (all levels)	3

Staff Services Manager (all levels)	3
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EXECUTIVE OFFICE

Chief Deputy Director, Office of General Services (GO Appointee)	1
Strategic Initiatives and Policy Advisor (GO Appointee)	1

Office of Enterprise Planning and Inclusiveness

Deputy Director, Office of Enterprise Planning and Inclusiveness (CEA)	1
Associate Governmental Program Analyst/Staff Services Analyst	
<i>only those whose duties include the administration of program services</i>	
<i>and/or the development, review, and/or award of bids/contracts</i>	3
Staff Services Manager (all levels)	2

Office of Audit Services

Chief, Office of Audit Services (CEA)	1
Staff Management Auditor	3

Office of Legal Services

Chief Counsel, Office of Legal Services (GO Appointee)	1
Assistant Chief Counsel (Attorney V)	1
Associate Governmental Program Analyst/Staff Services Analyst	
<i>only those whose duties include the administration of program services</i>	
<i>and/or the development, review, and/or award of bids/contracts</i>	3
Attorney (I-IV)	1
Staff Services Manager (all levels)	3
Special Investigator	3

Office of Legislative Affairs

Deputy Director, Office of Legislative Affairs (GO Appointee)	1
Associate Governmental Program Analyst/Staff Services Analyst	
<i>only those whose duties include the administration of program services</i>	
<i>and/or the development, review, and/or award of bids/contracts</i>	1
Staff Services Manager (all levels)	1

Office of Public Affairs

Deputy Director, Office of Public Affairs (GO Appointee)	1
Assistant Deputy Director, Office of Public Affairs (GO Appointee)	1
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	2
Information Officer (all levels)	2
Staff Services Manager (all levels)	2

Office of Sustainability

Deputy Director, Office of Sustainability (CEA)	1
Associate Construction Analyst	6
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	6
Project Director (all levels)	1
Research Data Specialist	6
Staff Services Manager (all levels)	6

INTERAGENCY SUPPORT DIVISION

Deputy Director, Interagency Support Division (GO Appointee)	1
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	6
Staff Services Managers (all levels)	3

Office of Fleet and Asset Management

Chief, Office of Fleet and Asset Management (CEA)	1
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	3
Automotive Pool Attendant III	3

Inspector of Automotive Equipment (all levels)	3
Research Data Analyst (all levels)	3
Research Data Specialist (all levels)	3
Staff Services Manager (all levels)	3
Warehouse Manager (all levels)	3

Office of Public School Construction

Executive Officer, Office of Public School Construction (GO Appointee)	1
Deputy Executive Officer, Office of Public School Construction (CEA)	1
Assistant Executive Officer, State Allocation Board (GO Appointee)	1
Accounting Administrator (all levels)	6, 7
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	6, 7
Management Auditor (all levels)	6, 7
Research Data Specialist III	6, 7
Staff Services Manager (all levels)	6, 7
Supervising Management Auditor	6, 7

Office of State Publishing

State Printer, Office of State Publishing (GO Appointee)	1
Assistant State Printer, Office of State Publishing (CEA)	1
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	3
Industrial Hygienist (all levels)	3
Materials & Stores Supervisor	3
Mechanical Engineer	3
Printing Plant Superintendent (all levels)	3
Printing Mechanical Superintendent	3
Printing Process and Operations Supervisor	3
Program Manager (all levels)	3
Staff Services Manager (all levels)	3

Warehouse Manager (all levels)	3
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PROCUREMENT DIVISION

Deputy Director, Procurement Division (GO Appointee)	1
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Procurement Operations Branch

Statewide Supplier Diversity Program Manager (CEA)	1
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Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	2
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Research Program Specialist I	2
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Staff Services Manager (all levels)	2
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Acquisitions Branch

Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	2
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Associate Materials Analyst	2
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Health Program Manager (all levels)	2
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Health Program Specialist (all levels)	2
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IT Associate	2
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IT Manager (all levels)	2
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IT Specialist (all ranges)	2
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IT Supervisor (all levels)	2
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Pharmaceutical Consultant (all levels)	2
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Pharmaceutical Program Consultant	2
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Staff Services Manager (all levels)	2
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Office of Small Business and DVBE Services

Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	2
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Graphic Designer (all levels)	2
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Research Data Specialist I	2
Small Business Officer (all levels)	2
Staff Services Manager (all levels)	2

Engineering Branch

Chief, Engineering Branch	1
Assistant/ Associate Procurement Engineer	2
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	2
Research Data Specialist II	2
Senior Procurement Engineer	2
Standards & Quality Control Manager	2

Policy, Training and Customer Services Branch

Chief, Policy, Training and Customer Services Branch (CEA)	1
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	2
Associate Materials Analyst	2
IT Manager (all levels)	2
IT Specialist (all levels)	2
IT Supervisor (all levels)	2
Research Data Specialist I	2
Staff Services Manager (all levels)	2

Statewide Supplier Diversity Program

Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	2
Research Data Specialist I	2

REAL ESTATE SERVICES DIVISION

Deputy Director, Real Estate Services Division (GO Appointee)	1
Executive Assistant	1

Asset Management Branch

Chief, Asset Management Branch (CEA)	1
Assistant Chief, Asset Management Branch	1
Associate Construction Analyst	6
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	6
Associate Real Estate Officer	6
Associate Space Planner	6
Real Estate Officer	6
Senior Real Estate Officer (all levels)	5, 6
Staff Real Estate Officer	6
Staff Space Planner	6
State Facilities Manager (all levels)	6
Supervising Real Estate Officer	1

Construction Services Inspection and Management Branch

Assistant Chief, Construction Inspection and Management Branch	1
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	6
Construction Inspector (all levels)	6
Construction Supervisor (all levels)	6
Electrical Inspector (all levels)	6

Project Management and Development Branch

Chief, Project Management and Development Branch (CEA)	1
Architect (all levels)	6
Associate Construction Analyst	6

Associate Governmental Program Analyst/Staff Services Analyst	
<i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	1
Capital Outlay Program Manager	1
Principal Architect	1
Project Director (all levels)	1
Senior Civil Engineer	5
Senior Delineator	5
Senior Electrical Engineer	5
Senior Environmental Planner	5
Senior Mechanical Engineer	5
Senior Structural Engineer	5
Staff Services Manager (all levels)	5
Supervising Engineer-CS-OAC	5
Supervising Environmental Planner	5
Supervising Estimator of Building Construction	5
Supervising Mechanical Engineer	5
Supervising Structural Engineer	5

DIVISION OF THE STATE ARCHITECT

State Architect (GO Appointee)	1
Deputy to the State Architect (GO Appointee)	1
Deputy, Administrative & Program Support Section (CEA)	1
Associate Architect	3
Associate Governmental Program Analyst/Staff Services Analyst	
<i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	3
Construction Supervisor (all levels)	3
District Structural Engineer	3
Fire and Life Safety Officer (all levels)	3
Principal Architect	3
Principal Fire and Life Safety Officer	3
Principal Structural Engineer	3

Senior Architect	3
Senior Architect (Supervising)	3
Senior Electrical Engineer	3
Senior Mechanical Engineer	3
Senior Structural Engineer	3
Staff Services Manager (all levels)	3
Supervising Architect	3
Supervising Program Technician (all levels)	3
Supervising Structural Engineer	3

FACILITIES MANAGEMENT DIVISION

Deputy Director, Facilities Management Division (GO Appointee)	1
Assistant Deputy Director, Facilities Management Division (CEA)	1
Capital Outlay Program Manager	1
Staff Services Manager I (Specialist)	6

Administrative Section

Associate Governmental Program Analyst/Staff Services Analyst	
<i>only those whose duties include the administration of program services</i>	
<i>and/or the development, review, and/or award of bids/contracts</i>	6
Staff Services Manager (all levels)	6

Operations Branch

Associate Industrial Hygienist	6
Associate Governmental Program Analyst/Staff Services Analyst	
<i>only those whose duties include the administration of program services</i>	
<i>and/or the development, review, and/or award of bids/contracts</i>	6
Chief Engineer (all levels)	6
Custodian Supervisor (all levels)	6
Office Building Manager (all levels)	6
Senior Industrial Hygienist	6
Staff Services Manager (all levels)	6

Supervisor of Building Trades	6
Supervising Groundskeeper (all levels)	6

Facilities Services Branch

Architect (all levels)	6
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	6
Construction Supervisor III	6
Direct Construction Supervisor (all levels)	6
Electrical Engineer (all levels)	6
Mechanical Engineer (all levels)	6
Painter Supervisor	6
Senior Civil Engineer (Supervisor)	6
Staff Services Manager (all levels)	6
Structural Engineer (all levels)	6
Supervisor of Building Trades	6
Supervising Engineer (Civil Section), OAC	6

OFFICE OF ADMINISTRATIVE HEARINGS

Chief Administrative Law Judge (Director), Office of Administrative Hearings (GO Appointee)	1
Deputy Director, Office of Administrative Hearings (CEA)	1
Administrative Law Judge (all levels)	1
Associate Governmental Program Analyst/Staff Services Analyst <i>only those whose duties include the administration of program services and/or the development, review, and/or award of bids/contracts</i>	3
Attorney (all levels)	1
Division Chief Administrative Law Judge (CEA)	1
Inmate Counsel	1
Legal Support Supervisor (all levels)	1
Patient Counsel	1

Pro Tem Administrative Law Judge	1
Public Works Arbitration Committee Member (no class, Gov appt.)	1
Staff Services Manager (all levels)	1
Supervising Administrative Law Judge	1
Consultants/New Positions	*

*Consultants/new positions 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 Director of the Department of General Services 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 comply fully with the disclosure requirements described 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 Director’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. (Government Code Section 81008.)

Officials Who Manage Public Investments

The following positions are not covered by the code because the positions manage public investments. Individuals holding such positions must file under Government Code Section 87200 and are listed for informational purposes only. Section 87200 requires disclosure of all investments and business positions in business entities, all income, including gifts, loans and travel payments, and real property.

Director, Department of General Services (GO Appointee)

Appendix B

Disclosure Categories

Category 1

A designated position in this category must report all investments, interests in real property, and business positions in business entities, and sources of income (including receipt of loans, gifts, and travel payments). and real property located in the state of California.

Category 2

A designated position in this category must report investments, business positions in business entities, and sources of income (including receipt of loans, gifts, and travel payments) from sources that provide leased facilities, products, equipment, vehicles, machinery or services (including training or consulting services) of the type utilized by the Department or procured by the Department on behalf of other state agencies.

Category 3

A designated position in this category must report investments, business positions in business entities, and sources of income (including receipt of gifts, loans and travel payments) if the business entity or source provides leased facilities, products, equipment, vehicles, machinery or services (including training or consulting services) of the type utilized by the position's Department/Division/Unit.

Category 4

A designated position in this category must report investments, and business positions in business entities, and sources of income (including receipt of loans, gifts, and travel payments) received from a department employee and from if the business entity or source is any of the following sources:

- Training and educational services
- Labor specialists
- Human resource management services

Category 5

A designated position in this category must report real property interests located in the State of California.

Category 6

A designated position in this category must report investments, and business positions in business entities, and sources of income (including receipt of loans, gifts and travel payments) from entities if the business entity or source is of the type that:

- provide construction related services, supplies, materials, machinery or equipment. This includes, but is not limited to, entities that engage in architectural and engineering services, construction alteration, improvements and maintenance.
- engage in services and provide supplies that relate to land development, real property leasing and purchases.

A designated position in the Office of Public School Construction must also report sources that perform real property appraisals of the type utilized by the Office of Public School Construction and/or sources that provide supplies and/or equipment to furnish schools.

Category 7

A designated position in this category must report investments, business positions in business entities, and sources of income (including receipt of gifts, loans, and travel payments) from sources of the type that receive funding from or through the Office of Public School Construction or from sources that receive income from an applicant that receives funding from or through the Office of Public School Construction. This includes, but is not limited to, consultants, legal and accounting/auditing firms.