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.) Upon receipt of the statement for the Director, the **Department** shall make and retain copies and forward the original to the **Fair Political Practices Commission**. The **Department** shall forward **copies** of all other statements for appointed members of multi-member boards and commissions to the **Fair Political Practices Commission**. All other statements will be retained by the **Department**.

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

DEPARTMENT OF GENERAL SERVICES
CONFLICT-OF-INTEREST CODE
APPENDIX A

List of Designated Positions	Assigned Disclosure Categories
EXECUTIVE ADMINISTRATION	
Director, Department of General Services	1
Chief Deputy Director, Department of General Services	1
Deputy Director, Special Projects, Department of General Services	1
Partner Business Executive, FI$Cal	1
Office of Audit Services	
Chief, Office of Audit Services	1
Office of Legislation	
Deputy Director, Legislation	1
Legislative Coordinator	1
Staff Services Manager (all levels)	1
Research Analyst (all levels)	1
Office of Public Affairs	
Deputy Director, Office of Public Affairs	1
Assistant Deputy Director, Office of Public Affairs	1
Staff Services Manager (all levels)	14
Information Officer (all levels)	14
Equal Employment Office	
Staff Services Manager (all levels)	1
Office of Legal Services	
Deputy Director, Office of Legal Services	1
Assistant Deputy Director, Office of Legal Services	1
Assistant Chief Counsel	1
Staff Counsel (all levels)	1
Legal Support Supervisor (all levels)	11
Associate Governmental Program Analyst	11
Office of Administrative Hearings	
Director, Office of Administrative Hearings	1
Deputy Director, Office of Administrative Hearings	1
Presiding Administrative Law Judge	1
Administrative Law Judge (all levels)	1
Staff Counsel (all levels)	1
Staff Services Manager (all levels)	1

List of Designated Positions	Assigned Disclosure Categories
Legal Support Supervisor (all levels)	1
Associate Governmental Program Analyst	11
Public Works Arbitration Committee Member (no class, Gov appt.)	1
Staff Services Analyst	11
Pro Tem Administrative Law Judge	1
Inmate Counsel	1
ADMINISTRATION DIVISION	
Deputy Director, Administration Division	1
Enterprise Technology Solutions	
Chief Information Officer, Enterprise Technology Solutions	1
Chief Technology Officer	2
Data Processing Manager III and IV	12
Systems Software Specialist III	12
Staff Services Manager (all levels)	12
Senior Information Systems Analyst/Supervisor	12
Associate Information Systems Analyst (buyer)	12
Assistant Information Systems Analyst (buyer)	12
Administration Section	
Staff Services Manager (all levels)	2
Associate Governmental Program Analyst (buyer)	10
Office of Business Acquisition Services	
Chief, Office of Business Acquisition Services	1
Staff Services Manager (all levels)	2
Associate Governmental Program Analyst	2, 6, 11
Staff Services Analyst	2, 6, 11
Business Services Section	
Chief, Business Services Section	2
Staff Services Manager (all levels)	2
Office of Fiscal Services	
Chief, Office of Fiscal Services	2
Accounting Administrator (all levels)	2
Staff Services Manager (all levels)	2
Office of Human Resources	
Chief, Office of Human Resources	4
Staff Services Manager (all levels)	4
Labor Relations Manager (all levels)	4
Labor Relations Specialist	4

List of Designated Positions	Assigned Disclosure Categories
Office of Risk and Insurance Management	
Chief, Office of Risk and Insurance Management	9
Staff Risk Manager (all levels)	9
Staff Services Manager (all levels)	9
Associate Risk Analyst	9
Office of Strategic Planning, Policy and Research	
Chief, Office of Strategic Planning, Policy and Research	1
INTERAGENCY SUPPORT DIVISION	
Deputy Director, Interagency Support Division	1
Office of Fleet and Asset Management	
Chief, Office of Fleet Administration	10
Associate Governmental Program Analyst	10
Staff Services Manager (all levels)	10
Automotive Pool Manager (all levels)	10
Inspector of Automotive Equipment (all levels)	10
Warehouse Manager (all levels)	10
Staff Services Analyst	10
Office of Public School Construction	
Executive Officer, Office of Public School Construction	1
Deputy Executive Officer, Office of Public School Construction	1
Assistant Executive Officer, State Allocation Board	1
Data Processing Manager (all levels)	6, 15
Supervising Management Auditor	6, 15
Management Auditor (all levels)	6, 15
Staff Services Manager (all levels) – Program Services	6, 15
Staff Services Manager (all levels) – Purchasing	6, 11, 15
Associate Governmental Program Analyst – Program Services	6, 15
Associate Governmental Program Analyst – Purchasing	6, 11, 15
Office of State Publishing	
State Printer, Office of State Publishing	8
Assistant State Printer	8
Staff Services Manager (all levels)	8
Associate Governmental Program Analyst	8
Industrial Hygienist (all levels)	8
Program Manager (all levels)	8
Staff Services Analyst	8

List of Designated Positions	Assigned Disclosure Categories
Printing Plant Superintendent (all levels)	8
Printing Mechanical Superintendent	8
Mechanical Engineer	8
Director of Television Communications	8
PROCUREMENT DIVISION	
Deputy Director, Procurement Division	1
Business Development Program Manager	2
Staff Services Analyst/Associate Governmental Program Analyst	2
Human Resources and Finance Section	
Staff Services Manager (all levels)	2
Associate Governmental Program Analyst	2
Research Program Specialist (all levels)	2
Associate Materials Analyst	2
Staff Services Analyst	2
Strategic Sourcing and Acquisitions Branch	
Purchasing Manager	1
Pharmaceutical Program Consultant	2
Pharmaceutical Consultant (all levels)	2
Health Program Manager (all levels)	2
Manager of EDP Acquisitions	2
Senior EDP Acquisition Spec (Supervisor)	2
Staff Services Manager II	2
Health Program Spec (all levels)	2
Staff EDP Acquisitions Spec	2
Associate Materials Analyst	2
Staff Services Analyst	2
Associate Governmental Program Analyst	2
Information Systems Analyst (all levels)	12
Technology Acquisitions Branch	
Purchasing Manager	1
Senior EDP Acquisitions Spec	2
Staff EDP Acquisitions Spec	2
Associate Information Systems Analyst	12
OSDS Branch	
Purchasing Manager	1
Staff Services Manager III	1
Staff Services Manager I and II	2
Small Business Officer (all levels)	2

List of Designated Positions	Assigned Disclosure Categories
Associate Governmental Program Analyst	2
Staff Services Analyst	2
Graphic Designer (all levels)	7
Engineering Branch	
Standards & Quality Control Manager	1
Senior Procurement Engineer	2
Associate Procurement Engineer	2
Associate Governmental Program Analyst	2
Policy, Training and Customer Services Branch	
CEA (Chief – Policy, Training and Customer Services Branch)	1
Manager, EDP Acquisitions	2
Senior EDP Acquisitions Supervisor	2
Staff Services Manager (all levels)	1
Staff EDP Acquisitions Spec	2
Associate Information Systems Analyst	12
Associate Governmental Program Analyst	2
Associate Materials Analyst	2
REAL ESTATE SERVICES DIVISION	
Deputy Director, Real Estate Services Division	1
Assistant Deputy Director, Real Estate Services Division	1
Associate Governmental Program Analyst	11
Executive Assistant	1
Asset Management Branch	
Chief, Asset Management Branch	1
Assistant Chief, Asset Management Branch	1
Supervising Real Estate Officer	1
Senior Real Estate Officer	5, 6
Associate Real Estate Officer	6
Associate Construction Analyst	6
Staff Services Analyst	6
Building and Property Management Branch	
Chief, Building and Property Management Branch	6
Assistant Chief, Building and Property Management Branch	6
Office Building Manager (all levels)	6
Staff Services Manager (all levels)	6
Associate Governmental Program Analyst	6
Staff Services Analyst	6
Chief Engineer (all levels)	6
Supervising Groundskeeper (all levels)	6
Supervisor of Building Trades	6

List of Designated Positions	Assigned Disclosure Categories
Custodian Supervisor II or III	6
Construction Services Branch	
Chief, Construction Services Branch	1
Assistant Chief, Construction Services Branch	1
Construction Supervisor III	6, 11
Construction Supervisor I or II	6, 11
Direct Construction Supervisor III	6, 11
Direct Construction Supervisor I or II	6, 11
Senior Electrical Engineer	6, 11
Senior Mechanical Engineer	6, 11
Senior Architect	6, 11
Electrical Inspector (all levels)	6, 11
Construction Inspector (all levels)	6, 11
Supervisor of Building Trades	6, 11
Senior Estimator of Building Construction	6, 11
Staff Services Manager (all levels)	6, 11
Associate Governmental Program Analyst	6, 11
Staff Services Analyst	6, 11
Project Management and Development Branch	
Chief, Project Management and Development Branch	1
Project Management and Development Branch – Architecture and Engineering Section	
Principal Architect	1
Supervising Architect	6
Supervising Estimator of Building Construction	6
Supervising Mechanical Engineer	6
Supervising Engineer-CS-OAC	6
Supervising Structural Engineer	6
Senior Architect	6
Senior Mechanical Engineer	6
Senior Electrical Engineer	6
Senior Civil Engineer	6
Senior Structural Engineer	6
Project Management and Development Branch – Environmental Services Section	
Supervising Environmental Planner	1
Senior Environmental Planner	6
Project Management and Development Branch – Real Estate Leasing and Planning Section	
Assistant Chief	1

List of Designated Positions	Assigned Disclosure Categories
State Facilities Manager (all levels)	6
Supervising Real Estate Officer	6
Senior Real Estate Officer	6
Associate Construction Analyst	6
Staff Space Planner	6
Associate Real Estate Officer	6
Associate Space Planner	6
Real Estate Officer	6
Space Planner	6
Staff Real Estate Officer	6
Project Management and Development Branch – Real Property Services Section	
Assistant Chief	1
Supervising Real Estate Officer	6
Senior Real Estate Officer	6
Associate Construction Analyst	6
Real Estate Officer	6
Staff Real Estate Officer	6
Project Management and Development Branch – Special Programs Section	
Capital Outlay Program Manager	1
Project Director (all levels)	6
Associate Construction Analyst	6
Supervising Architect	6
Research Program Spec (all levels)	6
Project Management and Development Branch – Sections 3-6	
Capital Outlay Program Manager	1
Project Director III	1
Project Director II	6
Associate Construction Analyst	6
Project Management and Development Branch – Operations Section	
Staff Services Manager (all levels)	6
Staff Services Analyst	6
DIVISION OF THE STATE ARCHITECT	
State Architect	1
Deputy to the State Architect	3
Career Executive Assignment (all levels)	3
Principal Architect	3
Principal Structural Engineer	3

List of Designated Positions	Assigned Disclosure Categories
Principal Fire and Life Safety Officer	3
Staff Services Manager (all levels)	3
Construction Supervisor (all levels)	3
Supervising Architect	3
Supervising Structural Engineer	3
Supervising Program Technician (all levels)	3
Senior Architect (Supervising)	3
Senior Architect	3
Senior Electrical Engineer	3
Senior Structural Engineer	3
Fire and Life Safety Officer (all levels)	3
District Structural Engineer	3
Associate Architect	3
Architectural Associate	3
Associate Mechanical Engineer	3
Direct Construction Supervisor (all levels)	3
CONSULTANTS/NEW POSITIONS	*

*With respect to consultants/new positions, the Director, 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 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, Department of General Services' 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.)

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Category 1

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

Category 2

A designated position in this category must report investments, positions in business entities, and sources of income (including receipt of loans, gifts, and travel payments) from sources that provide services, supplies, materials, machinery or equipment 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, positions in business entities, and sources of income (including receipt of loans, gifts, and travel payments) from sources of the type that provide services, equipment, supplies, or training for or under the supervision of the Division of the State Architect.

Category 4

A designated position in this category must report investments, positions in business entities, and income (including receipt of loans, gifts, and travel payments) received from a department employee and from 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 in the State of California.

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Category 6

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 entities 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.

Category 7

A designated position in this category must report investments, positions in business entities, and sources of income (including receipt of loans, gifts, and travel payments) from sources of the type that sell, rent, or service office machines, copiers, and reproduction equipment.

Category 8

A designated position in this category must report investments, positions in business entities, and sources of income, (including receipt of loans, gifts, and travel payments) from sources of the type that provide any of the following: graphic arts supplies, pressroom equipment, bindery equipment, trucking services, printing and machinery equipment, film projection, or any other paper or printing supplies.

Category 9

A designated position in this category must report investments, positions in business entities and sources of income (including receipt of loans, gifts, and travel payments) from sources of the type to provide services to the Office of Risk and Insurance Management.

DEPARTMENT OF GENERAL SERVICES
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Category 10

A designated position in this category must report investments, positions in business entities, and income (including receipt of loans, gifts, and travel payments) of the type that provide vehicles (including fuel, parts, services and supplies), travel related products and services (e.g. rental car companies), as well as any type of product or service purchased by the Office of Fleet and Asset Management for its use or the use of any state or local agency.

Category 11

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 sources of the type for which the employee's division, office, branch or section has purchasing authority.

Category 12

A designated position in this category must report investments and business positions in business entities, and sources of income (including receipt of gifts, loans, and travel payments) from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, data processing firms, microfilm, and media services.

Category 13

A designated position in this category must report investments and business positions in business entities, and sources of income (including receipt of gifts, loans, and travel payments) from sources that are, or were during the current legislative session, a "lobbyist," "lobbying firm," or "lobbyist employer."

Category 14

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 submit bids to, or contract with, the Department including, but not limited to, leasing and real property. Such contracts include contracts for other state agencies that are reviewed or processed by the Department.

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Category 15

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 makes an appearance on behalf of an applicant for funding from or through Office of Public School Construction.

This is the last page of the conflict of interest code for the **Department of General Services.**

CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for the **Department of General Services** was approved on 11/18 2013.

John Wallace
Assistant General Counsel
Fair Political Practices Commission

Pursuant to Government Code Section 11346.2:

Secretary of State Filing Date:

Effective:

FILE PRINT

STATE OF CALIFORNIA OFFICE OF ADMINISTRATIVE LAW
NOTICE PUBLICATION/REGULATION SUBMISSION

(See instructions on reverse)

For use by Secretary of State only

STD. 400 (REV. 01-2013)

OAL FILE NUMBERS	NOTICE FILE NUMBER	REGULATORY ACTION NUMBER	EMERGENCY NUMBER
	Z-	2013-1227-01FP	

For use by Office of Administrative Law (OAL) only

2013 DEC 27 PM 4:27

OFFICE OF ADMINISTRATIVE LAW

ENDORSED FILED IN THE OFFICE OF

2014 JAN 21 PM 3:13

Debra Bowen
DEBRA BOWEN
SECRETARY OF STATE

NOTICE | REGULATIONS

AGENCY WITH RULEMAKING AUTHORITY: DGS

AGENCY FILE NUMBER (If any)

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE	TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE

3. NOTICE TYPE	4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
☐ Notice re Proposed Regulatory Action ☐ Other			

OAL USE ONLY	ACTION ON PROPOSED NOTICE	NOTICE REGISTER NUMBER	PUBLICATION DATE
	☐ Approved as Submitted ☐ Approved as Modified ☐ Disapproved/ Withdrawn		

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S)	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)
Conflict-of-Interest Code	Z-2012-1226-02

2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)

SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)

ADOPT

AMEND: Section 1194

REPEAL

TITLE(S): Code Title 2

3. TYPE OF FILING

- ☐ Regular Rulemaking (Gov. Code §11346)
- ☐ Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4)
- ☐ Emergency (Gov. Code, §11346.1(b))
- ☐ Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.
- ☐ Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)
- ☐ Emergency Readopt (Gov. Code, §11346.1(h))
- ☒ File & Print
- ☐ Other (Specify) _____
- ☐ Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
- ☐ Print Only

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)

5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)

- ☐ Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a))
- ☐ Effective on filing with Secretary of State
- ☐ §100 Changes Without Regulatory Effect
- ☒ Effective other (Specify) 30th day after SOS filing per 1974 PRA

6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY

- ☐ Department of Finance (Form STD. 399) (SAM §6660)
- ☒ Fair Political Practices Commission
- ☐ State Fire Marshal
- ☐ Other (Specify) _____

7. CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)	E-MAIL ADDRESS (Optional)
Richard Goldberg	(916) 376-5108	(916) 376-5088	richard.goldberg@dgs.ca.gov

8. **I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.**

SIGNATURE OF AGENCY HEAD OR DESIGNEE: Fred Klass — DATE: 12/26/13

TYPED NAME AND TITLE OF SIGNATORY: Fred Klass, Director

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

JAN 21 2014

Office of Administrative Law