

**CONFLICT OF INTEREST CODE FOR THE  
OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT**

The Political Reform Act, Government Code Sections 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 Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix-Appendices in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the **Office of Statewide Health Planning and Development (Agency)**.

Designated employees shall file their statements of economic interests with the Office of Statewide Health Planning and Development. Upon receipt of the statements from the Director, the agency shall make and retain a copy and forward the original of these statements to the **Fair Political Practices Commission**. Statements of all other designated employees shall be retained with the **Agency** who shall make the statements available for public inspection and reproduction. (Gov. Code Section 81008).

**CONFLICT OF INTEREST CODE FOR THE  
OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT**

APPENDIX A

Designated Position	Disclosure Category
<b>Director's Office</b>	
Director (Exempt)	1
Chief Deputy Director (Exempt)	1
Assistant Director, Legislative and Public Affairs (CEA)	1
Equal Employment Opportunity Officer (Staff Services Manager I (Spec.))	2,3,4,5,6,7,8
Information Security Officer	2,3,4,5,6,7,8
Chief Information Officer	1
<b>Legal Office</b>	
Chief Counsel (CEA)	1
Attorney (All levels)	2,3,4,5,6,7,8
<b>Healthcare Workforce Development Division</b>	
Deputy Director (CEA)	1
Staff Services Manager (All levels)	2
Health Planning Specialist (All levels)	2
<b>Healthcare Information Division</b>	
Deputy Director (CEA)	1
Staff Services Manager (All levels)	3
Health Program Audit Manager (All levels)	3
Research Scientist Manager	3

Research Scientist Supervisor (All levels)	3
Research Program Specialist II	3

**Facilities Development Division**

Deputy Director (CEA)	1
Deputy Division Chief (CEA)	1
Supervisor, Health Facilities Review	4
Architect (All levels)	4
Engineer (All levels)	4
Senior Engineering Geologist	4
Regional Compliance Officer	4
Compliance Officer	4
Chief Fire and Life Safety Officer	4
Fire and Life Safety Officer (All levels)	4
Staff Services Manager (All levels)	7,8

**Cal-Mortgage Loan Insurance Division**

Deputy Director (CEA)	1
Health Facility Construction Financing Officer	5
Health Facility Construction Financing Specialist (All levels)	5
Health Facility Construction Financing Analyst (All levels)	5
Health Planning Specialist (All levels)	5

**Administrative Services Division**

Deputy Director (CEA)	1
Staff Services Manager II (Supervisory)– Human Resource Services	7

Accounting Administrator	7,8
Staff Services Manager (All levels) - Budget and Business Services	7,8

**Information Technology Services Division**

Deputy Director	1
Data Processing Manager (All levels)	8
<u>Information Technology Services Unit Supervisor</u>	8
<b><del>Information Technology Services Section – Data Management Office</del></b>	
<del>Senior Information Systems Analyst (Supervisor)</del>	<del>8</del>
<b><del>Information Technology Services Section – Information Technology Assistance Center</del></b>	
<del>Information Systems Analyst(s) in charge of procurement</del>	<del>8</del>
<b><del>Information Technology Services Section – Project Management Office</del></b>	
<del>Information Systems Analyst (All levels)</del>	<del>8</del>

**Boards, Commissions and Committees**

**Health Professions Education Foundation**

Executive Director (Exempt)	1
<del>Staff Positions – Staff Services Manager (All levels)</del>	<del>6</del>
<u>Exempt Employees</u>	<u>6</u>
Members of the Board of Trustees of the Foundation	6
<u>Members of the Council of Advisors to the Foundation appointed pursuant to Health &amp; Safety Code §128335 (c)</u>	<u>6</u>

**California Healthcare Workforce Policy Commission**

Members of the Commission	2
---------------------------	---

**Clinical Panels established pursuant to Health & Safety Code §128748**

Members of a Clinical Panel	3
-----------------------------	---

**Hospital Building Safety Board**

Members of the Board 4

**Advisory Loan Insurance Committee, California Health Facility Construction Loan Insurance Program**

Members of the Committee 5

**Committee for the Protection of Human Subjects (Institutional Review Board)**

Administrator for the Committee 7, 8

**Consultants/New Positions**

Consultants/New Positions \*

**Consultants\***

\*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, 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 isare limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant/new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Director's 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 Sec. 81008.)

\*\*Gift disclosure: Not all gifts are reportable. For example, a filer does not have to disclose gifts based on a pre-existing personal friendship where there is no connection between the donor and the duties that the filer performs. This exception and others are outlined in statute and regulations. FPPC regulation 18942 summarizes the major gift exceptions including those from family members, gifts of home hospitality, gifts related to holidays and certain prizes and awards.

## APPENDIX B

### DISCLOSURE CATEGORIES

**1. Designated employees in Category 1 must disclose:**

All interests in real property in the State of California, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

**2. Designated employees in Category 2 must disclose:**

All investments, business positions and income, including gifts, loans and travel payments, from sources that are subject to the regulatory authority or program or project approval of, or that have an application for program or project approval pending before, the Healthcare Workforce Development Division.

All investments, business positions and income, including gifts, loans and travel payments or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the Healthcare Workforce Development Division.

**3. Designated employees in Category 3 must disclose:**

All investments, business positions and income, including gifts, loans and travel payments, from sources of the type that are subject to the regulatory authority of the Healthcare Information Division, including but not limited to health facilities and clinics

All investments, business positions and income, including gifts, loans and travel payments, from sources that, on behalf of health facilities or clinics, prepare mandated reports to the Healthcare Information Division.

**4. Designated employees in Category 4 must disclose:**

All interests in real property in the State of California, as well as investments, business positions and income, including gifts, loans and travel payments, from sources of the type that engage in the management, design, construction, construction review, or financing of, health facilities of the type subject to plan and construction review and approval by the Facilities Development Division.

**5. Designated employees in Category 5 must disclose:**

All interests in real property in the State of California, as well as investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, from sources of the type that are engaged in the management, design, construction, or financing of health facilities (as defined in Health and Safety Code Section 129010) in California.

**6. Designated employees in Category 6 must disclose:**

All investments, business positions and income, including gifts, loans and travel payments or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the Health Professions Education Foundation.

**7. Designated employees in Category 7 must disclose:**

All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the Office of Statewide Health Planning and Development.

**8. Designated employees in Category 8 must disclose:**

All investments, business positions and income, including gifts, loans and travel payments, from sources that manufacture, distribute, supply, or install computer hardware or software, or provide computer consultant or training services, of the type utilized by the Office of Statewide Health Planning and Development.