

Designated Positions Required to File a Form 700

Positions that are designated by the type of position or duties performed are listed below with the assigned Disclosure Category. Page three (3) of this document explains the type of disclosure is required for each category.

Designated by Duties Performed **Disclosure Category**

All Negotiators of Contracts for goods and services 3
(Is involved as a state employee, at other than a clerical level, in the functions of negotiation or signing any contract awarded through competitive bidding, in making decisions in conjunction with the competitive bidding process, or in negotiation, signing, or making decisions on contracts executed pursuant to Section 10122 of the Public Contract Code).

Designated Positions **Disclosure Category**

Director 1

Assistant Branch Chief and Above 1

All Sections Chiefs 2

All Attorneys 1

All Medical Professionals (not giving direct patient services) 2
i.e.: Public Health Medical Officers, and Regional Medical Coordinator

All Examiners I, II, III in Laboratory Field Services 4,5

All Auditors 1

All Investigator 1

All Environmental Health Specialists 5,6

All Environmental Specialists I, II, III, IV 5,6

All Health Facilities Evaluators, Nurses, Specialists 3,4,5

All Food and Drug Specialists and Scientists 5

All Nurse Evaluators 4,5

All Field Office or Regional Administrators/Assistant Administrators in Medicare Services, Licensing & Certification, and Audits & Investigations 2

Supervisors and Managers, if not separately identified, shall report in the same category as person supervised.

All Public Health Nurses 2

All Consultants (Civil Service) i.e.; Nursing Consultants, Health Education Consultants, Pharmaceutical Consultants, Public Health Nutrition Consultants, Occupational Therapy Consultants, Podiatric Consultants, Social Service Consultants, Dental Consultants, Physical Therapy Consultants, Medical Consultants, Medical Records Consultants 2

All Cytotechnologists 4,5

All Information Officers 1

All Health Physicists 5,6

All Radiation Protection Specialists 5

All members of Boards and Committees 4,5
(which do not serve solely as an advisory function)

All Consultants (Contractors)* 1

***With respect to Consultants**, the Director may determine in writing that a particular consultant, though in 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 the disclosure requirements. Such written determination shall include a description of the consultant’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.

Disclosure Categories

- Category 1** **Designated employees in this category must disclose:**
All investments, business positions, interests in real property and sources of income.
- Category 2** **Designated employees in this category must disclose:**
All investments, business positions, and sources of income.
- Category 3** **Designated employees in this category must disclose:**
Investments, business positions, and sources of income in business entities of the type which contract with the Department of Health Services or contract to provide services, equipment, machinery, leased space, materials or supplies to or on behalf of the Department of Health Services.
- Category 4** **Designated employees in this category must disclose:**
Investments, business positions, and sources of income in business entities which contract with or receive grants or other monies from or through the employee's division.
- Category 5** **Designated employees in this category must disclose:**
Investments, business positions, and sources of income in business entities which are licensed by, permitted by, or have certificates from or are otherwise regulated by, or provide consultant services to, the division, board, committee or council where the employee holds his or her position or services.
- Category 6** **Designated employees in this category must disclose:**
Interests in real property in California.