Public Filer Designation Worksheet

This job aid is designed to assist ethics officials in determining whether an employee should file a Public Financial Disclosure Statement. If you have questions about the criteria listed below, contact the Office of Government Ethics at bega-fds@dc.gov.

### Section I: Annual Salary

Did the employee earn a salary at or above Excepted Service 9, not including any overtime, in the previous calendar year?

- **Yes**: Continue.
- **No**: Stop. If the filer did not earn a salary at or above Excepted Service 9, they should not be considered a Public Filer.

### Section II: Type of Work Done by Employee

Does the employee’s work involve at least one of the following:

- contracting or procurement;
- administering, awarding, monitoring, or making determinations regarding grants, subsidies, or licenses;
- developing policies;
- regulating, auditing, or inspecting entities; or
- land use planning

- **Yes**: Skip remainder of this section and continue to Section III.
- **No**: Pause. If the filer did not work in any of these areas, they may still be subject to designation as a Public Filer. Move on to the next question in this section.

In the previous calendar year, did the employee act in areas of responsibility that could create a conflict of interest or the appearance of a conflict of interest?

- **Yes**: Continue.
- **No**:
Examples include:
- investigating or prosecuting violations of criminal or civil law;
- scientific or social science research, when the research will have a direct and substantial effect on the financial interests of non-government entities
- distribution or assignment of resources including employment, work assignments or promotions, housing etc.

Does the employee:
- only provide information?
- only work on administrative or peripheral matters?

<table>
<thead>
<tr>
<th>Does the employee:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>only provide information?</td>
<td>If you answered ‘Yes’ the filer may not “substantially participate” in the identified work areas and therefore may not be a Public Filer.</td>
<td>Continue.</td>
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<tr>
<td>only work on administrative or peripheral matters?</td>
<td>If you answered ‘No’ to the previous question and ‘No’ to this question, the filer should not be designated as a Public Filer.</td>
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**Section III: Employee’s Level of Responsibility**

Does the employee: engage in the work activity identified in Section II by exercising significant judgment in performing any of the following job functions?
- making decisions;
- approving or disapproving;
- making recommendations;
- conducting investigations;
- rendering advice or opinions.

OR
- actively supervise a subordinate’s performance of any of the above-listed job functions?

<table>
<thead>
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<th>Does the employee:</th>
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<th>No</th>
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<td>engage in the work activity identified in Section II by exercising significant judgment in performing any of the following job functions?</td>
<td>If you answered ‘Yes’ the filer should most likely be designated as a Public Filer.</td>
<td>Continue.</td>
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<td>actively supervise a subordinate’s performance of any of the above-listed job functions?</td>
<td>If you answered ‘No’ the filer may be designated as a Public Filer.</td>
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Does the employee receive substantial supervisory review?

<table>
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<th>Does the employee receive substantial supervisory review?</th>
<th>Yes</th>
<th>No</th>
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<td>If you answered ‘Yes’ the filer may not have enough autonomy to make decisions in the identified areas.</td>
<td>If you answered ‘No’ the filer may be designated as a Public Filer.</td>
<td></td>
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