

OFFICE OF BOARDS AND COMMISSIONS

CONFLICT OF INTEREST CODE

APPENDIX A DESIGNATED POSITIONS, DUTIES AND CATEGORIES

Position	Duties	Category
Office of Boards and Commissions Director	<p>Supports the day-to-day operations of the City’s 50 boards and commissions and serves as an access point to the volunteer members appointed by the Mayor and City Council. Office includes the Executive Directors and staff positions that support the Accessibility Advisory Board, Commission for Arts and Culture, Community Advisory Board on Police/Community Relations Commission on Gang Prevention & Intervention, Human Relations Commission, International Affairs Board, along with general coordination of other boards and commissions with departmental staff. This department manages the City’s Boards and Commissions structures; oversees the establishment of new Boards; and manages procedural and bylaw modifications, and related special projects.</p>	1
Human Relations Commission Executive Director	<p>Provides policy guidance and support to the Human Relations Commission advises the Mayor and City Council on social justice issues conducting activities that foster mutual understanding and inclusion and protecting basic human and civil rights.</p>	1
Commission on Gang Prevention and Intervention Executive Director	<p>Coordinates efforts between the City, law enforcement agencies, social service providers, and the general public. Identifies local, state, and federal funding sources; and addresses other gang-related policy matters. Serves as an advisor to the Mayor and City Council on policy issues relating to gang prevention and intervention.</p>	1
Consultant/New Positions	<p>Consultants/new positions shall be included in the list of designated employees and shall disclose pursuant to the broadest</p>	3

disclosure category in the code subject to the following limitation:

The Office of Boards and Commissions Director 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 Office of Boards and Commissions 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.

**OFFICE OF THE MAYOR
CONFLICT OF INTEREST CODE**

**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1:

- a. Investments and business positions in any business entity located in or doing business with the City.
- b. Income and gifts from sources located in or doing business with the City.
- c. All reportable interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

CATEGORY 2:

- a. All reportable investments and business positions in any firm or business entity that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- b. All reportable interests in real property owned or used by any person or business entity that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- c. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.

CATEGORY 3:

Consultants and new positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Office of Boards & Commissions Director 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 Office of Boards and Commissions 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.