

HUMAN RESOURCES DEPARTMENT CONFLICT OF INTEREST CODE

APPENDIX A

DESIGNATED POSITIONS, DUTIES, AND CATEGORIES

Position	Description	Category
Human Resources Director	Oversee professional staff responsible for providing City-wide human resources services, training, labor/management guidance, volunteer coordination, ADA employment / hiring compliance, and unclassified hiring. Represent the City in all labor contract negotiations, administration of labor agreements, and resolutions of employee and union grievances and appeal. Responsible for the department's budget, establishing policies and procedures relating to all human resources matters.	1
Assistant Director	Supervises professional staff related to human resources, labor and employment matters. Represents the City in all formal labor contract negotiations and administration of labor agreements, meet and confers, and resolution of employee and union grievances and appeals. Provides day to day guidance to all City departments regarding all human resources issues, labor/management guidance, including MOU interpretation, training, unclassified hiring assistance, property right discipline, and employee relations issues. Oversees the review and approval of contracting out review requests related to services from a labor relations perspective to ensure compliance with the Meyers-Milias-Brown Act. Manages review and implementation of all City Administrative Regulations and oversees special projects regarding human resources, labor, and employment matters	1
Deputy Director	Supervises day to day operations of professional responsible for providing City-wide human resources services, training, labor/management guidance, volunteer coordination, ADA employment / hiring compliance, and unclassified hiring. Represents the City in all labor contract negotiations and administration of labor agreements, and resolutions of employee and union grievances and appeals. Oversees day to day guidance to all City departments regarding all human resources issues, including MOU interpretation, property right discipline, and employee relation issues.	1

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Supervising Human Resources Officer	Supervises professional staff related to human resources, labor and employment matters. Represents the City in all formal labor contract negotiations and administration of labor agreements, meet and confers, and resolution of employee and union grievances and appeals. Provides day to day guidance to all City departments regarding all human resources issues, labor/management guidance, including MOU interpretation, training, unclassified hiring assistance, property right discipline, and employee relations issues.	1
Senior Human Resources Officer	Represents the City in all labor relations matters, including formal negotiations and administration of labor agreements, policies and procedures, and resolution of employee and union grievances and appeals. Provides city-wide human resources services, day to day guidance to all City departments regarding all human resources issues, labor/management guidance including MOU interpretation, training, unclassified hiring assistance, property right discipline, and employee relations issues.	2
Human Resources Officer	Assists in representing the City in all labor relations matters, including formal negotiations and administration of labor agreements, policies and procedures, and resolution of employee and union grievances and appeals. Assists in providing city-wide human resources services, day to day guidance to all City departments regarding all human resources issues, labor/management guidance including MOU interpretation, training, unclassified hiring assistance, property right discipline, and employee relations issues.	2
Volunteer Program Manager	Acts as a liaison to the annual giving campaign. Manages and coordinates efforts of the Citywide Volunteer Program. Represents the City in all community volunteers and volunteer group interests. Evaluates volunteer programs in accordance with current legal, safety and labor obligations. Manages outreach recognition of volunteers via special events, webpage updates and social media. Assists all City departments with training and reporting of volunteer	1

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	activity, and project management of large group volunteer events. In addition, this position supervises the Youth Development Program staff.	
Youth Development Program Coordinator	Responsible for the management and performance of the Youth Development Programs. Manages workforce readiness programs and the City Student Internship program. Represents the City in partnerships with service providers, community and other governmental agencies, non-profits, and academic institutions to seek additional or enhanced youth development opportunities. Works with all departments to identify youth development opportunities. Provides departments with youths interested in opportunities to gain work-readiness experience. Coordinates the annual "Take Our Daughters and Sons to Work Day" event and other related youth development events.	2
Reasonable Accommodations Program Coordinator	Provides policy guidance and management of City-wide reasonable accommodation matters including hearings and administration of policies and procedures. Conducts interactive processes to determine appropriate employee and departments needs for ADA compliance. Makes recommendations on equipment sources and other technologies associated with making or assessing potential accommodations.	2
Temporary Light Duty Program Coordinator	Provides policy guidance and management of City-wide temporary light duty program. Administers program policies and procedures and assists departments and employees in identifying TLD assignments.	2
Employee Learning & Development Program Coordinator	Provides policy guidance, development, and management of the Citywide training efforts. The position oversees and coordinates city-wide committees and academies, makes recommendations on software and programs needed to fulfill training needs, as well as, determines and coordinates Citywide Training needs.	2

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Human Resource Contracting Out Program Coordinator	Represents the City in labor relations matters, including intake, review and approval of Human Resources Contracting Out Review Requests, administration of the Medical Leave Sharing Plan and Catastrophic Leave Plan program, and administration of classified employee past due performance evaluation request. Represents the City in formal negotiations on any of the above subjects and provides day to day guidance on these subjects. Assists with Unclassified position recruitments, performs background checks, and prepares offer letters.	2
Leadership and Succession Planning Program Manager	Leads the City's succession planning and leadership development effort. Develops trainings, facilitates leadership programs, identifies talent, and provides career guidance, direct feedback and advice to Management Academy graduates and City staff. Researches and advises management on industry trends and best management practices related to succession planning and recruitment.	1
Human Resources Administration/Special Projects Program Coordinator	Responsible for managing the City's Administrative Regulations, providing guidance and direction on changes and/or procedures on existing and new Administrative Regulations, manage the City's Rewards and Recognition Program, evaluating and making decision on program recommendations.	2
Supervising Human Resources Analyst	Supervises Associate Human Resources Analyst and provides city-wide human resources services, day to day guidance to all City departments regarding all human resources issues, labor/management guidance including MOU interpretation, training, unclassified hiring assistance, property right discipline, and employee relations issues.	2

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Associate Human Resources Analyst	Provides city-wide human resources services, day to day guidance to all City departments regarding all human resources issues, labor/management guidance including MOU interpretation, training, unclassified hiring assistance, property right discipline, and employee relations issues.	2
COVID-19 Manager	Oversee all COVID-19 related operations. Ensure City compliance with all County, State, and Federal COVID-19 related guidelines and directives.	2
COVID-19 Data Analyst	Oversee all COVID-19 related data projects. Ensure City compliance with all County, State, and Federal COVID-19 related tracking and reporting.	2
Consultant/New Position	Performs consultant or staff services for the Human Resources Department.	3
Employee Experience Program Coordinator	The Employee Engagement Program Coordinator position oversees all aspects of the Citywide Employee Engagement Program and Administrative Regulation 95.91, EMPLOYEE REWARDS AND RECOGNITION PROGRAM. Acting independently the position designs and executes a comprehensive Employee Engagement Strategy based on industry best practices and employee data. The position develops effective strategies to increase employee retention and identifies ways to improve the overall employee experience. The position manages changes and improvements to Administrative Regulation 95.91 to aligns the program with strategic changes while satisfying meet and confer obligation with the City's Recognized Employee Organizations.	2
Employ and Empower Program Manager	Position oversees all aspects the \$18.5 Million dollar grant awarded by the State of California. Develops effective strategies to create internship opportunities, recruit interns, and work with community stakeholders to remove barriers for program participants. A significant level of independent judgement, decision making, and political awareness is required for this position due to the community impact of the program.	1

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APPENDIX B

DISCLOSURE CATEGORIES

CATEGORY	DESCRIPTION
1	<p>Investments and business positions in any firm or business entity located in or doing business with the City of San Diego.</p> <p>Income and gifts from sources located in or doing business with the City of San Diego.</p> <p>Interest 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.</p>
2	<p>Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City, who is a tenant of the City, who is an adverse party to the City in a legal proceeding, or who is granted authority by the City to use City facilities.</p> <p>Interest 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.</p>
3	<p>Consultants and new positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this code subject to the following limitations:</p> <p>The Department Director or Deputy 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 fully comply with the disclosure requirements in this section. Such written 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 Department Director’s or Deputy 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.</p>