

**ADMINISTRATION DEPARTMENT  
 CONFLICT OF INTEREST CODE**

**APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<b>Director</b>	Plans, directs and coordinates the preparation of consistent citywide policies; serves as liaison officer for the Assistant Chief Operating Officer to the City Clerk's office; assists the Assistant Chief Operating Officer as required. Oversees EOCP, Gang Commission, Emergency Medical Services Contracts and Living Wage.	<b>1</b>
<b>Docket Liaison</b>	Assists the Mayor and City Departments by coordinating the docketing process and acting as a liaison between the Mayor's Office, City departments, and City Council.	<b>2</b>
<b>Emergency Medical Services Program Manager</b>	Plans, directs, and administers the City's EMS Program; and monitors contract compliance of EMS service provider and Fire-Rescue First Responders. Has overall responsibility for purchase of supplies and series for the program.	<b>2</b>
<b>Emergency Medical Services Consultant</b>	Performs EMS Medical Director services for the City's 911/EMS system, or other consultant services for the program.	<b>3</b>
<b>Equal Opportunity Contracting Program Manager</b>	Plans, oversees and administers the City's Equal Opportunity Contracting Program (EOC). Approves EOC section of request for Council / Mayoral Actions.	<b>2</b>
<b>Gang Commission Executive Director</b>	Coordinates efforts between the City, law enforcement agencies, social service providers, and the general public. Identifies local, state and federal funding sources; and address other gang-related policy matters. Serves as an advisor to the Mayor and City Council on policy issues relating to gang prevention and intervention.	<b>2</b>
<b>Grants Coordinator</b>	Develops and Coordinates City Wide Grant opportunities. Determines feasibility of developing programs to supplement annual budget allocations for City Wide Departments. Discusses Program requirements and sources of funds available with appropriate City Wide Departments.	<b>2</b>
<b>Mentor Protégé Program Manager</b>	Facilitates an effective working relationship between leaders of mature established construction companies (mentor) and emerging minority and women owned construction companies (protégé) in order for the protégé to benefit from the knowledge and experience of the established mentor company.	<b>2</b>

**ADMINISTRATION DEPARTMENT  
CONFLICT OF INTEREST CODE**

**APPENDIX B  
DISCLOSURE CATEGORIES**

**CATEGORY 1:**

- a. All reportable investments and business positions in any firm or business entity that supplies goods or services to the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- b. All reportable investments, business positions, and income from sources located in or doing business in the City of San Diego.
- 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.
- d. 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.
- e. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego, which is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.

**CATEGORY 2:**

- a. 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.
- b. Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, which is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- c. Interests in real property owned or used by any person 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.

**CATEGORY 3:**

Consultants 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 Assistant Chief Operating Officer or Chief Information Officer or Directors may determine in writing that a particular consultant, 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 described in this section. 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 Assistant Chief Operating Officer or Chief Information Officer or 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.