

**OFFICE OF THE CITY CLERK
CONFLICT OF INTEREST CODE: APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

| POSITION | DUTIES | CATEGORY |
|----------------------|---|----------|
| City Clerk | Plans, directs and coordinates all departmental activities and programs; provides procedural and technical support at meetings of the legislative body in its role as City Council, Housing Authority, Public Facilities Financing Authority, and/or Successor Agency; formulates policies for the protection and maintenance of official City records and all records generated by each of the City departments; administers municipal elections; serves as the public's clearinghouse for City business; is Facility Manager for the Passport Acceptance Facility; and provides internal administrative support to office staff. | 1 |
| Assistant City Clerk | Under administrative direction, assists in planning, directing and coordinating departmental activities and programs as needed; provides internal administrative support to office staff, as well as planning and execution of long-term projects for enhanced department productivity and management. Additionally provides back-up or planning support for the following as needed: procedural and technical support at meetings of the legislative body in its role as City Council, Housing Authority, Public Facilities Financing Authority, and/or Successor Agency; formulate policies for the protection and maintenance of official City records and all records generated by each of the City departments; and administering municipal elections. | 1 |
| Deputy Director | Under administrative direction, plans, coordinates, and administers the City's Municipal Election process, the Passport Acceptance Facility, Records Management program, and/or Legislative Services activities; and Municipal Code, Council Policies, City Clerk Administrative Clerk Guide and Charter updates. | 1 |

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| Program Manager | Under administrative direction, plans, coordinates, and administers the volunteer and customer service training programs; Budget and Information Technology activities, and all other administration needs of the department as needed; and/or the Archive Program. | 1 |
| Information Systems Analyst III | Administers the Office of the City Clerk's departmental information systems; serves as primary liaison on citywide IT committees and with IT vendors; provides technical interpretation and support to department staff; prepares, monitors, and analyzes the department's IT budget; and participates in the development of system requirements and the selection of computer system vendors, hardware, and software, as well as completes all software and hardware upgrades and inventory tracking of IT equipment. | 2 |
| Consultant/New Position | <p>Performs consultant services for the Office of the City Clerk.</p> <p>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:</p> <p><i>The City Clerk or designated authority 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 described 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 City Clerk'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.</i></p> | 3 |

**OFFICE OF THE CITY CLERK
CONFLICT OF INTEREST CODE: APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1:

All investments, business positions, interests in real property*, and income, including gifts, loans, and travel payments, from sources that:

- provide printing services in the City of San Diego; or
- print and publish a newspaper with classified advertising in the City of San Diego; or
- provide printing services or furnish classified advertising in the City of San Diego; or
- provide contractual election services, including those related to electronic disclosure filing; or information technology services, including those related to legislative documents; or micrographics, records storage, records imaging or records destruction services in the City of San Diego; or
- provide translation services, including foreign languages and American Sign Language; or
- provide passport -related supplies and services, including concierge services and photos; or
- provide archives -related supplies and services, including archival preservation of hard copy or digitization; or manufacture or distribute equipment, systems or supplies used in packaging, storing, protecting, securing, tracking, restoring or retrieving records in a records file room or warehouse; or
- provide catering services or catered meals in the City of San Diego.
- provide software management solutions for legislative services, municipal code, charter, elections, electronic filings, boards and commissions, or records.

CATEGORY 2:

All investments, business positions, interests in real property*, and income, including gifts, loans, and travel payments, from sources that:

- provide contractual election services, including those related to electronic disclosure filing; or information technology services, including those related to legislative documents or micrographics, records storage, records imaging or records destruction services in the City of San Diego; or that provide passport-related supplies and services, including concierge services and photos; or
- manufacture or distribute equipment, systems or supplies used in packaging, storing, protecting, securing, tracking, restoring, or retrieving records in a records file room or warehouse.
- provide software management solutions for legislative services, elections, municipal code, charter, electronic filings, boards and commissions, or records.

**An interest in real property is located in the jurisdiction if any part of the property is located in, or within two miles of, the City of San Diego, or if the property is located within two miles of any land owned or used by the City of San Diego.*

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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 City Clerk or designated authority 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 described 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 City Clerk'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.