

APPENDIX A

DESIGNATED EMPLOYEES and DESIGNATED POSITIONS

Positions Requiring Full Disclosure Type I as set forth in Appendix B:

Assistant Directors
Board of Commissioners
Controller
Directors
Executive Vice President
Legal Counsel
Deputy Chief Executive Officer
Directors of the Housing Development Partners of San Diego
Directors of the HDP Mason Housing Corporation
Directors of SDHC Building Opportunities, Inc.
Members of the Loan Committee
Members of Real Estate Committee
President & Chief Executive Officer
Senior Directors
Senior Vice President of Communications & Chief of Communications
Senior Vice Presidents
Vice President of Information Technology & Chief Information Officer
Vice President of Financial Services & Chief Financial Officer
Vice Presidents

Positions Requiring Full Disclosure Type II, as set forth in Appendix B:

Senior Executive Assistant to President & Chief Executive Officer

Positions Requiring Limited Disclosure Type I, as set forth in Appendix B: (contracting)

Communications Manager
Community Liaison
Contracts Analyst
Facilities Coordinator
Housing Construction/Inspection Coordinator
Housing Construction Supervisor
Human Resources Manager
Information Technology Manager
Labor and Contracts Compliance Supervisor

Positions Requiring Limited Disclosure Type II, as set forth in Appendix B: (services and grants)

Accountant
Affordable Housing Compliance Manager
Contract Employees (who make/participate in Commission decisions in Board & Executive Functions, Business Services, Financial Services, Communications & Public Affairs, and/or Policy Departments)
Information Systems Service Manager
Information Technology Project Manager
Manager of Budget and Reporting
Project Manager
Real Estate/Housing Development Partners Accountant
Senior Real Estate Accountant
Senior Accountant
Senior Grants Accountant
Senior Budget Analyst
Senior Grants Analyst
Senior Homeless Program Analyst
Senior HR Analyst
Senior Program Analyst in Homeless Housing Innovations Team
Senior Work Readiness Department Program Analyst
Senior Information Project Manager
Senior Information Technology Business Analyst
Senior Program Analyst in Operations
Strategic Plan/Budget Administrator

Positions Requiring Limited Disclosure III, as set forth in Appendix B: (services/grants with RP)

Assistant Real Estate Managers
Assistant Real Estate Project Development Administrator
Budget Manager
Contract Employees (who make/participate in Commission decisions in Real Estate, Operations, Housing Innovations and/or Rental Assistance Departments)
Equal Opportunity Contracting Program Manager
HCV Quality Assurance/Compliance Manager
Housing Programs Manager
Housing Supervisor
Loan Services Manager
Loan Underwriting Specialist
Loan Servicing Specialist
Manager
Off-Site Property Manager
On-Site Property Manager
Real Estate Project Development Administrator

Senior Program Analyst in Real Estate
Senior Program Analyst in Rental Assistance
Senior Real Estate Project Development Administrator
Senior Rental Assistance Analyst
Special Programs Manager
Work Readiness Department Program Supervisor

CONSULTANTS AND NEW POSITIONS

“Consultant” is an individual who, pursuant to a contract with the Housing Commission either:

(1) Makes a governmental decision whether to: (a) Approve a rate, rule or regulation; (b) Adopt or enforce a law; (c) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement; (d) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval; (e) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract; (f) Grant agency approval to a plan, design, report, study, or similar item; (g) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(2) Serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

Consultants and new positions shall make Full Disclosure subject to the President & Chief Executive Officer’s (or his/her designated authority’s) determination, 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 President & Chief Executive Officer’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. Nothing herein excuses any such consultant or new position from any other provision of this Conflict of Interest Code.

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Director of Financial Services/Budget Officer, Vice President of Financial Services & Chief Financial Officer, and Controller - To the extent that any of these three positions manage public investments, employee will file a Statement of Economic Interests pursuant to Government Code §87200.

DISCLOSURE CATEGORIES

Full Disclosure – Type I

You are required to disclose the following interests:

- any and all interests in real property that are within the jurisdiction* of the San Diego Housing Commission (“Housing Commission”);
- any and all investments, business positions and sources of income from a person or business in the jurisdiction* of the Housing Commission. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the city of San Diego in the last two (2) years; and
- any and all gifts, loans, travel expenses, etc. from any person or business entity doing business with the Housing Commission and/or the Housing Authority of the City of San Diego (“Housing Authority”).

Full Disclosure – Type II (excluding interest in real property)

You are required to disclose the following interests:

- any and all investments, business positions and sources of income from a person or business in the jurisdiction* of the Housing Commission. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the city of San Diego in the last two (2) years; and
- any and all gifts, loans, travel expenses, etc. from any person or business entity doing business with the Housing Commission and/or the Housing Authority.

Limited Disclosure – Type I (contracting)

You are required to disclose the following interests:

- any and all investments, business positions and sources of income from a person or business in the jurisdiction* of the Housing Commission that provides leased facilities, goods, equipment, machinery, vehicles, and/or services, including training and/or consulting services, of a type utilized by your department. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the City of San Diego in the last two (2) years; and

- any and all gifts, loans, travel expenses, etc. from a person or business doing business with the Housing Commission and/or the Housing Authority, that provide leased facilities, goods, equipment, machinery, vehicles, and/or services, including training and/or consulting services, of the type utilized by your department.

Limited Disclosure – Type II (grant/service providers)

You are required to disclose the following interests:

- any and all investments, business positions and/or income from any person or business (including a non-profit entity) doing business in the jurisdiction* of the Housing Commission and that provides goods and/or services of a nature similar to those utilized by your department. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the City of San Diego in the last two (2) years;
- any and all investments, business positions and/or income from any person or business (including a non-profit entity) within the jurisdiction* of the Housing Commission that is of the type to receive grants or other monies from or through the Housing Commission. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the City of San Diego in the last two (2) years; and
- any and all gifts, loans, travel expenses, etc. from a person or business doing business with the Housing Commission and/or the Housing Authority that provides goods or services of a nature similar to those utilized by your department.

Limited Disclosure – Type III (grant/service providers with disclosure of real property interest)

You are required to disclose the following interests:

- any and all interests in real property that are within the jurisdiction* of the Housing Commission;
- any and all investments, business positions and/or income from any person or business (including a non-profit entity) doing business in the jurisdiction* of the Housing Commission and that provides goods and/or services of a nature similar to those utilized by your department. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the City of San Diego in the last two (2) years;

- any and all investments, business positions and/or income from any person or business (including a non-profit entity) within the jurisdiction* of the Housing Commission that is of the type to receive grants or other monies from or through the Housing Commission. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the City of San Diego in the last two (2) years; and

- any and all gifts, loans, travel expenses, etc. from a person or business doing business with the Housing Commission and/or the Housing Authority that provides goods or services of a nature similar to those utilized by your department.

* "Jurisdiction" means the geographical area encompassing the City of San Diego, as depicted on the map in Appendix D. Real property is considered to be "within the jurisdiction" if the property or any part of it is located within or not more than two miles outside the boundaries of the City of San Diego or within two miles of any land owned or used by the San Diego Housing Commission. (82035)