

**OFFICE OF THE CITY ATTORNEY
 CONFLICT OF INTEREST CODE
 DESIGNATED POSITIONS
 APPENDIX A**

POSITION	DUTIES	CATEGORY
City Attorney	Chief legal advisor of and attorney for the City and all departments and offices thereof as specified in San Diego City Charter Section 40.	Files 700 Form (Statutory Requirement - Gov't Code § 87200)
Assistant City Attorney (Civil Advisory Division)	Under administrative direction, to provide legal counsel to the City Council, Mayor and City Departments; and to assist the City Attorney in planning, directing and coordinating the work of the division in the City Attorney's office; and to perform related work.	1
Assistant City Attorney (Civil Litigation Division)	Under administrative direction, prosecute or defend civil lawsuits in which the City is a party; and to assist the City Attorney in planning, directing and coordinating the work of the division in the City Attorney's office; and to perform related work.	1
Assistant City Attorney (Criminal Division)	Under administrative direction, to oversee the operations of the Criminal Division; and to assist the City Attorney in planning, directing and coordinating the work of the division in the City Attorney's office; and to perform related work.	1
Assistant City Attorney (Community Justice Division)	Under administrative direction, prosecute cases that the community has identified as important to quality of life; and to assist the City Attorney in planning, directing and coordinating the work of the division in the City Attorney's office; and to perform related work.	1

POSITION	DUTIES	CATEGORY
All Deputy City Attorneys in Civil Advisory and Litigation Divisions, and in Code Enforcement, Consumer and Environmental Protection Unit of Community Justice Division	Perform duties as assigned by the City Attorney.	1
The Attorney who sits with the Funds Commission in the place of the City Attorney		Files 700 Form (Statutory and Regulatory Requirement - Gov't Code § 87200; 2 Cal. Code of Regs. § 18720)
All other Deputy City Attorneys in Criminal Division	Perform duties as assigned by the City Attorney.	2
All other Deputy City Attorneys in Community Justice Division	Perform duties as assigned by the City Attorney.	2
Communications Director	Under administrative direction, to assist the City Attorney in the administration of the office of the City Attorney, including communications work, and to perform related work.	2
Intergovernmental Affairs Manager (Program Manager)	Under administrative direction, to assist City Attorney with the duties related to intergovernmental and public relations; and to perform related work.	1

POSITION	DUTIES	CATEGORY
Administrative Services, Deputy Director (Deputy Director)	Under direction, to assist the City Attorney in the administration of the office in the areas of budget, personnel, policy development, and organization effectiveness.	2
Executive Assistant to the City Attorney (Confidential Secretary)	Acts as confidential secretary/executive assistant to the City Attorney, fields and maintains all requests for meetings and appointments of the City Attorney, provides administrative support and input on administrative issues and performs related work.	2
Legal Technology Manager (Program Manager)	Under direction, supervise and administer the technology needs of the office including oversight of the Criminal and Civil Division Case Management Systems and DOJ systems.	2
Supervising Management Analyst	Analyzes need for and/or recommends purchase or lease of equipment, supplies, service contracts and other purchases and service agreements for the department. Acts as project manager and authorizes activities, supplies and/or equipment as needed on a special project basis.	2
Senior Management Analyst	Under direction, analyzes need for and/or recommends purchase or lease of equipment, supplies, service contracts and other purchases for the division. Performs difficult and complex budgetary, fiscal, organizational and administrative studies and assignments; and performs related work.	2
Dispute Resolution Officer	Under general supervision, to resolve citizen disputes without formal court proceedings; to conduct informal office hearings to obtain compliance with the law; and to perform related work.	2
Principal City Attorney Investigator	Under direction, to plan, assign, supervise and coordinate a wide variety of pre-trial investigations for City liability and other cases; to conduct special investigations; and to perform related work.	3

POSITION	DUTIES	CATEGORY
Senior City Attorney Investigator	Under direction, to perform the more difficult and complex pre-trial investigations for City liability and other cases going to trial; to perform sensitive and complex special investigations and projects; to supervise litigation investigators; and to perform related work.	3
City Attorney Investigator	Under direction, to perform a wide variety of investigations for City liability and other cases going to trial; to conduct special investigations; and to perform related work.	3
Principal Paralegal	Under direction, to plan, assign, supervise, and direct through subordinate supervisors, a variety of paralegal duties; to perform the more difficult, complex, and sensitive paralegal projects; and to perform related work.	3
Senior Paralegal	Under direction, to train, supervise and review the work of subordinate Paralegals within a work unit; to perform the more difficult, complex and sensitive paralegal duties; and to perform related work.	3
Paralegal	Under direction, to assist Deputy City Attorneys by performing routine paralegal duties in the City Attorney's office; and to perform related work.	3
Librarian III (Law Librarian)	Under direction, to organize and maintain -division libraries, including acquisitions from law publishers and legal information suppliers, records management and indexing, litigation support, and managing in-house training in legal research and database searching, and acting as in-house automation consultant; and to perform related work.	3
Information Systems Analyst III	Under direction, serves as the departmental representative and liaison between department and San Diego Data Processing Corporation, the court system, and other law enforcement agencies; trains and supervises the work of subordinate information systems staff; develops and implements complex automated information systems; and performs related work.	2

POSITION	DUTIES	CATEGORY
Information Systems Analyst II	Under direction, at the journey level, to serve as the departmental representative and liaison between a City department and the San Diego Data Processing Corporation or private computer vendors in the development, testing, implementation, and modification of complex automated information systems; and to perform related work.	3
Associate Management Analyst	Under direction, at the journey level, to perform difficult and complex budgetary, fiscal, organizational and administrative studies and assignments; to prepare, administer and analyze operating budget; and to perform related work.	3
Senior Legal Interns	Perform duties as assigned by the City Attorney.	2
Consultants	A Deputy City Attorney who is head of a unit, Assistant City Attorney or City Attorney 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 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 Deputy City Attorney who is head of a unit, Assistant City Attorney or City Attorney'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.	4

The City Attorney has determined that the following consultants are subject to the City Attorney Conflict of Interest Code and to file disclosure forms:

- Attorneys on retainer who serve in a staff capacity and who provide legal services on an ongoing basis. The scope of disclosure will be determined at the time of formation of the contract.

The City Attorney has determined that the following categories of consultants are not subject to the City Attorney's Conflict of Interest Code and shall not be required to file economic disclosure forms:

- Attorneys who volunteer services to the City Attorney.
- Attorneys who provide limited duties for specific litigation or special projects.
- Expert witnesses
- Consultants who provide expertise in limited areas for specific litigation or special projects.

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

As used in Appendix B, “the City” means the City of San Diego itself as well as all entities for which the Office of the City Attorney provides legal services.

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) Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.

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, that is a defendant in a law enforcement action being prosecuted on behalf of the City of San Diego or People of California by the City Attorney’s Office, or is granted authority by the City to use City facilities.
- (b) 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, that is a defendant in a law enforcement action being prosecuted on behalf of the City of San Diego or People of California by the City Attorney’s Office, or is granted authority by the City to use City facilities.
- (c) Income and gifts from 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, that is a defendant in a law enforcement action being prosecuted on behalf of the City of San Diego or People of California by the City Attorney’s Office, or is granted authority by the City to use City facilities.

Category 3:

Investments or business positions in any business entity, income and gifts from any person or business entity, interests in real property held jointly or in common with any person or business entity.

For purposes of this category, any person or business entity means one which reasonably foreseeably will be the subject of an investigation by the City, is an adverse party to the City in a legal proceeding, that is a defendant in a law enforcement action being prosecuted on behalf of the City of San Diego or People of California by the City Attorney's Office, or is contracting with, or selling goods or services to, the City.

Category 4:

As required. A Deputy City Attorney who is head of a unit, Assistant City Attorney, or City Attorney 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 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 Deputy City Attorney who is head of a unit, Assistant City Attorney, or City Attorney'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.