

**ETHICS COMMISSION
CONFLICT OF INTEREST CODE**

APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

| <u>Position</u> | <u>Duties</u> | <u>Category</u> |
|--|---|------------------------|
| Ethics Commissioner | To oversee all Commission activities, including training and education, formal advisory opinions, investigations and enforcement of alleged violations of governmental ethics law, audits of campaign committees and registered lobbyist, recommendation to the City Council regarding proposed amendments to government ethics laws, and other related duties. | 1 |
| Executive Director | To serve at the Commission’s direction; to oversee the training and education programs, to oversee the provision of informal and formal advice, to oversee investigations and enforcement activities, to oversee audit program, to hire and manage staff, to contract for consultants as necessary, and to perform administrative work as necessary. | 1 |
| Ethics Commission Senior Investigator | To supervise Ethics Commission’s Investigator and Financial Investigator, and to perform investigations related to violations of City governmental Ethics Laws and to perform related work. | 1 |
| Ethics Commission Investigator | To perform investigations related to violations of City governmental Ethics Laws and to perform related work. | 1 |
| Ethics Commission Financial Investigator | To perform audits and financial investigations related to violations of City governmental Ethics Laws and to perform related work. | 1 |
| Ethics Commission General Counsel | To provide legal services to the Commission and Commission staff | 1 |
| Program Manager | To administer education and training program, to provide technical assistance, to support the Ethics Commission General Counsel, and to perform related work. | 1 |
| Training Officer | To conduct live training sessions for City Officials, candidates, political committees, and lobbyist, and to prepare related training materials. | 1 |
| Consultant | To perform services as specified in contact. | 2 |

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1:

- a. Investments and business positions in any business entity located in or doing business in the City of San Diego.
- b. Income (including loans, gifts, and travel payments) from sources located in or doing business in the City of San Diego, with the exception of gifts from designated employee's departmental supervisor.
- c. 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.

CATEGORY 2:

Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest category in the code subject to the following limitation:

The Ethics Commission Chairperson or the Executive Director 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 Chairperson's or Executive 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.