

**FINANCIAL MANAGEMENT DEPARTMENT
CONFLICT OF INTEREST CODE**

APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Financial Management Director	Directs Financial Management Department and administers the annual budget.	1
Financial Manager for Budget Development and Systems	Develops department policies and procedures; prepares the City's Proposed and Annual operating budgets; provides analysis and monitoring of revenues and expenses; manages budgetary adjustments; manages budgeting systems; manages the fiscal analysis of the meet and confer process.	2
Financial Manager for Budget Monitoring, Department Liaison, & Capital Budgeting	Develops department policies and procedures; oversees analysis and monitoring of revenues and expenses; oversees budgetary adjustments; prepares quarterly financial reports to Council; prepares the City's Proposed and Annual Capital Improvements Program budgets.	2

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<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Financial Manager for Revenue & Multi-Year Financial Planning	Develops department policies and procedures; provides analysis and monitoring of revenues and expenses; oversees budgetary adjustments; develops multi-year financial plan; prepares quarterly financial reports to Council.	2
Supervising Budget Development Analyst For Economic Analysis	Under administrative direction, performs a wide variety of complex financial analyses; develops short- and long-range revenue projections; assists in developing the City's multi-year financial plan.	2
Supervising Budget Development Analyst for Budget Monitoring	Under administrative direction, performs budgetary and fiscal analyses; prepares quarterly financial reports to Council; and oversees budgetary adjustments.	2
Supervising Budget Development Analyst for Budget Development	Under administrative direction, prepares the City's Proposed and Annual operating budgets; coordinates the budgeting systems; performs budgetary, fiscal, organizational, and project management functions.	2

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<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Supervising Budget Development Analyst for Organization Management (Salaries and Benefits)	Under administrative direction, oversees the request to fill process; manages and maintains the business process for Organizational Management; oversees the fringe projections and adjustments for the development and monitoring of the operating budget; prepares and reviews the fiscal analysis of the meet and confer process.	2
Senior Budget Development Analyst for Revenue & Department Liaison	Under direction, performs budgetary, fiscal, organizational and project management functions; makes complex City-wide revenue analyses and multi- year forecasts.	2
Senior Budget Development Analyst for Budget Monitoring & Department Liaison	Under direction, performs budgetary, fiscal, organizational, and project management functions; makes complex cost/revenue analyses and forecasts; prepares quarterly financial reports to Council.	2

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<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Senior Budget Development Analyst for Budget Development & Department Liaison	Under direction, performs budgetary, fiscal, organizational, and project management functions; makes complex cost/revenue analyses and forecasts; prepares the City's Proposed and Annual operating budgets.	2
Senior Budget Development Analyst for Capital Improvements Program (CIP) & Department Liaison	Under direction, performs budgetary fiscal, organizational, and project management functions; makes complex cost/revenue analyses and forecasts; prepares the City's Proposed and Annual Capital Improvements Program budgets.	2
Senior Budget Development Analyst for Personnel Expense Budgets and Department Liaison	Under direction, performs budgetary, fiscal, organizational, and project management functions; makes complex cost/revenue analyses and forecasts; prepares labor negotiation analysis; prepares the City's Personnel Expense operating budgets.	2

CONSULTANTS

Consultant	Performs consultant services for Financial Management Department.	3
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Reso#R-306287
Approved - November 9, 2010

**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1:

- a. Investments and business positions in any business entity located in or doing business with the City of San Diego.
- b. Income and gifts from sources located in or doing business with the City of San Diego.
- c. Interest 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:

- 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, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- c. Interest 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 3:

Consultants:

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 Financial Management 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 Financial Management

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cont.

CATEGORY 3:

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.