

**HUMAN RESOURCES  
CONFLICT OF INTEREST CODE**

**APPENDIX A**

**DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

POSITIONS	DUTIES	CATEGORY
Human Resources Director	Supervise professional staff related to human resources, labor and employment matters. Represent the City in all labor relations matters, including formal negotiations and administration of labor agreements, policies and procedures, and resolution of employee and union grievances and appeals.	1
Human Resources Deputy Director	Supervise professional staff related to human resources, labor and employment matters. Represent the City in all labor relations matters, including formal negotiations and administration of labor agreements, policies and procedures, and resolution of employee and union grievances and appeals.	1
Labor Relations Officer	Represent the City in all labor relations matters, including formal negotiations and administration of labor agreements, policies and procedures, and resolution of employee and union grievances and appeals.	1
Executive Director, Human Relations Commission	Provide policy guidance and Board support to the Human Relations Commission.	1
Citywide Training Program Manager	Provide policy guidance and management of the Citywide training efforts. The position oversees and coordinates the Citywide Trainers' Committee, as well as determines and coordinates Citywide training needs.	2
Consultant	Perform consultant services for the Human Resources Department.	3

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**APPENDIX B**

**DISCLOSURE CATEGORIES**

CATEGORY	DESCRIPTION
1	<p>Investments and business positions in any firm or business entity located in or doing business with the City of San Diego.</p> <p>Income and gifts from sources located in or doing business with the City of San Diego.</p> <p>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.</p>
2	<p>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.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City, who is a tenant of the City, who is an adverse party to the City in a legal proceeding, or who is granted authority by the City to use City facilities.</p> <p>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.</p>
3	<p>Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this code subject to the following limitations:</p> <p>The Human Resources Director or Deputy 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 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 Human Resources Director’s or Deputy 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.</p>