

OFFICE OF THE MAYOR

CONFLICT OF INTEREST CODE

APPENDIX A DESIGNATED POSITIONS, DUTIES AND CATEGORIES

Position	Duties	Category
Chief of Staff	Assists the Mayor, Chief Operating Officer, and the Assistant Chief Operating Officer in developing policy and managing the City, as required.	1
Executive Assistant to the Chief of Staff	Manages and administers activities on behalf of the Chief of Staff; manages the Chief of Staff's calendar and scheduling of appointments, phone calls, and correspondence; and coordinates itineraries and travel arrangements, as needed.	1
Deputy Chief of Staff/ Chief of Policy	Supervises the Mayor's policy advisors; coordinates City policy personnel within City departments; and is responsible for the development, implementation and presentation of all mayoral policy objectives. Represents the Mayor, where appropriate, on policy matters.	1
Deputy Director of Policy	Develops, implements and presents Mayoral policy objectives and priorities. Works with City departments in regard to development of policy. Represents the Mayor, where appropriate, on policy matters.	1
Policy Advisor	Develops and implements the Mayor's policies and priorities for the City. Coordinates presentation of the Mayor's policies to City Council and the public. Assists City Departments in developing, implementing and presenting the Mayor's policies and priorities to the Council and the public. Assists in the coordination of military and veterans affairs. Represents the Mayor, where appropriate, on policy matters.	1
Director of Intergovernmental Affairs	Responsible for the Mayor's relationships with the State and Federal governments; for supervision of consultants, contractors, and lobbyists; and for monitoring and advocating for City priorities in Sacramento and Washington, D.C. Represents the Mayor, where appropriate, in Intergovernmental matters.	1

Bi-National Affairs Office	Responsible for developing and implementing the Mayor's policies and priorities on Bi- National matters. Represents the Mayor, where appropriate, on Bi- National affairs and coordinates with Bi- National agencies, governments, and entities.	1
Deputy Chief of Staff/ Chief of Communications	Responsible for the Mayor's communication with the public via media. Supervises the communications staff and their performance of public information duties.	1
Deputy Press Secretary	Performs City public information duties; prepares and distributes press releases; and acts as liaison with public information officers and the news media.	1
Director of Council Affairs	Acts as chief intermediary for the Mayor's office and City Departments to the City Council. Represents the Mayor at City Council and Committee meetings. Supervises the day-to-day operations of the Council Affairs office, and Citywide docket coordination and management.	1
Director of Administration	Prepares office budget, handles payroll and personnel matters, monitors expenses, and performs purchasing for the department. Handles special projects and assignments that pertain to office management, as assigned. Acts as a liaison to other City Departments on cross-departmental tasks.	1
Protocol Director	Manages visits to the Mayor by high-level Dignitaries, diplomats, domestic/international government officials, and celebrities; manages Consular relations; manages military/protocol relations; oversees sister cities; oversees protocol responsibilities at the State of the City Address; and serves as liaison with the International Affairs Board.	1
Protocol Officer	Assist Protocol Director with visits from high-level foreign dignitaries, works with the Military commands and bases, responsible for completing proclamations, commendations, congratulatory and welcome letters, and correspondence with foreign officers and consulates. Works closely with Sister Cities and manages consular relations, supervise protocol interns, assist with protocol responsibilities at the State of the City Address, and attends events on behalf of the Mayor.	1
Director of Appointments, Boards & Commissions	Assists the Mayor in the identification and vetting of applicants for appointment, making nominations, and managing the confirmation process and appointee relations.	1

	<p>This department manages the City's Boards and Commissions structures; oversees the establishment of new Boards; and manages procedural and bylaw modifications, and related special projects.</p>	
Deputy Chief of Staff/ Community Engagement	<p>Manages the Community Outreach strategy, staff and operations to assist the Mayor in establishing and maintaining community relationships through constituent engagement, community networking, and coalition building; communicating the Mayor's policies and priorities in geographic neighborhoods and communities of interest; and serving as a representative of the Mayor, where appropriate, on community issues.</p>	1
Director of Community Outreach	<p>Supervises the Community Outreach Representatives, establishing priorities in each neighborhood and communities of interest, and serving as a representative of the Mayor, where appropriate, on community issues.</p>	1
Community Outreach Representative	<p>Assists the Mayor in establishing and maintaining community relationships through constituent engagement, community networking, and coalition building. Communicates the Mayor's policies and priorities in geographic neighborhoods and communities of interest, and serves as a representative of the Mayor, where appropriate, on community issues.</p>	1
Director of Scheduling	<p>Maintains daily, weekly, monthly, and long term calendars for the Mayor; fields and reviews appointment requests; schedules events, meetings, engagements and appearances; and ensures logistics for appointments are coordinated.</p>	1
Executive Assistant to the Mayor	<p>Handles the Mayor's appointments, correspondence, and phone calls; manages tracking and reporting of gifts received; assists in scheduling; administers and coordinates distribution of tickets allocated to the Mayor for the City boxes in Qualcomm Stadium and Petco Park in accordance with policy; and coordinates itineraries and travel arrangements, as needed.</p>	1
Executive Receptionist	<p>Responds to constituents over the phone and in person, to answer questions, communicate the Mayor's policies and priorities, and appropriately direct callers; receives visitors to the Mayor's Office; problem-solves to assist constituents and manages any follow-up arising through those interactions.</p>	2

Consultant/New Positions Consultants/new positions 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: **3**

The Chief of Staff may determine 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 comply fully with the disclosure requirements described in this section. Such 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 Chief of Staff'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.

Contractor **Sacramento Representation:** Maintains regular contact with the Legislature (with emphasis on our local delegation) and executive agencies of state government; prepares legislation and amendments; presents testimony to legislative committees; and advocates City positions to individual members of the Legislature and state administrative agencies. The Sacramento representation conducts or assists in negotiations with state agencies and identifies grant opportunities. **3**

Contractor **Washington, D.C. Representation:** Maintains regular contact with the Congress (with emphasis on our local delegation) and with all federal executive departments; works with federal agencies in developing administrative regulations beneficial to program activities in the City; and assists in negotiations with federal agencies relating to program funding. The Washington D.C. representation reviews and regularly reports on all federal activity which may impact the City. **3**

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1:

- a. All reportable investments and business positions in any firm or business entity that supplies goods or services to the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- b. All reportable investments, business positions, and income from sources located in or doing business in the City of San Diego.
- c. All reportable 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.
- d. All reportable interests in real property owned or used by any person or business entity that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- e. All reportable income and gifts from sources located in or doing business with the City.
- f. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.

CATEGORY 2:

- 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. All reportable 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 3:

Consultants and new positions 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 Chief of Staff may determine 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 comply fully with the disclosure requirements described in this section. Such 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 Chief of Staff'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.