

Appendix A

Reso#R-306453
Approved - December 7, 2010

**Department of Information Technology
Designated Positions, Duties and Categories
(See Appendix B for Category Details)**

POSITION	DUTIES	CATEGORY
Director / Chief Information Officer (CIO)	Manages the Department of Information Technology and supports the Assistant Chief Operating Officer in the assessment and administration of Citywide technology services. Has overall responsibility for defining and implementing IT Strategy, IT Governance, Program Management Office, Budget oversight of Citywide IT expenditures and IT Vendor Management.	1
Information Technology Operations & Security Program Manager	Assists the IT Director in managing and administering the Department of IT. Has responsibility delegated from IT Director for purchases of supplies and services for the Department of IT and also for approving Citywide purchases of IT supplies and services by other departments. Participates on selection panels which determine who will be awarded contracts for Citywide IT purchases and/or services	1
Program / Project Manager / Coordinator	Directs work programs, coordinates projects, and provides assistance and staff support to management, committees and task forces. Participates on selection panels which determine who will be awarded contracts for Citywide IT purchases and/or services.	2
Information Systems Manager	Manages the Central IT Support section that provides or oversees contract services for Help Desk, desktop support, file storage, network printing, messaging (Email), and directory services to the City. Is responsible for both customer support and the complex distributed infrastructure required for service delivery. The position negotiates service levels, establishes vendor performance metrics, and develops and implements policies and procedures while addressing daily operational issues. Participates on selection panels which determine who will be awarded contracts for Citywide IT purchases and/or services.	2

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POSITION	DUTIES	CATEGORY
Information Systems Analyst IV	Supervises professional and technical staff, serves as Citywide representative and IT Project Manager on complex projects involving distributed Internet/Intranet systems and/or various desktop systems. Manages outside vendors and ensures timely enterprise-wide technical solutions. Develops IT policies and procedures related to Internet/Intranet, configuration management, IT asset management or customer support. Participates on selection panels which determine who will be awarded contracts for Citywide IT purchases and/or services.	2
Information Systems Analyst III	Coordinates shared City IT systems and standardization of programs; analyzes and recommends hardware and software standards and other IT systems requirements as assigned. Participates on selection panels which determine who will be awarded contracts for Citywide IT purchases and/or services.	2
Senior Management Analyst	Supervises clerical and administrative staff; coordinates Citywide data processing budgets with City staff, San Diego Data Processing Corporation (SDDPC), and other IT service providers; recommends and coordinates funding for major purchases of computer hardware and software programs.	2
Consultants	Refer to the Disclosure Category section (Exhibit B) for Consultants.	3

Appendix B
Department of Information Technology
Disclosure Categories

Category 1

Investments and business positions in any business entity either located in or doing business with the City, or in a technology related field.

Income and gifts from sources located in or doing business with the City or that is a business entity in a technology related field.

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

Investments and business positions in a firm or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities, or that is a business entity in a technology related field.

Income and gifts from any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities, or that is a business entity in a technology related field.

Category 3

Consultants:

Consultants shall be included in the list of designated employees for the Department of Information Technology and shall disclose pursuant to the broadest category in the code subject to the following limitation:

The Mayor, Chief Operating Officer, Deputy Chief Operating Officers, or Department Director/Chief Information Officer 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, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.