

**SAN DIEGO CITY EMPLOYEES' RETIREMENT SYSTEM
CONFLICT OF INTEREST CODE**

APPENDIX A
Designated Positions

<u>Position</u>	<u>Duties</u>	<u>Category</u>
1. <u>Members of the Retirement Board</u>	Board Members exercise responsibility for the management of public Investments, and are identified in SDMC §§27.3503, 27.3510 as statutory filers subject to Government Code §87200)	Form 700 (Gov't Code § 87200)
2. <u>Chief Executive Officer</u>	Under policy direction of the Retirement Board, manages the routine affairs of Retirement Office and staff; directs SDCERS Staff, sets policy direction for Staff; counsels and informs employees regarding Options and benefits; has primary responsibility to deal with actuaries, provides assistance and recommendations to the Board and its committees.	1 – Form 700 (Local Code Filer Under SDMC §27.3503; Gov't Code §87300)
3. <u>General Counsel</u>	Under the direction of the CEO, provides legal representation, advice, and recommendations to the Board and staff; directs and reviews the work of SDCERS' Legal Division and outside legal firms.	1
4. <u>Chief Financial Officer</u>	Under the direction of the CEO, directs, manages and coordinates finance, accounting and budget operations; develops and administers department budget; prepares reports for the Board as assigned; directs preparation of annual financial report (CAFR) and all interactions with the Independent Auditor; develops staff policy direction, goals and schedules to provide information as requested by the independent actuary for completion of annual actuarial valuations; develops and implements department goals, objectives, policies and procedures. directs and manages benefits administration staff in the delivery of services and benefits to SDCERS' members, including calculating and preparing pension payments; administering health benefits processing enrollments and terminations; tracking service credit and member contributions; reconciling deceased member accounts; and processing beneficiary payments.	1

5. **Chief Investment Officer** Under the direction of the CEO, prepares recommendations regarding investment policy, practices, allocations, and instruments; coordinates and participates in the review, selection, evaluation, and termination of investment managers; negotiates contracts for investment managers and other investment-related activities. 1
6. **Chief of Staff** Under the direction of the CEO, oversees the status and completion of cross-divisional projects; directs internal human resource activities, programs and strategies; directs public and media relations projects and internal and external communications, including SDCERS Website; and assists the CEO in developing organizational goals, objectives, policies and procedures. 1
7. **Associate General Counsel** Under the direction of the General Counsel, acts on behalf of the General Counsel when necessary, and provides legal representation, advice, and recommendations to the Board and staff. 1
8. **Member Services Division Director** Under the direction of the CEO, oversees customer service functions, including Call Center, direct correspondence and meetings with Members. Resolves complex Member benefit issues, and directs all member counseling, education and outreach activities 1
9. **Chief Information Officer** Under the direction of the CEO, directs and manages information technology staff, contractors, consultants, vendors and technical services contracts; manages technical infrastructure and facilities, desktop services, application support, Help Desk, IT procurement and system implementation and integration projects; manages Board of Administration audio/video production; develops and manages division budget to support business operations; develops and implements IT Strategic Plan and initiatives to support SDCERS' business objectives; develops, implements and enforces organizational IT policies and procedures. 1
10. **Assistant Investment Officer** Under the direction of the Chief Investment Officer, advises and makes recommendations to the Chief Investment Officer, CEO, and the Board by conducting research and investigations, preparing or presenting reports and/or analysis. 1
11. **Internal Auditor/Chief Compliance Officer** Under the direction of the Board Audit Committee and Board, plans, conducts, and reports on internal audit 1

